

PURCHASE REQUEST



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

Fund Cluster: **1101101**

Office/Section : CSD / LIB	PR No.: 2023-07-116	Date: July 17, 2023
	Responsibility Center Code : 19-016-09-00014-63	

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Roll	1. Plastic cover Qty: 2 rolls; Gauge: 5 ; Color: Transparent Length: 50 meters; Width: 122 cm; Thickness: 0.100mm	2	₱1,000.00	₱2,000.00
	Pack	2. Laid Cannon (Board Paper) Qty: 40 packs; Color: Cornfield Cream Size: 8.5" x 13" (Long); Gsm: 185 (10 sheets)	40	₱50.00	₱2,000.00
					₱4,000.00

Purpose: to be used in mechanical processing of books in the library

Requested by: Signature :  Printed Name : ROMILYN V. DE LEON Designation : <u>Librarian</u>	Approved by:  JORGE M. JOB Officer-in-Charge
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TERMS OF REFERENCE FOR THE PROCUREMENT LIBRARY SUPPLIES

I. BACKGROUND

The Philippine Science High School-CALABARZON Region Campus (PSHS-CBZRC), since its establishment in 2015, has started to fulfil its vision to become a venue of academic excellence that provides materials and other means facilitative of the optimum learning of its clientele.

Thus, the CBZRC Library was set up as a facility whose major role is to make learning materials available to scholars, faculty, and staff, in order to help realize the aforementioned goal of the campus.

II. RATIONALE

The PSHS Calabarzon Region Campus Library seeks to purchase library supplies, including plastic covers to be used in covering books before shelving as part of the mechanical processing of books and to ensure that the book will be beneficial to the library users for a long time; and board paper to be used as a book pocket in the processing of books.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

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

1. Plastic cover

Qty: 2 rolls

Gauge: 5

Color: Transparent

Length: 50 meters

Width: 122 cm

Thickness: 0.100mm

2. Laid Cannon (Board Paper)

Qty: 40 packs

Color: Cornfield Cream

Size: 8.5" x 13" (Long)

Gsm: 185 (10 sheets)

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for this procurement is **FOUR THOUSAND PESOS (Php 4,000.00)**.

V. EVALUATION AND SELECTION CRITERIA

The mode of procurement shall be **SMALL VALUE PROCUREMENT (SVP)** based on the provisions of the Implementing Rules and Regulations of RA 9184.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VI. PAYMENT SCHEME

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30 to 45 days after delivery of requested goods to the end-user.

Prepared by:

ROMILYN V. DE LEON

Librarian

Noted:

MARY MEDIATRIX B. ARROYO

Officer-in-Charge, Student Services Division

Certified Funds Available:

DANICA G. CACAO

Budget Officer

ARNEL E. AGUILA

Accountant II

Recommending Approval:

MA. THERESA P. PAGULAYAN

Supervising Administrative Officer

Approved:

JORGE M. JOB

Officer-in-Charge