

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.: 2023-06-101 (2)
 Date: June 8, 2023

SIR / MADAM:

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 90 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 Suppl. 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	INK MAINTENANCE BOX FOR EPSON L6000 SERIES, OEM, ✓ MODEL: C13T04D100		
2	1	PIECE	MAINTENANCE BOX FOR EPSON L15150, OEM ✓ MODEL:C12C934591		
TOTAL					

Delivery Term : WITHIN 90 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER
 Delivery Time : -
 Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


EDDEL U. ESPINO
 PURCHASER

Telephone: 043-724-6199 loc 803

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

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

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


PURCHASE REQUEST

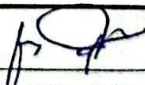
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : SSD		PR No.: 2023 - 06 - 101	Date: June 8, 2023		
		Responsibility Center Code : 19-016-07-00014-03			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	rolls	LAMINATING FILM <i>Width: 12 inches</i> <i>Thickness: 250 microns</i> <i>100 meters</i>	2	2,500.00	5,000.00
2	reams	A3 BOND PAPER <i>Size: 11.69 x 16.54 in.</i> <i>Paper Pack Type: Ream</i> <i>Number of Sheets per ream:500</i> <i>Paper Grammage:80gsm</i>	3	700.00	2,100.00
3	piece	EPSON L6000 Series Ink Maintenance Box <i>Model: C13T04D100</i>	4	1,000.00	4,000.00
4	piece	EPSON L15150 MAINTENANCE BOX <i>Model: C12C934591</i>	1	2,500.00	2,500.00
					13,600.00

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

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

Approved by: 
JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS SUPPLIES FOR THE REGISTRAR'S OFFICE AND RESIDENCE HALLS

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 and Residence Hall Unit under the Student Services Division (SSD) continues to ensure its part in the holistic growth of our scholars. To properly serve their clientele, the office ought to procure quality materials and supplies.

III. Scope and Specifications

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

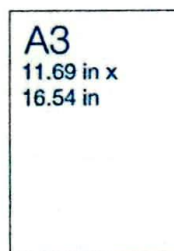
1. LAMINATING FILM ROLL

Width: 12 inches
Thickness: 250 microns
100 meters
Quantity: 2 rolls
Unit Cost: PhP 2,500.00
Total Cost: PhP 5,000.00



2. A3 BOND PAPER

Size: 11.69 x 16.54 in.
Paper Pack Type: Ream
Number of Sheets per ream: 500
Paper Grammage: 80gsm
Quantity: 3 reams
Unit Cost: PhP 700/ream
Total Cost: PhP 2,100.00



3. EPSON L6000 Series Ink

Maintenance Box

Model: C13T04D100
Quantity: 4 pcs
Unit Cost: PhP 1,000/pc
Total Cost: PhP 4,000.00





4. EPSON Maintenance Box L15150

Model: C12C934591
Quantity: 1 pc
Unit Cost: Php 2,500/pc
Total Cost: Php 2,500.00



IV. Approved Budget for Contract

The approved budget for the purchase of supplies is Php13,600.00.

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:

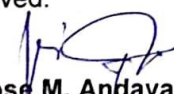

Edsel E. Espino
Alternate Budget Officer


Arnel E. Aguila
Accountant II

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Dr. Jose M. Andaya
Campus Director