

PURCHASE REQUEST

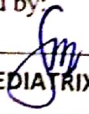
Office/Section Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

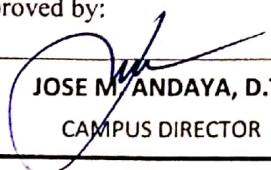
Fund Cluster: **1101101**

Office/Section :	PR No.: <u>2023-04-073</u>	Date: <u>April 20, 2023</u>
SSD	Responsibility Center Code : <u>19-014-09-00014-03</u>	

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	1,500.00	3,000.00
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	500.00	1,500.00
3	piece	EPSON L15150 MAINTENANCE BOX <i>C9345 Ink Maintenance Box C12C934591</i> <i>Compatible Printer Models: Epson Ecotank L15150</i> <i>100% Epson Genuine Product</i>	1	2,000.00	2,000.00
					6,500.00

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

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

Approved by: _____

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR

TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS SUPPLIES 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

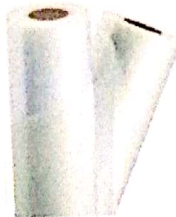
The Registrar Unit under the Student Services Division (SSD) continues to ensure its part in the holistic growth of our scholars. For the Registrar Unit to properly serve its clientele, the office ought to procure quality materials and supplies.

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 1,500.00
Total Cost: PhP 3,000.00



2. A3 BOND PAPER

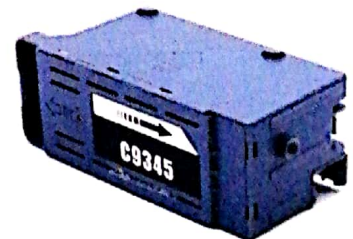
Size: 11.69 x 16.54 in.
Paper Pack Type: Ream
Number of Sheets per ream: 500
Paper Grammage: 80gsm
Quantity: 3 reams
Unit Cost: Php 500/ream
Total Cost: Php 1,500.00

A3
11.69 in x
16.54 in

3. EPSON L15150 MAINTENANCE BOX (C12C934591)

The C9345 Ink Maintenance Box stores ink that gets flushed from the system during print head cleaning.

C9345 Ink Maintenance Box C12C934591
Compatible Printer Models: Epson Ecotank L15150
100% Epson Genuine Product
Quantity: 1pc
Unit Cost: Php 2,000
Total Cost: Php 2,000



IV. Approved Budget for Contract

The approved budget for the purchase of supplies for the Registrar Unit is Php6,500.00.

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:



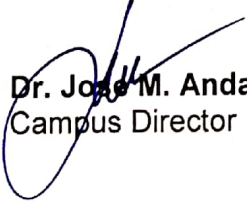
Arnel E. Aguila
Accountant II

Recommending Approval:



Ma. Theresa P. Pagulayan
FAD Chief

Approved:



Dr. Jose M. Andaya
Campus Director

DOCUMENT TRACKING FORM

DIVISION
 FAD SSD
 CID OCD
 QMSO

REFERENCE NO.: REF-2023-036
 DATE: 4-18-23

FROM/TO	PARTICULARS	ACTION/TAKEN	SIGNATURE	DATE (mm/dd/yy)
MBA / REB	Supplemental AP, APMP, TOR & PA for the procurement of various office supplies for the Reg Unit	Prepared & forwarded to JMJ	[Signature]	05/12/23
JAN	-do-	revised & forwarded to the ACU BAC	[Signature]	04/19/23
BAC	"	signed by BAC members, forwarded to ACU	[Signature]	04/19/23
AEG	-do-	signed	[Signature]	4/19/2023
MPP	-do-	signed	[Signature]	4/20/23
JMA	-do-	signed	[Signature]	4/20/2023
LEB	RFQ, PR & TOR	prepared & forwarded to BAC	[Signature]	4/25/23

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.