

ROUTING SLIP

Date: 27 APR 2023

For/ To: AEA; MPP, Dr. JMA; FEE

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

- Subject: Terms of Reference 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

DOCUMENT TRACKING FORM

REFERENCE NO.: CID 2023-275

DATE: 27 APR 2023

Due Date: _____

From: _____

NO.	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
1	forwarded to AEA for signature sign TOR	[Signature]	27 APR 2023
2	signed TOR, PR, and Rempl. Approved to RPU	[Signature]	4/28/23
3	prepared & fwd to BMC	[Signature]	5/2/2023
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TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.



PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION	
<input type="checkbox"/> FAD	<input type="checkbox"/> SSD
<input checked="" type="checkbox"/> CID	<input type="checkbox"/> OCD
	<input type="checkbox"/> QMSO

REFERENCE NO.: CID-2023-275
DATE: 27 APR 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MVF	TOR - Purchase of Drum Cartridge of Fuji Xerox S2110	forwarded to AEA for signature		27 APR 2023
AEA	- do -	sign TOR		4/28/23
MPT	- do -	signed TOR, PR, and Form, forwarded to JMA		4/28/23
JMA	- do -			5/2/2023
LEA	APD, PR & TOR	prepared & sent to BMC		5/4/2022

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.



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.:	2023-05-080
Date :	May 8, 2023

Project:

**FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF CONSUMABLES FOR THE FUJI XEROX
DOCUCENTRE S2110**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FORTY-THREE THOUSAND NINE HUNDRED SIXTY PESOS ONLY (Php43,960.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE SUPPLY, DELIVERY, AND INSTALLATION OF CONSUMABLES FOR THE FUJI XEROX DOCUCENTRE S2110.**

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 8-11, 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 11, 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 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

SIR/MADAM

Quotation No.:

2023-05-080

Date :

May 04, 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 _____ 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 Supplier/ 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.

Table with columns: Item #, QTY, UNIT, ITEM/DESCRIPTION, UNIT COST, TOTAL COST. Includes a header row with instructions: 'PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY, DELIVERY & INSTALLATION'. The first row contains: 1, 4, PIECE, CARTRIDGE DRUM UNIT FOR DOCU CENTRE S2110 -CT351075.

Delivery Term : WITHIN 5 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

Handwritten signature of EBSEL E. SPINO, PURCHASER

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

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. :



**TERMS OF REFERENCE
 FOR THE SUPPLY, DELIVERY, and INSTALLATION OF CONSUMABLES FOR THE FUJI XEROX
 DocuCentre S2110**

I. Background

Part of the Annual Procurement Plan of the Philippine Science High School CALABARZON Region Campus' allotment goes to the consumables of the multifunction printer used to accomplish and fulfill its duties and responsibilities that require the use of such equipment.

II. Rationale

In order to deliver and fulfill some of the duties and responsibilities assigned to PSHS-CBZRC Divisions and Offices, it is necessary to buy the following consumables for the printing and copying tasks to be carried out on the Fuji Xerox DocuCentre S2110.

III. Scope of Work and Job Specifications

The supplier must be able to provide the below-listed consumables.

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
Drum Cartridge For Fuji Xerox Docu Centre S2110 – CT351075 <ul style="list-style-type: none"> With free installation of the Drum Cartridge upon delivery 	pc	4	10,990.00	P 43,960.00
GRAND TOTAL				Php 43,960.00

IV. Approved Budget for the Contract

The approved budget for the contract is **FORTY THREE THOUSAND NINE HUNDRED SIXTY PESOS (Php 43, 960.00)** only.

V. Mode of Procurement

The Mode of Procurement shall be 52.1b 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 bid for all the items specified in the RFQ form. Suppliers who submitted an incomplete quotation for the listed items shall be disqualified however, if no supplier was able to submit a complete quotation, all the quotations shall undergo evaluation by the Bids and Awards Committee for Goods and Consulting Services and a resolution as to whom to award the contract to shall be agreed upon by all the members. Furthermore, quotation/s for the consumables that may seem to have a significant price difference from the prevailing Suggested Retail Price in the market shall also be disregarded as the genuineness and authenticity of the said items are never guaranteed.

VII. Delivery Schedule

Delivery shall be made within five (5) calendar days upon the receipt of the Purchase Order.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VIII. Payment Scheme

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

Prepared by:


MABELLE V. FURTO
Special Science Teacher IV

Certified Funds Available:


ARNOB E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, FAD

Approved:


JOSE M. ANDAYA, D.T.
Director III

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