

**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.:	2023-10-182 (2)
Date :	October 20, 2023

Project:

<b>PROCUREMENT OF HP 30A TONER IN PREPARATION FOR THE FORESEEN SPIKE IN THE DEMAND FOR SUPPLIES USED IN REPORTS GENERATION</b>
--

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **TWELVE THOUSAND PESOS ONLY (Php12,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF HP 30A TONER IN PREPARATION FOR THE FORESEEN SPIKE IN THE DEMAND FOR SUPPLIES USED IN REPORTS GENERATION.**

**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. 2023-10-182 (2) 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 27-31, 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
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 31, 2023, 4:00pm. 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 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**

DOCUMENT TRACKING FORM

DIVISION  
 FAD  
 CID  
 SSD  
 OCD  
 QMSO

REFERENCE NO.: PRU 2023 - 021  
 DATE: October 20, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
<del>TEE</del>	TOR & PR for the procurement of papers & toners	prepared, signed and filed to DGC	<i>[Signature]</i>	10-20-2023
Ats DCC MPP	-do-	signed	<i>[Signature]</i>	10/20/2023
RF c/o MVE	-do-	signed	<i>[Signature]</i>	10-24-20
		PR; Ad to		10/25/2023
<del>TEE</del>	-do- + RFQ	prepared & filed to UKE	<i>[Signature]</i>	10-26-2023
JICE	-do- <i>[initials]</i>	forwarded to ICI (2) for processing	<i>[Signature]</i>	10/24/23
JICE	-do-	endorsed to BACC (1) for processing	<i>[Signature]</i>	10/24/23

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.

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

SIR / MADAM:

Quotation No.:	2023-10-182 (2)
Date :	October 20, 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 60 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</b>					
<b>SUPPLY AND DELIVERY</b>					
1	2	PIECES	TONER CARTRIDGE, OEM, HP30A (CF230A), BLACK		
<p><i>NOTE: Aside from the pertinent business documents being required by Annex H Appendix A of the 2016 Revised IRR of RA 9184, additional document/s that prove/s a supplier's/merchant's access to OEM toners/products must also be submitted. For suppliers with direct access to the manufacturer, this may be a Certificate of Distributorship, a Certificate of Authorized Reseller or any documentary equivalent issued by the manufacturer. For suppliers who access OEM products through other business entity/entities, the connection between the manufacturer and that entity / those entities must be established before establishing your connection with them, this means that the number of documents / certificates that they need to submit depend on their level in the market chain as every level that links them to the manufacturer must first be established.</i></p>					
TOTAL					

Delivery Term : WITHIN 60 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,

  
**EDSEL E. ESPINO**  
 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.

# PURCHASE REQUEST

Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office Section : **FAD**  
PR No.: 2023-10-182  
Date: October 20, 2023  
Responsibility Center Code : 19-016-09-00014-04

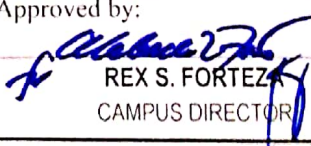
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	REAMS	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	250	P235.00	P58,750.00
2	REAMS	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	29	P250.00	P7,250.00
3	PIECES	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	2	P6,000.00	P12,000.00

TOTAL: P78,000.00

**Purpose:** REPLENISHMENT OF INVENTORY ITEM STOCKS IN PREPARATION FOR THE FORESEEN SPIKE IN THE DEMAND FOR SUPPLIES USED IN REPORTS GENERATION

Signature :  
Printed Name :

Requested by:  
  
EDSEL EVANGELISTA ESPINO  
PROCUREMENT, SUPPLY AND PROPERTY OFFICER

Approved by:  
  
REX S. FORTEZ  
CAMPUS DIRECTOR

**TERMS OF REFERENCE**  
**FOR THE PROCUREMENT OF MULTICOPY PAPERS AND HP 30A TONER IN PREPARATION FOR THE FORESEEN SPIKE IN THE DEMAND FOR SUPPLIES USED IN REPORTS GENERATION**

**I. Background**

Part of the Procurement, Supply, and Property Unit's (PrSPU) responsibility is the procurement, monitoring and safe-keeping, issuance, and replenishment of Philippine Science High School CALABARZON Region Campus' inventory of commonly used supplies and equipment that are necessary for the conduct of the agency's official businesses and are consumed on a day-to-day basis. Aside from these, the PrSPU is also responsible in forecasting possible trends in the demand and requisition of these supplies as well as the determination of its clients' requisition and usage patterns.

**II. Rationale**

With the depletion of stocks alongside a foreseeable increase in the demand for multicopy papers and toner cartridge HP 30A towards the end of the year, the replenishment and restocking of these inventory items are needed.

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

Providers other than the DBM-PS who currently does not offer or has no available stock of the below-listed items, must supply and provide Philippine Science High School – CALABARZON Region Campus, with the following:

QTY	UOM	ITEM (SPECIFICATION)	UNIT PRICE	TOTAL PRICE
250	REAMS	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	₱235.00	₱58,750.00
29	REAMS	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	₱250.00	₱7,250.00
2	PIECES	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	₱6,000.00	₱12,000.00
GRAND TOTAL				₱78,000.00

**IV. Approved Budget for the Contract**

The approved budget for the contract is **SEVENTY-EIGHT THOUSAND PESOS (Php78,000.00)** only.

**V. Mode of Procurement**

Under the 2016 Revised Implementing Rules and Regulations of RA 9184, the Mode of Procurement for common office supplies and equipment that are not available at the Department of Budget and Management – Procurement Service (DBM-PS) Virtual Store shall be 52.1b SHOPPING.

**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, in the event that no supplier was able to submit a complete quotation, all the received bids shall undergo evaluation by the Bids and Awards Committee for Goods and Consulting Services and a resolution as to whom the contract for each item or set of items will be awarded shall be agreed upon by all its 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 of the multicopy papers shall be made within fifteen (15) calendar days upon the receipt of Purchase Order. Delivery of toners may be extended up to forty-five (45) to sixty (60) calendar days upon the receipt of Purchase Order.

**VIII. Payment Scheme**

Payment for the procured items shall be made within 15 to 30 calendar days upon the complete delivery of purchased items to the procuring entity.

Prepared by:

  
**EDSEL E. ESPINO**  
Procurement, Supply and Property Officer

Certified Funds Available:

  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILAN**  
Accountant II

Recommending Approval:

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

Approved:

  
**REX S. FORTEZA**  
Director III