

ROUTING SLIP

Date: *Feb 16, 2023*

For/ To: *AEA, MPP, JMA*

Subject:

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date: *Feb 17 2023*

From: *EDF*

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

SIR / MADAM:

Quotation No.: 2023-02-032
 Date : February 16, 2023

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 15 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	1	PIECE	IMAGING DRUM, OEM, HP32A (CF232A)		
2	2	PIECES	IMAGING UNIT, OEM, Samsung R116L (MLT-R116L)		
3	10	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y100), 127ml, black		
4	6	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y200), 70ml, cyan		
5	5	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y300), 70ml, magenta		
6	5	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y400), 70ml, yellow		
7	64	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black		
8	25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan		
9	25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta		
10	25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow		
11	6	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black		
12	3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan		
13	3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta		
14	3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow		
15	34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (MOH54AA), 70ml, cyan		
16	34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (MOH55AA), 70ml, magenta		
17	34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (MOH56AA), 70ml, yellow		
18	68	BOTTLES	INK CARTRIDGE, OEM, HP GT53 (1VV22AA), 90ml, black		
19	4	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow		
20	4	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta		
21	3	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan		
22	5	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black		
23	6	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF510A), black		
24	4	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan		
25	3	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow		
26	2	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta		
27	3	PIECES	TONER CARTRIDGE, OEM, HP 30A (CF230A), black		
28	11	PIECES	TONER CARTRIDGE, OEM, HP 85A (CE285A), black		
29	3	PIECES	TONER CARTRIDGE, OEM, Samsung D116L (MLT-D116L), black		
TOTAL					

Delivery Term : WITHIN 15 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER
 Delivery Time : -
 Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED ITEMS

Very truly yours,


EDSEL E. ESPINO
 PURCHASER

Authorized Company
 Representative : _____

PRICES IN THE ABOVE OFFER ARE
 CERTIFIED TRUE AND CORRECT:

Telephone: **043-724-6199**

(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 :		PR No.:	Date:		
FAD		2023-02-032	February 16, 2023		
		Responsibility Center Code :			
		19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	PIECE	IMAGING DRUM, OEM, HP32A (CF232A)	1	₱6,000.00	₱6,000.00
2	PIECES	IMAGING UNIT, OEM, Samsung R116L (MLT-R116L)	2	₱6,000.00	₱12,000.00
3	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y100), 127ml, black	10	₱550.00	₱5,500.00
4	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y200), 70ml, cyan	6	₱320.00	₱1,920.00
5	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y300), 70ml, magenta	5	₱320.00	₱1,600.00
6	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y400), 70ml, yellow	5	₱320.00	₱1,600.00
7	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black	64	₱325.00	₱20,800.00
8	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan	25	₱325.00	₱8,125.00
9	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta	25	₱325.00	₱8,125.00
10	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow	25	₱325.00	₱8,125.00
11	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black	6	₱900.00	₱5,400.00
12	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan	3	₱750.00	₱2,250.00
13	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta	3	₱750.00	₱2,250.00
14	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow	3	₱750.00	₱2,250.00
15	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H54AA), 70ml, cyan	34	₱320.00	₱10,880.00
16	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H55AA), 70ml, magenta	34	₱320.00	₱10,880.00
17	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H56AA), 70ml, yellow	34	₱320.00	₱10,880.00
18	BOTTLES	INK CARTRIDGE, OEM, HP GT53 (1VV22AA), 90ml, black	68	₱320.00	₱21,760.00
19	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow	4	₱11,000.00	₱44,000.00
20	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta	4	₱11,000.00	₱44,000.00
21	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan	3	₱11,000.00	₱33,000.00
22	PIECES	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black	5	₱5,800.00	₱29,000.00
23	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF510A), black	6	₱3,500.00	₱21,000.00
24	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan	4	₱3,800.00	₱15,200.00
25	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow	3	₱3,800.00	₱11,400.00
26	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta	2	₱3,800.00	₱7,600.00
27	PIECES	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	3	₱4,500.00	₱13,500.00
28	PIECES	TONER CARTRIDGE, OEM, HP 85A (CE285A), black	11	₱5,000.00	₱55,000.00
29	PIECES	TONER CARTRIDGE, OEM, Samsung D116L (MLT-D116L), black	3	₱5,500.00	₱16,500.00
				TOTAL:	₱430,545.00

Purpose: TO REPLENISH THE DEPLETING STOCKS OF PRINTER CONSUMABLES NEEDED BY THE FACULTY AND STAFFS OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS IN THE PERFORMANCE OF THEIR MANDATE / S LISTED CONSUMABLES WILL BE PROCURED FROM PROVIDERS OTHER THAN THE DBM-PS.

Requested by:

Approved by:

Signature :

EDSEL EVANGELISTA ESPINO

JOSE M. ANDAYA, D.Ty

Designation :

PROCUREMENT, SUPPLY AND PROPERTY OFFICER

CAMPUS DIRECTOR



**TERMS OF REFERENCE
FOR THE SUPPLY AND DELIVERY OF VARIOUS PRINTERS CONSUMABLES (FEBRUARY 2023)**

I. Background

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

II. Rationale

In order to deliver and fulfill that responsibility and be able to provide support in the delivery and provision of basic and common services the agency has to offer, it is necessary for the PrSPU to buy the following printer consumables.

III. Scope of Work and Job Specifications

QTY	UOM	ITEM (SPECIFICATION)	UNIT PRICE	TOTAL PRICE
1	PIECE	IMAGING DRUM, OEM, HP32A (CF232A)	₱6,000.00	₱6,000.00
2	PIECES	IMAGING UNIT, OEM, Samsung R116L (MLT-R116L)	₱6,000.00	₱12,000.00
10	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y100), 127ml, black	₱550.00	₱5,500.00
6	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y200), 70ml, cyan	₱320.00	₱1,920.00
5	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y300), 70ml, magenta	₱320.00	₱1,600.00
5	BOTTLES	INK CARTRIDGE, OEM, Epson 001 (C13T03Y400), 70ml, yellow	₱320.00	₱1,600.00
64	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black	₱325.00	₱20,800.00
25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan	₱325.00	₱8,125.00
25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta	₱325.00	₱8,125.00
25	BOTTLES	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow	₱325.00	₱8,125.00
6	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black	₱900.00	₱5,400.00
3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan	₱750.00	₱2,250.00
3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta	₱750.00	₱2,250.00
3	BOTTLES	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow	₱750.00	₱2,250.00
34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H54AA), 70ml, cyan	₱320.00	₱10,880.00
34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H55AA), 70ml, magenta	₱320.00	₱10,880.00
34	BOTTLES	INK CARTRIDGE, OEM, HP GT52 (M0H56AA), 70ml, yellow	₱320.00	₱10,880.00
68	BOTTLES	INK CARTRIDGE, OEM, HP GT53 (1VV22AA), 90ml, black	₱320.00	₱21,760.00
4	PIECES	TONER CARTRIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow	₱11,000.00	₱44,000.00
4	PIECES	TONER CARTRIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta	₱11,000.00	₱44,000.00
3	PIECES	TONER CARTRIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan	₱11,000.00	₱33,000.00
5	PIECES	TONER CARTRIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black	₱5,800.00	₱29,000.00
6	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF510A), black	₱3,500.00	₱21,000.00
4	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan	₱3,800.00	₱15,200.00
3	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow	₱3,800.00	₱11,400.00
2	PIECES	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta	₱3,800.00	₱7,600.00
3	PIECES	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	₱4,500.00	₱13,500.00
11	PIECES	TONER CARTRIDGE, OEM, HP 85A (CE285A), black	₱5,000.00	₱55,000.00
3	PIECES	TONER CARTRIDGE, OEM, Samsung D116L (MLT-D116L), black	₱5,500.00	₱16,500.00
GRAND TOTAL				₱430,545.00



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

IV. Approved Budget for the Contract

The approved budget for the contract is **FOUR HUNDRED THIRTY THOUSAND FIVE HUNDRED FORTY-FIVE PESOS (Php430,545.00)** only.

V. Mode of Procurement

The Mode of Procurement shall be 52.1B - SHOPPING under the 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Evaluation and Selection Criteria

The project shall be awarded to the supplier with the lowest calculated and responsive bid and has satisfactorily complied with all the other documentary needs of the project. Aside from the documents being required by the provisions of the Revised IRR of RA 9184, participating merchants must also provide a certification that recognizes them as an Authorized Dealer or Distributor of certain products and/or services. The certification must be executed and issued by no other than the product manufacturer themselves and its authenticity and genuineness shall be determined by the BAC in the practice of due diligence. Other additional documents necessary to prove the authenticity of the products being offered may also be requested from the supplier as part of the evaluation process before the project gets awarded.

VII. Delivery Schedule

Delivery shall be made within fifteen (15) calendar days upon the receipt of Purchase Order. Delivered items will automatically be inspected by the Inspectorate Committee who shall accept or reject the items based on the result/s of their assessment. The burden of proof is on the supplier shall the inspectors find their items to be non-compliant with any of the provisions of the contract or of dubious quality.

VIII. Payment Scheme

Payment of the procured items shall be made within 15 to 30 calendar days upon the complete delivery of purchased items to the procuring entity.

Prepared by:


EDSEL E. ESPINO

Supply and Property Unit

Certified Funds Available:


ARNEL E. AGUILA

Budget Officer / OIC - Accountant II



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Recommending Approval:

MA. THERESA P. PAGULAYAN
Chief, FAD

Approved:

JOSE M. ANDAYA, D.T.
Director III