


PURCHASE REQUEST

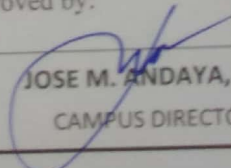
Organization Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : SSD		PR No.: 2023-04-072	Date: April 20, 2023		
		Responsibility Center Code : 19-016-09-00014-03			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Lateral Steel Cabinet Overall Dimension: 52" Height x 36" Width x 18" Depth High quality cold-rolled steel Full extension drawers With adjustable divider per each drawer Anti-tilt mechanism Drawers can accommodate up to Legal size files Finish: Smooth Plain Enamel 1-cylinder lock and 2-pcs. Keys	3	20,000.00	60,000.00
					60,000.00

Purpose: For PSHS-CALABARZON Region Campus Registrar's Office use

Requested by: 
 Signature : _____
 Printed Name: **MARY MEDIATRIX B. ARROYO**
 Designation : **REGISTRAR**

Approved by: 
 Signature : _____
 Printed Name: **JOSE M. ANDAYA, D.T.**
 Designation : **CAMPUS DIRECTOR**



TERMS OF REFERENCE FOR THE PROCUREMENT OF LATERAL FILING CABINETS FOR THE REGISTRAR'S OFFICE

I. Background

The Philippine Science High School is mandated by the government to provide secondary education emphasizing science and technology to prepare its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitude deemed essential in preparing for a STEM-related career.

The Student Services Division was set up as a service-oriented office for the students, parents, and other clientele whose primary role is to make learning holistic and beneficial to the students to help realize the aforementioned goal of the campus.

II. Rationale

The Registrar Unit under the Student Services Division (SSD) continues to ensure its part in the holistic growth of our scholars. Part of the office's responsibility is to ensure the safety and security of the documents, thus, providing a durable and lasting equipment and in the office.

III. Scope and Specifications

The supplier must be able to provide the following item and their specifications:

STEEL LATERAL FILE CABINET 4-DOORS

Overall Dimension: 52" Height x 36" Width x 18" Depth

High quality cold-rolled steel

Full extension drawers

With adjustable divider per each drawer

Anti-tilt mechanism

Drawers can accommodate up to Legal size files

Finish: Smooth Plain Enamel

1-cylinder lock and 2-pcs. Keys

Quantity: 3 units

Unit Cost: PhP 20,000.00

Total Cost: PhP 60,000.00



IV. Approved Budget for Contract

The approved budget for the purchase of equipment and materials for the Registrar Unit is Php60,000.00.

V. Mode of Procurement

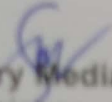
The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.



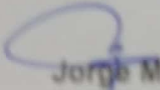
VI. Payment Scheme

The PSHS-CALABARZONRC shall not provide advance payment. Full payment shall be made 30-45 calendar days after delivery.

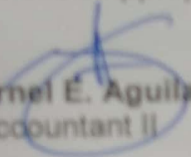
Prepared by:


Mary Mediatrix B. Arroyo
Registrar

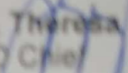
Recommending Approval:


Jorge M. Job
SSD Chief

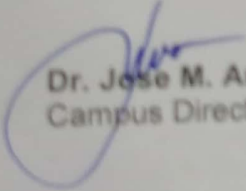
Certified Appropriate Funds Available:


Arnel E. Aguila
Accountant II

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Dr. Jose M. Andaya
Campus Director

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.: 2023-04-072

Date : April 26, 2023

Project:

PROCUREMENT OF LATERAL FILING CABINETS FOR THE REGISTRAR'S OFFICE OF PSHS-CALABARZON RC

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY THOUSAND PESOS ONLY (Php 60,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF LATERAL FILING CABINET FOR THE REGISTRAR'S OFFICE OF PSHS-CALABARZON RC**

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. 2023-04-072 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 April 27-May 03, 2023 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 May 03, 2023, 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 Ronnel S. Escalera, Member, BAC Secretariat.
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