

ROUTING SLIP

Date: SEPT. 25, 2023

IGH SCHOOL - CALABARZON REGION CAMPUS

For/ To: OGC AEA MPP RSE

DOCUMENT TRACKING FORM

Subject:	Other instructions (please specify)
<input type="checkbox"/> Action <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Comment <input type="checkbox"/> Discuss with me <input type="checkbox"/> Endorsement <input type="checkbox"/> File <input type="checkbox"/> Give Status <input type="checkbox"/> Handle <input type="checkbox"/> Information <input type="checkbox"/> Initial / Clearance <input type="checkbox"/> Note & File <input type="checkbox"/> Note & Return <input type="checkbox"/> Prepare Draft / Reply <input type="checkbox"/> Review	

REFERENCE NO.: ITU-2023-022  
DATE: \_\_\_\_\_

Due Date: \_\_\_\_\_  
From: ITU  
PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
JCE	FORWARDED TO		
DRIVES	BUDGET OFFICER	<i>[Signature]</i>	SEPT. 25, 2023
	FOR SIGNATURE		
	<i>signed</i>	<i>[Signature]</i>	9-25-23
			9/25/23
	Return to Proposer	<i>[Signature]</i>	9-29-23

*Plan attach proposed deployment plan of these drives since that older PCs will be prioritized.*

MPP	<i>do</i>	<i>[Signature]</i>	<i>[Signature]</i>	9-2-23
ASF	<i>-do-</i>	<i>[Signature]</i>	<i>[Signature]</i>	10/12/2023
		<i>hand over, re, 100% and call; bid to call</i>		
LFR	PR 2023-10-170	<i>- prepared</i>	<i>[Signature]</i>	10/12/23
		<i>Return to BAC</i>		
JCE	<i>-MPP notice + do</i>	<i>Forwarded</i>	<i>[Signature]</i>	10/16/2023
		<i>to canvasser, BAC, posted on philtech</i>		

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.

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: ITU-2023-022  
 DATE: \_\_\_\_\_

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
ITU / DGC	TERMS OF REFERENCE	FORWARDED TO		
	OFFICE SOLID STATE DRIVES	BUDGET OFFICER	<i>[Signature]</i>	SEPT. 25, 2023
		FOR SIGNATURE		
DGC AFZ	-do-	signed	<i>[Signature]</i>	9-25-23
				→ 10/25/23
MPP	-do	returned to Proprietor	<i>[Signature]</i>	9-29-23
		Plan attached proposed deployment plan of these drives. Ensure that older PCs will be prioritized.		
MPP ASF	-do-	sent to SA, RA, CA, DPM and CDD;	<i>[Signature]</i>	9-2-23
		sent to SA		10/12/23
LFA	PR 2023-10-170	- prepared & fwd to BAC	<i>[Signature]</i>	10/12/23
JCF	-MPR notice + -do	Forwarded to canvasser, BAC; posted on philscps	<i>[Signature]</i>	10/16/2023

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:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-10-170
Date	October 16, 2023

Project:

**PROCUREMENT OF OFFICE SOLID STATE DRIVES OF PHILIPPINE SCIENCE HIGH SCHOOL  
CALABARZON REGION CAMPUS**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (Php145, 000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF OFFICE SOLID STATE DRIVES OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

**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.2023-19-170 on the "ASSOCIATED COMPONENTS" link found on this posting
  - 1.2 Delivery and installation (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 17-20, 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/SEC Registration
  - d. BIR 2303 orOCR Number
  - e. 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.)
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 20, 2023, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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







**TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE SOLID STATE DRIVES OF  
 PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

**Background**

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with the aim of preparing its students for STEM-related careers. The curriculum was design to equip students with the knowledge, skills, and attitude that are deemed to be essential in preparing for a STEM-related career. This aim is realized when instruction is aided with appropriate supplies and equipment.

**I. Rationale**

The Information technology Unit (ITU) as an integral part of the Philippine Science High School, continues its service to support the holistic growth of its scholars. Computers play an important role in providing quality services for the campus stakeholders. The current office computer specifications require storage upgrade in order to boost its performance and provide better support for its user. The additional storage will serve as the main drive for the computers operating system and applications. Furthermore, it lengthens the life span of computers specially those units used for creating documents or office files.

**Scope and Specifications**

The supplier should be able to provide the listed supplies which includes the following minimum specifications.

QTY	Unit	Item Description	Unit Cost	Total Cost
50	PC	- SSD 500GB SATA 2.5"	2,900.00	145,000.00

The expected date of delivery is 45 calendar days upon receipt of purchase order.

**II. Approved Budget for Contract**

The approved budget for the procurement of Office Solid State Drives is One hundred forty-five thousand pesos (Php 145,000.00)

**III. Evaluation and Selection of Criteria**

The Mode of procurement shall be "NP - Small Value Procurement" as per 2016 Revised Implementing Rules and Regulations of RA 9184.

**IV. Payment Scheme**

The PSHS-CBZRC will not provide advance payment. Full payment shall be made 15 - 30 days after delivery.

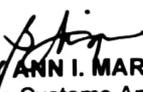


Certificate No. SCP0004200

Prepared by:

  
**JOHN PAUL V. RODRIGO**  
Information Systems Analyst I

Noted by:

  
**BEVERLY ANN I. MARASIGAN**  
Information Systems Analyst II

Certified funds available:

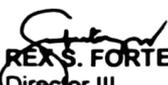
  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

  
**MA. THERESA P. MAGULAYAN**  
Chief, Finance and Administration Division

Approved:

  
**REX S. FORTEZA**  
Director III

Page 2 of 2