

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: PE6 - 2023 - 048  
 DATE: 6/6/23

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MBA/KEB	TOR, PIC, Supp. ATRs ppmp for various supplies	prepared & forwarded to RMS	[Signature]	06/06/23
JMJ	-do-	revised & forwarded to AER	[Signature]	06/07/23
EEE	-do-	signed TOR and SAPP forwarded to AEA	[Signature]	06-07-2023
AEM	-do-	signed for	[Signature]	6/2/23
MSP	-do-	signed and forwarded to SRY	[Signature]	6/8/2023
JMJ	-do-	signed and forwarded to SRY	[Signature]	6/8/2023
EEE	-do- + 2 RFRs	prepared & forwarded to	[Signature]	06/08/2023
JCF	- do -	forwarded to KLI	[Signature]	6/9/2023

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.

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS  
 Address/ Contact Details: Barangay Sampaga West, Batangas City

Quotation No.: 2023-06-101 (1)  
 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 20 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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<b>SUPPLY AND DELIVERY</b>					
1	2	ROLLS	LAMINATING FILM ✓ WIDTH: 12inches ✓ LENGTH: 100meters ✓ THICKNESS: 250microns		
2	3	REAMS	BOND PAPER, SIZE: A3 ✓ SIZE: 11.69 x 16.54inches ✓ PAPER GRAMMAGE: 80gsm ✓ NUMBER OF SHEETS PER REAM: 500sheets		
TOTAL					

Delivery Term : WITHIN 20 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,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

  
 EDELLE ESPINO  
 PURCHASER

Authorized Company Representative :

Telephone: 043-724-6199 loc 803

(Signature Over Printed Name)

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone nos. : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_

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





### PURCHASE REQUEST

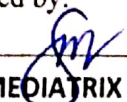
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

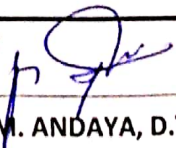
Fund Cluster: **1101101**

Office/Section : **SSD** PR No.: **2023 - 06 - 101** Date: **June 8, 2023**  
 Responsibility Center Code : **19-016-09-00014-03**

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

**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:

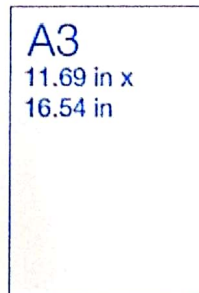
**1. LAMINATING FILM ROLL**

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**

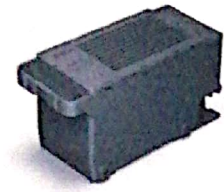
Model: C13T04D100  
Quantity: 4 pcs  
Unit Cost: PhP 1,000/pc  
Total Cost: PhP 4,000.00





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:

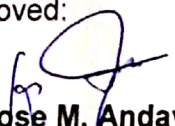
  
**Edsel El Espino**  
Alternate Budget Officer

  
**Arnel B. Aguila**  
Accountant II

Recommending Approval:

  
**Ma. Theresa P. Pagulayan**  
FAD Chief

Approved:

  
**Dr. Jose M. Andaya**  
Campus Director

May 23, 2023

**PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**  
 Sitio Sampaga West, Barangay Sampaga, Batangas City

**TO: BEVERLY ANN INDICIO MARASIGAN**  
 Information System Analyst

Dear Ma'am / Sir,

We are pleased to submit for your consideration and approval of our proposal for **Request for quotation.**

ITEM NO.	QTY	DCI OFFER	UNIT PRICE	TOTAL PRICE
1	1 box	<b>C13T04D100 - EPSON L6000 Series Ink Maintenance Box</b> <i>4 pcs Ritu</i> Order Basis – 60 to 90 Calendar days	₱550.00	₱550.00
2	1 box	<b>C12C934591 - Maintenance Box L15150</b> <i>1 pc RFB</i> Order Basis – 60 to 90 Calendar days	₱1,900.00	₱1,900.00
3	1 cart	<b>M0H50AA HP Tri-color GT Printhead</b> <i>Limited Stocks</i>	₱700.00	₱700.00
4	1 cart	<b>X4E75AA HP Black Print Head</b> <i>Limited Stocks</i>	₱700.00	₱700.00
<b>TOTAL AMOUNT</b>				<b>₱3,850.00</b>

**PRICE VALIDITY:** Sixty (60) Calendar days.

**TERMS OF PAYMENT:** Thirty (30) Calendar days.

We certainly look forward to serving you and for the successful completion of this project.

Very Truly Yours,



**NOVA ERICA L. FULGENCIO**  
 Account Manager



Project Name:		THE REGISTRAR'S OFFICE (LAMINATING FILM AND BOND PAPER)		Quotation Number:		2023-04-073				
		₱4,500.00		Purchase Request Number:		2023-04-073				
Suppliers' Name:				NTN QUALITY COMMERCIAL		RODEZA'S SCHOOL AND OFFICE SUPPLIES AND GEN. MDSE.		FORMOSA COMMERCIAL		
Address:				BATANGAS CITY		P. BURGOS ST., BATANGAS CITY		D. SILANG ST., BATANGAS CITY		
Contract Details				723-3747		043 723 2733		723 3750		
Item No	Qty	Unit	Item Specification	ABC PER UNIT COST	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	2	ROLL	LAMINATING FILM - WIDTH: 12 INCHES - THICKNESS: 250 MICRONS - 100 METERS	1,500.00	1,850.00	3,700.00	-	-	2,500.00	5,000.00
2	3	REAM	BOND PAPER, A3 - SIZE: 11.69 X 16.54 INCHES - PAPER PACK TYPE: REAM - NUMBER OF SHEETS PER REAM: 500 - PAPER GRAMMAGE: 80 GSM	500.00	530.00	1,590.00	550.00	1,650.00	520.00	1,560.00
<b>TOTAL</b>				<b>₱4,500.00</b>		<b>5,290.00</b>		<b>1,650.00</b>		<b>6,560.00</b>
Delivery Term: FOB destination				WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER		WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER		WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER		

May 23, 2023

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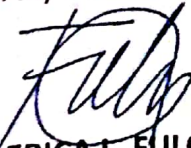
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2	1 box	<b>C12C934591 - Maintenance Box L15150</b> <i>Order Basis – 60 to 90 Calendar days</i>	<b>₱1,900.00</b>	₱1,900.00
3	1 cart	<b>M0H50AA HP Tri-color GT Printhead</b> <i>Limited Stocks</i>	₱700.00	₱700.00
4	1 cart	<b>X4E75AA HP Black Print Head</b> <i>Limited Stocks</i>	₱700.00	₱700.00
<b>TOTAL AMOUNT</b>				<b>₱3,850.00</b>

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Account Manager