

PHILIPPINE SCIENCE HIGH SCHOOL  
CAMPUS: \_\_\_\_\_

ROUTING SLIP

Date: 10/11/23

For/ To: DGC, AEA, MPP, RSP

Subject:

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From: CID

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: CID-2023-576  
 DATE: Oct. 11, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
CID	TDR/PR/PPMP/SAPP - for the supply and delivery of consumables for the Fuji Xero Docu- Centre 52110	signed/forwarded to BmU	Jorians	10/11/23
<del>APG</del>	<del>do</del>	Signed		10/12/23
DGC	- do -	signed		10/12/23
MPP	<del>do</del>	<del>do</del>	<del>do</del>	10.13.20
RCE	- do -	signed & sent to SCU	Fi: J	10/13/2023
LFA	- do -	returned to end-user for SAPP PPMP		10/16/2023
CID	- do -	signed/forwarded to OCD	Jorians	10/16/23
RSE	- do -	signed SAPP; sent to SCU	Fi: J	10/16/2023
EE	- do - + RFR	prepared, signed & handed to JRF		10-17-2023

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

SIR / MADAM:

Quotation No.:

2023-10-175

Date:

October 16, 2023

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 5 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 SUPPLY AND DELIVERY</b>					
1	10	PIECES	TONER CARTRIDGE, OEM, for FujiXerox Docucentre S2110 (CT202873), black		
TOTAL					
Delivery Term : WITHIN 5 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,

*(Signature)*  
**EDSEL B. EDILING**  
 PURCHASER

Authorized Company Representative : \_\_\_\_\_  
 (Signature Over Printed Name)

Telephone: 043-779-8320 local 803

**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. : \_\_\_\_\_



**TERMS OF REFERENCE  
 FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJI XEROX DocuCentre  
 S2110**

**I. Background**

Part of the Annual Procurement Plan of the Philippine Science High School CALABARZON Region Campus' allotment goes to the consumables of the multifunction printer that is used in accomplishing and fulfilling its duties and responsibilities that require the use of such equipment.

**II. Rationale**

In order to deliver and fulfill some of the duties and responsibilities assigned to PSHS-CBZRC Divisions and Offices, it is necessary to buy the following consumables for the printing and copying tasks to be carried out on the Fuji Xerox DocuCentre S2110.

**III. Scope of Work and Job Specifications**

The supplier must be able to provide the below-listed consumables.

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
TONER CARTRIDGE FOR FUJI XEROX DocuCentre S2110 (CT202873)	CARTS	10	5,000.00	50,000.00
<b>GRAND TOTAL</b>				<b>Php 50,000.00</b>

**IV. Approved Budget for the Contract**

The approved budget for the contract is **FIFTY THOUSAND PESOS (Php 50,000.00)** only.

**V. Mode of Procurement**

The Mode of Procurement shall be 52.1b under the 2016 Revised Implementing Rules and Regulations of RA 9184.

**VI. Evaluation and Selection Criteria**

The project shall be awarded to the supplier with the lowest calculated bid for all the items specified in the RFQ form. Suppliers who submitted an incomplete quotation for the listed items shall be disqualified however, if no supplier was able to submit a complete quotation, all the quotations shall undergo evaluation by the Bids and Awards Committee for Goods and Consulting Services and a resolution as to whom to award the contract to shall be agreed upon by all the members. Furthermore, quotation/s for the consumables that may seem to have a significant price difference from the prevailing Suggested Retail Price in the market shall also be disregarded as the genuineness and authenticity of the said items are never guaranteed.

**VII. Delivery Schedule**

Delivery shall be made within five (5) calendar days upon the receipt of Purchase Order.

**VIII. Payment Scheme**

Payment for the procured items shall be made within 30 to 45 calendar days upon the complete delivery of purchased items to the procuring entity.  
 Prepared by:



Certificate No.: SCP000420Q

  
**MABELLE V. FURTO**  
Special Science Teacher IV

Certified Funds Available:

  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
Chief, FAD

Approved:

  
**REX S. FORTEZA**  
Director III









<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2023-10-175
Date :	October 16, 2023

Project: **SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJI XEROX DOCUCENTRE S2110**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIFTY THOUSAND PESOS ONLY (Php 50,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJI XEROX DOCUCENTRE S2110**

**TERMS OF REFERENCE:**

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufactures to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:
  - 1.1 For the complete details of this project, please "ORDER" RFQ Form No. 2023-10-175 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 1.2 Supply and delivery (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
2. Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
3. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-CALABARZONRC c/o Mr. Edsel E. Espino (043) 724-6199; on October 18-23, 2023 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).
4. Upon submission of the RFQ, please attach the following documentary requirements:
  - a. Mayor's Permit
  - b. PhilGEPS Registration Number
  - c. DTI or SEC Registration
  - d. BIR 2303/OCR Number
  - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
  - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 23, 2023, 3:00pm. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to [bac@cbzrc.pshs.edu.ph](mailto:bac@cbzrc.pshs.edu.ph) and address it to Sarha A. Bautista, BAC Secretariat Member
7. The winning supplier will be notified in writing or by phone or otherwise by the Head of the Procuring Entity (HOPE) subject to the provisions of RA 9184 and its Revised IRR.
8. The PSHS-CALABARZONRC reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.

NAME OF COMPANY:

REPRESENTATIVE:

MOBILE NUMBERS:

EMAIL ADDRESS:

  
 MARY ANGEL L. GAVINA  
 BAC Chairperson