

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

**REQUEST FOR QUOTATION FORM &
NOTICE
(GOODS)**

Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2022-07-097 (03)
Date :	July 14, 2022

Project:

SUPPLY AND DELIVERY OF TONER CARTRIDGES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED TWENTY-SIX THOUSAND EIGHT HUNDRED PESOS ONLY (Php126,800.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF TONER CARTRIDGES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK.**

TERMS OF REFERENCE:

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufactures to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:
 - 1.1 For the complete details of this project, please "ORDER" RFQ Form No. 2022-07-097 (03) on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Delivery and installation (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
2. Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
3. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-CALABARZONRC c/o Mr. Edsel E. Espino (043) 724-6199; on July 19-21, 2022 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).
4. Upon submission of the RFQ, please attach the following documentary requirements:
 - a. Mayor's Permit
 - b. PhilGEPs Registration Number
 - c. DTI or SEC Registration
 - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on July 21, 2022, 3:00pm. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to John Vincent K. Forteza, BAC Secretariat Chairperson.
7. The winning supplier will be notified in writing or by phone or otherwise by the Head of the Procuring Entity (HOPE) subject to the provisions of RA 9184 and its Revised IRR.
8. The PSHS-CALABARZONRC reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.



MARY ANGEL L. GAVINA
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

**REQUEST FOR QUOTATION FORM & NOTICE
(GOODS)**

Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Barangay Sampaga West, Batangas City

Quotation No.:	2022-07-097 (3)
Date :	July 14, 2022

GENTLEMEN:

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within 25 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE					
SUPPLY AND DELIVERY					
1	4	pieces	Toner Cartridge for Gestetner CM2500 Copier, Black		
2	3	pieces	Toner Cartridge for Gestetner CM2500 Copier, Cyan		
3	2	pieces	Toner Cartridge for Gestetner CM2500 Copier, Magenta		
4	2	pieces	Toner Cartridge, HP 085A, Black		
5	11	pieces	Toner Cartridge, HP 204A, Black		
6	3	pieces	Toner Cartridge, HP 204A, Cyan		
NOTE:					
→ The scope of this procurement project includes SUPPLY AND DELIVERY of the items being procured to PSHS - CALABARZON Region Campus located at Sitio Sampaga West, Brgy. Sampaga, Batangas City.					
→ Interested merchants / suppliers MUST SUPPLY ONLY ORIGINAL EQUIPMENT MANUFACTURER (OEM) CONSUMABLES					
→ Aside from the usual business and eligibility documents being required by the 9th ed. 2016 Implementing Rules and Regulations of Republic Act 9184 otherwise known as the Government Procurement Act, suppliers / merchants SHALL PROVIDE A CERTIFICATION from the equipment manufacturer that they are AUTHORIZED TO RESELL the listed products on their behalf. OFFERS THAT ARE NOT ACCOMPANIED BY THE SAID CERTIFICATION SHALL BE DISQUALIFIED.					
TOTAL					

Delivery Term :	WITHIN 25 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER
Delivery Time :	-
Payment Term :	WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF THE PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


EDSEL E. ESPINO
PURCHASER

**PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:**

Telephone : (043) 724-6199 local 803
Email : bac@cbzrc.pshs.edu.ph

Authorized Company
Representative : _____
(Signature Over Printed Name)

IMPORTANT
1. Prices must be typewritten in ink clearly.
2. If offering a substitute/equivalent, specify the brand and make.

Company Name : _____
Address : _____
Telephone nos. : _____
T.I.N. : _____

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD		PR No.: 2022 -07-097	Date: July 14, 2022		
		Responsibility Center Code : 19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	packs	Battery, Dry Cell, Size: AA, 2s/pack	16	P18.34	P293.44
2	reams	Paper, Multicopy, 80gsm, A4	154	P165.65	P25,510.10
3	pieces	Eraser, Plastic / Rubber	61	P4.47	P272.67
4	pieces	Eraser, Felt (for blackboard / whiteboard)	100	P11.41	P1,141.00
5	packs	Folder with Tab, Long, 100s/pack	8	P333.26	P2,666.08
6	jars	Glue, all-purpose	80	P70.72	P5,657.60
7	pieces	Stapler, Standard-type	32	P145.60	P4,659.20
8	boxes	Index Tab	19	P63.11	P1,199.09
9	pads	Note Pad, Stick-on, 3"3	72	P52.00	P3,744.00
10	rolls	Tape, Masking, 24mm	109	P61.88	P6,744.92
11	boxes	Staple Wire No.23/13	15	P23.76	P356.40
12	pieces	Battery, AAA, Alkaline	40	P65.00	P2,600.00
13	boxes	Binder Clip 1", at least 12pcs/box	120	P35.00	P4,200.00
14	boxes	Binder Clip, 1.25", at least 12pcs/box	24	P45.00	P1,080.00
15	reams	Paper, Multicopy, 80gsm, Legal	21	P250.00	P5,250.00
16	pieces	Certificate Holder, A4, Blue	79	P65.00	P4,345.00
17	pieces	Clear Book, Long, Color: Blue, at least 20 sheets	120	P120.00	P14,400.00
18	pieces	Cutter Knife, Big	17	P60.00	P1,020.00
19	cans	Disinfectant Spray, at least 510g net wt.	11	P550.00	P6,050.00
20	pieces	Envelope Brown, A4	250	P5.00	P1,250.00
21	cans	Insecticide Spray, at least 600ml net content	34	P350.00	P11,900.00
22	pieces	Logbook,300 leaves	10	P90.00	P900.00
23	pieces	Logbook,500 leaves	23	P120.00	P2,760.00
24	pieces	Pencil, Wooden, with Lead and Eraser	119	P10.00	P1,190.00
25	packs	Post it, Signature Tab	28	P50.00	P1,400.00
					P110,589.50

Purpose: TO REPLENISH AND UPDATE THE PSHS - CALABARZON REGION CAMPUS' INVENTORY OF COMMONLY USED OFFICE SUPPLIES, EQUIPMENT AND CONSUMABLES IN PREPARATION FOR THE UPCOMING OPENING OF CLASSES FOR SCHOOL YEAR 2022-2023

Requested by:

Signature :

Printed Name :

Designation :

EDSEL EVANGELISTA ESPINO
SUPPLY AND PROPERTY OFFICER

Approved by:

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD		PR No.: 2022 -07-097		Date: July 14, 2022	
		Responsibility Center Code : 19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
26	pieces	Puncher, Paper, Heavy-duty	9	P450.00	P4,050.00
27	pack	PVC Cover, Long, 100s/pack	1	P550.00	P550.00
28	pieces	Scissors, Multi-purpose, at least 7 inches in length	27	P100.00	P2,700.00
29	pieces	Sign Pen, Black, 0.5mm needlepoint	14	P75.00	P1,050.00
30	pieces	Sign Pen, Blue, 0.5mm needlepoint	31	P75.00	P2,325.00
31	pieces	Gel Pen, Black, 0.5mm	156	P25.00	P3,900.00
32	pieces	Gel Pen, Blue, 0.5mm	168	P25.00	P4,200.00
33	pieces	Gel Pen, Green, 0.5mm	230	P25.00	P5,750.00
34	packs	Specialty Paper, 90gsm, White, A4, 10s/pack	195	P25.00	P4,875.00
35	packs	Sticker Paper, Matte White, A4, 10s/pack	60	P55.00	P3,300.00
36	rolls	Tape, Double-sided, Tissue, at least 24mm x 10meters	96	P45.00	P4,320.00
37	rolls	Tape, Masking, at least 48mm x 22meters	26	P90.00	P2,350.00
38	rolls	Tape, Duct, at least 48mm x 8meters	26	P130.00	P3,380.00
39	rolls	Tape, Transparent, at least 24mm x 45meters	150	P30.00	P4,500.00
40	rolls	Tape, Transparent, at least 48mm x 30meters	31	P40.00	P1,240.00
41	bottles	Whiteboard Marker Ink, Black, at least 30mL	27	P170.00	P4,590.00
42	bottles	Whiteboard Marker Ink, Blue, at least 30mL	95	P170.00	P16,150.00
43	bottles	Whiteboard Marker Ink, Red, at least 30mL	80	P170.00	P13,600.00
44	pieces	Whiteboard Marker, Black, Bullet-tip, Refillable	185	P70.00	P12,950.00
45	pieces	Whiteboard Marker, Blue, Bullet-tip, Refillable	172	P70.00	P12,040.00
46	piece	Staple Remover, Plier-type / Scissor-type, All Metal Construction, for Heavy-duty Removal of 24/6 and 26/6 Staples	1	P180.00	P180.00
47	pieces	Toner Cartridge for Gestetner CM2500 Copier, Black	4	P6,000.00	P24,000.00
48	pieces	Toner Cartridge for Gestetner CM2500 Copier, Cyan	3	P11,000.00	P33,000.00
49	pieces	Toner Cartridge for Gestetner CM2500 Copier, Magenta	2	P11,000.00	P22,000.00
50	pieces	Toner Cartridge, HP 085A, Black	2	P4,000.00	P8,000.00
51	pieces	Toner Cartridge, HP 204A, Black	11	P2,800.00	P30,800.00
52	pieces	Toner Cartridge, HP 204A, Cyan	3	P3,000.00	P9,000.00
					P345,159.50

Purpose: TO REPLENISH AND UPDATE THE PSHS - CALABARZON REGION CAMPUS' INVENTORY OF COMMONLY USED OFFICE SUPPLIES, EQUIPMENT AND CONSUMABLES IN PREPARATION FOR THE UPCOMING OPENING OF CLASSES FOR SCHOOL YEAR 2022-2023

Requested by:

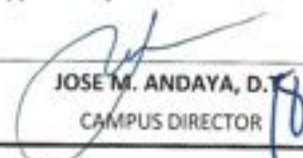
Approved by:

Signature :

Printed Name :

Designation :


EDSEL EVANGELISTA ESPINO
 SUPPLY AND PROPERTY OFFICER


JOSE M. ANDAYA, D.
 CAMPUS DIRECTOR



TERMS OF REFERENCE
FOR THE PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND CONSUMABLES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK

I. Background

Part of the Procurement, Supply, and Property Unit's responsibility is the procurement, monitoring and safe-keeping, issuance, and replenishment of Philippine Science High School _ CALABARZON Region Campus' inventory of commonly used supplies and equipment that are necessary for the conduct of the agency's official businesses and are consumed on a day-to-day basis.

The new Administration's pronouncements on how they will address the pandemic signal an almost absolute increase in human population mobility setting forth the possibilities of face-to-face classes resumption on the campus. This expected increase in the number of individuals that would constitute the Supply and Property Unit's clientele by then, calls for the re-stocking up of select office supplies and consumables.

II. Rationale

To prepare for the changes that may come with the possible kick-off of face-to-face classes this August, a select number of office supplies and consumables that are essential to the campus' delivery of efficient and quality service.

III. Scope of Work and Job Specifications

The suppliers / providers below must provide the common office supplies and consumables listed below them.

A. PROCUREMENT SERVICE – DEPARTMENT OF BUDGET AND MANAGEMENT

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
Battery, Dry Cell, Size: AA, 2s/pack	packs	16	P18.34	P293.44
Paper, Multicopy, 80gsm, A4	reams	154	P165.65	P25,510.10
Eraser, Plastic / Rubber	pieces	61	P4.47	P272.67
Eraser, Felt (for blackboard / whiteboard)	pieces	100	P11.41	P1,141.00
Folder with Tab, Long, 100s/pack	packs	8	P333.26	P2,666.08
Glue, all-purpose	jars	80	P70.72	P5,657.60
Stapler, Standard-type	pieces	32	P145.60	P4,659.20
Index Tab	boxes	19	P63.11	P1,199.09
Note Pad, Stick-on, 3*3	pads	72	P52.00	P3,744.00
Tape, Masking, 24mm	rolls	109	P61.88	P6,744.92
Staple Wire No.23/13	boxes	15	P23.76	P356.40
TOTAL				P52,244.50

B. ANY ELIGIBLE SCHOOL AND OFFICE SUPPLIES MERCHANT

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
Battery, AAA, Alkaline	pieces	40	P65.00	P2,600.00
Binder Clip 1", at least 12pcs/box	boxes	120	P35.00	P4,200.00
Binder Clip, 1.25", at least 12pcs/box	boxes	24	P45.00	P1,080.00
Paper, Multicopy, 80gsm, Legal	reams	21	P250.00	P5,250.00
Certificate Holder, A4, Blue	pieces	79	P55.00	P4,345.00
Clear Book, Long, Color: Blue, at least 20 sheets	pieces	120	P120.00	P14,400.00
Cutter Knife, Big	pieces	17	P60.00	P1,020.00
Disinfectant Spray, at least 510g net wt.	cans	11	P550.00	P6,050.00
Envelope Brown, A4	pieces	250	P5.00	P1,250.00
Insecticide Spray, at least 600ml net content	cans	34	P350.00	P11,900.00



Logbook,300 leaves	pieces	10	P90.00	P900.00
Logbook,500 leaves	pieces	23	P120.00	P2,760.00
Pencil, Wooden, with Lead and Eraser	pieces	119	P10.00	P1,190.00
Post it, Signature Tab	packs	28	P50.00	P1,400.00
Puncher, Paper, Heavy-duty	pieces	9	P450.00	P4,050.00
PVC Cover, Long, 100s/pack	pack	1	P550.00	P550.00
Scissors, Multi-purpose, at least 7 inches in length	pieces	27	P100.00	P2,700.00
Sign Pen, Black, 0.5mm needlepoint	pieces	14	P75.00	P1,050.00
Sign Pen, Blue, 0.5mm needlepoint	pieces	31	P75.00	P2,325.00
Gel Pen, Black, 0.5mm	pieces	156	P25.00	P3,900.00
Gel Pen, Blue, 0.5mm	pieces	168	P25.00	P4,200.00
Gel Pen, Green, 0.5mm	pieces	230	P25.00	P5,750.00
Specialty Paper, 90gsm, White,A4, 10s/pack	packs	195	P25.00	P4,875.00
Sticker Paper, Matte White, A4, 10s/pack	packs	60	P55.00	P3,300.00
Tape, Double-sided, Tissue, at least 24mm x 10meters	rolls	96	P45.00	P4,320.00
Tape, Masking, at least 48mm x 22meters	rolls	25	P90.00	P2,250.00
Tape, Duct, at least 48mm x 8meters	rolls	25	P130.00	P3,250.00
Tape, Transparent, at least 24mm x 45meters	rolls	150	P30.00	P4,500.00
Tape, Transparent, at least 48mm x 30meters	rolls	31	P40.00	P1,240.00
Whiteboard Marker Ink, Black, at least 30mL	bottles	27	P170.00	P4,590.00
Whiteboard Marker Ink, Blue, at least 30mL	bottles	95	P170.00	P16,150.00
Whiteboard Marker Ink, Red, at least 30mL	bottles	80	P170.00	P13,600.00
Whiteboard Marker, Black, Bullet-tip, Refillable	pieces	185	P70.00	P12,950.00
Whiteboard Marker, Blue, Bullet-tip, Refillable	pieces	172	P70.00	P12,040.00
Staple Remover, Plier-type / Scissor-type, All Metal Construction, for Heavy-duty Removal of 24/6 and 26/6 Staples	piece	1	P180.00	P180.00
TOTAL				P166,115.00

C. ANY ELIGIBLE PRINTER AND COPIER CONSUMABLES MERCHANT

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
Toner Cartridge for Gestetner CM2500 Copier, Black	pieces	4	P6,000.00	P24,000.00
Toner Cartridge for Gestetner CM2500 Copier, Cyan	pieces	3	P11,000.00	P33,000.00
Toner Cartridge for Gestetner CM2500 Copier, Magenta	pieces	2	P11,000.00	P22,000.00
Toner Cartridge, HP 085A, Black	pieces	2	P4,000.00	P8,000.00
Toner Cartridge, HP 204A, Black	pieces	11	P2,800.00	P30,800.00
Toner Cartridge, HP 204A, Cyan	pieces	3	P3,000.00	P9,000.00
TOTAL				P126,800.00

IV. Approved Budget for the Contract

The approved budget for the contract is **THREE HUNDRED FORTY-FIVE THOUSAND ONE HUNDRED FIFTY-NINE PESOS AND FIFTY CENTAVOS (Php345,159.50)** only.

V. Mode of Procurement

Under the 9th.ed 2016 Revised Implementing Rules and Regulations of RA 9184, the Modes of Procurement shall be Negotiated Procurement – Agency to Agency for Set A, and 52.1b - SHOPPING for Sets B and C.

VI. Evaluation and Selection Criteria

The project shall be awarded to the supplier/s with the lowest total bid for all the items specified on the RFQ form. Suppliers who submitted an incomplete quotation for all the listed items shall be disqualified however if no supplier was able to submit a complete quotation, all the quotations shall undergo evaluation



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

by the Bids and Awards Committee and a resolution as to whom to award the contract to shall be agreed upon by all the members.

VII. Delivery Schedule

Delivery shall be made within twenty-five (25) calendar days upon the receipt of the Purchase Order.

VIII. Payment Scheme

Payment of the procured items shall be made within 30 to 45 calendar days after the complete delivery of all the purchased items to the procuring entity.

Prepared by:


EDSEL E. ESPINO
Supply and Property Officer

Certified Funds Available:


ARNEL E. AGUILA
Budget Officer


CRISPINA ROWENA M. MAQUIMOT
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, FAD

Approved:


JOSE M. ANDAYA, D.T.
Director III