

**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.:	2023-04-073 (1)
Date	May 2, 2023

Project: **PROCUREMENT OF VARIOUS SUPPLIES FOR THE REGISTRAR'S OFFICE (LAMINATING FILM AND BOND PAPER)**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **FOUR THOUSAND FIVE HUNDRED PESOS ONLY (Php4,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF VARIOUS SUPPLIES FOR THE REGISTRAR'S OFFICE (LAMINATING FILM AND BOND PAPER)**.

**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 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 May 3-5, 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. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 5, 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](mailto: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



### PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : <b>SSD</b>		PR No.: <b>2023-04-073</b>	Date: <b>April 20, 2023</b>				
		Responsibility Center Code : <b>19-014-09-00014-03</b>					
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost		
1	rolls	LAMINATING FILM <i>Width: 12 inches Thickness: 250 microns 100 meters</i>	2	1,500.00	3,000.00		
2	reams	A3 BOND PAPER <i>Size: 11.69 x 16.54 in. Paper Pack Type: Ream Number of Sheets per ream:500 Paper Grammage:80gsm</i>	3	500.00	1,500.00		
3	piece	EPSON L15150 MAINTENANCE BOX <i>C9345 Ink Maintenance Box C12C934591 Compatible Printer Models: Epson Ecotank L15150 100% Epson Genuine Product</i>	1	2,000.00	2,000.00		
					<b>6,500.00</b>		
Purpose: <u>For PSHS-CALABARZON Region Campus Registrar's Office use</u>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;">                 Requested by:                  Signature : _____                  Printed Name: <b>MARY MEDIATRIX B. ARROYO</b>                  Designation : <b>REGISTRAR</b> </td> <td style="width: 40%; vertical-align: top;">                 Approved by:                  _____  <b>JOSE M. ANDAYA, D.T.</b>                  CAMPUS DIRECTOR             </td> </tr> </table>						Requested by: Signature : _____ Printed Name: <b>MARY MEDIATRIX B. ARROYO</b> Designation : <b>REGISTRAR</b>	Approved by: _____ <b>JOSE M. ANDAYA, D.T.</b> CAMPUS DIRECTOR
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