

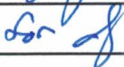

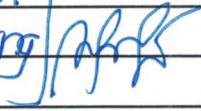


PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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

REFERENCE NO.: _____
 DATE: July 10, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MPP to signatories	TOR for 6 units of lateral filing cabinets	requested; documents prepared		07/10/2023
ACM, BMU, OCD, BAC		TOR, PR, SAPP, SPPMP		
BMU	- do -	signed		7/11/23
ACU	- do -	signed		7/11/23
JMI	- do -	signed and sent to SPU	for: 	7/11/2023
EEE	- do - + RFR	prepared & filed to LTR for filing in BAC GC		07-17-2023

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.

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.:	2023-07-117
Date :	July 17, 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 25 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	6	PIECES	LATERAL FILING CABINET, 4-LAYERED		
			✓ MADE OF HIGH QUALITY COLD-ROLLED STEEL WITH SMOOTH PLAIN ENAMEL FINISH		
			✓ WITH FULL EXTENSION DRAWERS		
			✓ WITH ADJUSTABLE DRAWER PER DIVIDER		
			✓ HAS ANTI-TILT MECHANISM		
			✓ HAS ONE-CYLINDER LOCK WITH 2 PIECES OF KEYS		
			✓ COMPATIBLE WITH A4, LETTER AND LEGAL-SIZED DOCUMENTS		
NOTE: ITEMS ARE TO BE MOUNTED / DELIVERED ON THE SECOND FLOOR OF THE PSHS CALABARZON REGION CAMPUS ADMINISTRATION BLDG.					
TOTAL					

Delivery Term :	WITHIN 25 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASER 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,


EDSEL B. ESPINO
 PURCHASER

Telephone: 043-779-8320 local 803

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

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. : _____

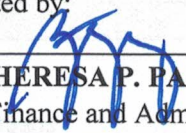
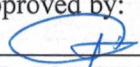
PURCHASE REQUEST

Entity Name: PSHS-CALABARZON Region Campus

Fund Cluster: 01101101

Office/Section : Finance and Administrative Division		PR No.: 2023-07- 117	Date: July 10, 2023 July 17, 2023		
		Responsibility Center Code : 19-016-09-00014			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	lateral filing cabinet	6	20,000.00	120,000.00
none follows					
		Specifications:			
		Overall dimension – 52 Height x 36 Width x 18 Depth			
		High quality cold-rolled steel			
		Full extension drawers			
		With adjustable divider per drawer			
		Anti-tilt mechanism			
		Compatible with A4, letter and legal-size files			
		With smooth plain enamel finish			
		1-cylinder lock and 2-piece keys			
		Quantity – 6 units			
		Deployment:			
		3 - HRU			
		3 - FAD Office			

Purpose: for file storage and safekeeping.

Requested by: Signature :  Printed Name : MA. THERESA P. PAGULAYAN Designation : Chief, Finance and Admin. Division	Approved by:  _____ MR. JORGE M. JOB Officer-in-Charge
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TERMS OF REFERENCE FOR THE PROCUREMENT OF LATERAL FILING CABINETS FOR FAD OFFICES

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) produces numerous records and files pertaining to data and information about its scholars and employees. The volume of created records and files grows by the day and these have to be properly stored and archived pursuant to the National Archives of the Philippines.

II. Rationale

Currently, there are offices such as the Human Resources Unit that use open shelves in storing important files such as employees 201 files and other official communications due to lack of sufficient storage cabinets. These documents have to be protected and safekept. The same thing is a common scenario at the Office of the FAD Chief because only two cabinets are allotted and both have reached the maximum storage capacity. Consequently, accumulating recent files are placed either on the staffs working table or on the floor.

Provision of safe storage facilities is imperative to protect important files and documents and secure them against possible data privacy issues and physical damage. The same will free up the offices from work hazard caused by document file folders and boxes in the wrong places. The proposed deployment shall be: 3 units for HRU and 3 units for Office of the Finance and Administration Division.

III. Scope of Work and Job Specifications

The request for procurement will cover the supply and delivery of lateral filing cabinets with the following specifications:

- Overall dimension – 52 Height x 36 Width x 18 Depth
- High quality cold-rolled steel
- Full extension drawers
- With adjustable divider per drawer
- Anti-tilt mechanism
- Compatible with A4, letter and legal-size files
- With smooth plain enamel finish
- 1-cylinder lock and 2-piece keys
- Quantity – 6 units



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000240Q

IV. Estimated Cost

The estimated cost of the proposed procurement project is One Hundred Twenty Thousand Pesos (**P120,000.00**), inclusive of all applicable government taxes.

V. Mode of Procurement

The applicable mode of procurement is Negotiated Procurement - Small Value Procurement pursuant to the Revised Implementing Rules and Regulations of RA No. 9184¹.

VI. Payment Terms

PSHS-CALABARZONRC will not provide advance payment to the qualified supplier. Payment shall be facilitated upon completion of supply and delivery and consequently, acceptance of the items based of the required specifications.

Prepared/Requested by:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Certification of Availability of Funds:


ARNEL E. AGUILA
Accountant II


DANICA G. CACAO
Budget Officer

Approved by:


JORGE M. JOB
Officer-in-Charge

¹ Government Procurement Reform Act