

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**REQUEST FOR QUOTATION FORM &
NOTICE
(GOODS)**

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

Quotation No.:	2023-07-117 (REPOST)
Date :	July 17, 2023

Project: **FOR THE PROCUREMENT OF LATERAL FILING CABINETS FOR FAD OFFICES (REPOST)**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (Php120,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE PROCUREMENT OF LATERAL FILING CABINETS FOR FAD OFFICES (REPOST)**.

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. 2023-07-117 (REPOST) on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Delivery and (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 19-October 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. 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, 1:00pm. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to Kendra L. Inumerable, BAC Secretariat.
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.



MARY ANGEL L. GAVINA

BAC Chairperson

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

Quotation No.: 2023 07 117 (REPOST)
 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.

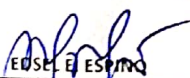
Delivery within 25 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/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		
			✓ DIMENSION (HxWxD) (approx) 52" x 36" x 18"		
			✓ MADE OF HIGH QUALITY COLD-ROLLED STEEL WITH SMOOTH PLAIN ENAMEL FINISH		
			✓ WITH FULL EXTENSION DRAWERS		
			✓ WITH AT LEAST 2 ADJUSTABLE PANEL-LIKE / PANEL-TYPE DIVIDERS PER DRAWER		
			✓ HAS ANTI-TILT MECHANISM		
			✓ HAS ONE-CYLINDER LOCK WITH 2 PIECES OF KEYS		
			✓ COMPATIBLE WITH A4, LETTER AND LEGAL-SIZED DOCUMENTS		
			NOTES:		
			• ITEMS ARE TO BE MOUNTED / DELIVERED ON THE SECOND FLOOR OF THE PSHS CALABARZON REGION CAMPUS ADMINISTRATION BLDG		
			• SAMPLE PICTURES ARE ATTACHED FOR REFERENCE		
			• PLEASE MAKE SURE THAT YOUR OFFER MEETS ALL OF THE ABOVE MENTIONED MINIMUM SPECIFICATIONS		
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 E. ESTIMANG
 PURCHASER

Telephone: 043-779-8320 local 803

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

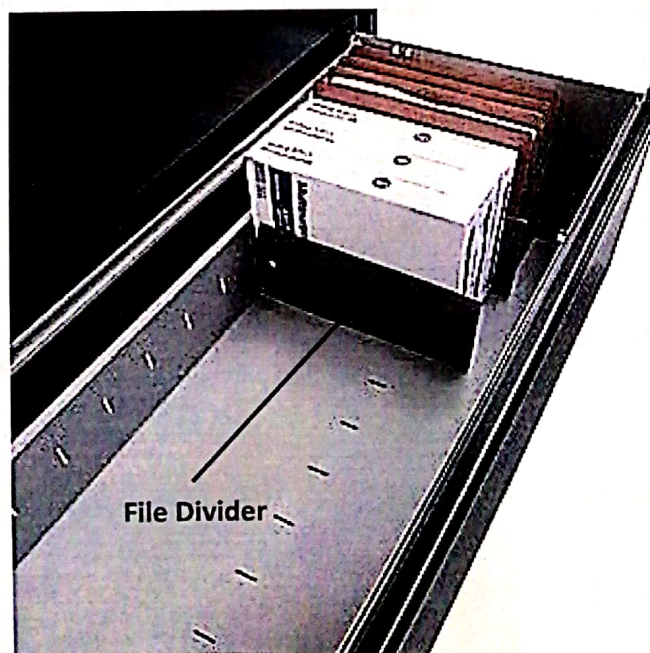
Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

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

Annex to TOR of Lateral Filing Cabinets



Lateral filing cabinet



File Divider

Full Extension Drawer with Adjustable File Divider

PURCHASE REQUEST

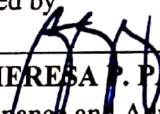
ACHILLES
Assistant Sec
Chair, AO25 IA

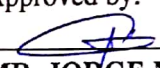
Entity Name: PSHS-CALABARZON Region Campus

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



REVISED 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.

Proposed deployment is as follows:

Quantity	Deployment
1	OCD Secretary
2	FAD Office
3	HR Unit

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 panel-like/type file divider per drawer (see Annex)
- 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

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:


ARNELIE AGUILA
Accountant II


DANICA G. CACAO
Budget Officer

Approved by:

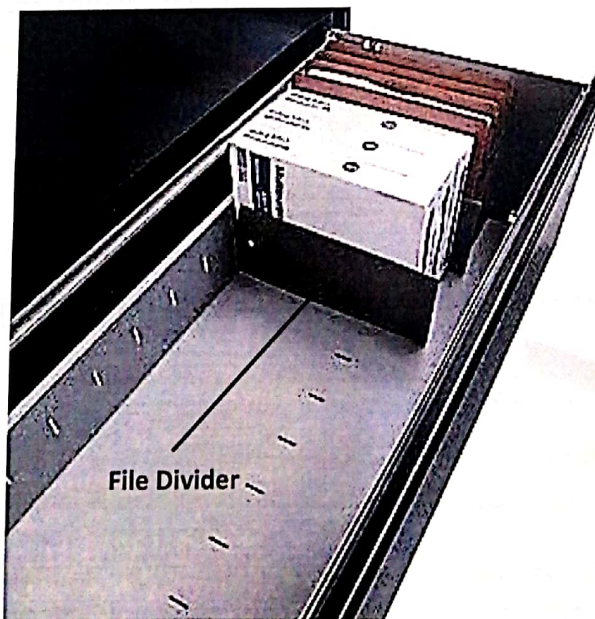

REX S. FORTEZA
Campus Director

¹ Government Procurement Reform Act

Annex to TOR of Lateral Filing Cabinets



Lateral filing cabinet



File Divider