

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.: 2024-01-022 (3)
Date : January 31, 2024

Project:

FOR THE PROCUREMENT OF VARIOUS COMMONLY USED SUPPLIES AND CONSUMABLES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK (INK SUPPLIES AND CONSUMABLES)

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **THREE HUNDRED EIGHTY-TWO THOUSAND SIX HUNDRED TEN PESOS ONLY (Php382,610.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE PROCUREMENT OF VARIOUS COMMONLY USED SUPPLIES AND CONSUMABLES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK (INK SUPPLIES AND CONSUMABLES)**

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. 2024-01-022(3) 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 January 9-12, 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 **February 27, 2024, 3:00pm**. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to bae@cbzrc.pshs.edu.ph and address it to Kendra L. Inumberable, 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.


ROMEO M. MADRONA JR.

BAC Chairperson

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

SIR / MADAM:

Quotation No.:	2024-01-022(3)
Date:	January 31, 2024

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 20 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	1	piece	IMAGING DRUM, OEM, HP32A (CF232A)		
2	24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000C, 48.8ml, cyan		
3	24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000M, 48.8ml, magenta		
4	24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000Y, 48.8ml, yellow		
5	24	bottles	INK CARTRIDGE, OEM, BROTHER BTD60BK, 108ml, black		
6	25	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black		
7	15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan		
8	15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta		
9	15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow		
10	6	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black		
11	4	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan		
12	4	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta		
13	4	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow		
14	12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H54AA), 70ml, cyan		
15	12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H55AA), 70ml, magenta		
16	12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H56AA), 70ml, yellow		
17	4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow		
18	4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta		
19	4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan		
20	4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black		
21	12	pieces	TONER CARTRIDGE, OEM, for FujiXerox Docucentre S2110 (CT202873), black		
22	6	pieces	TONER CARTRIDGE, OEM, HP 204A (CF510A), black		
23	3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan		
24	3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow		
25	3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta		
26	4	pieces	TONER CARTRIDGE, OEM, HP 30A (CF230A), black		
27	3	pieces	TONER CARTRIDGE, OEM, HP 85A (CE285A), black		
TOTAL					

Delivery Term :	WITHIN 20 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER
Delivery Time :	9:00AM - 3:00PM, MONDAY TO FRIDAY EXCEPT ON HOLIDAYS
Payment Term :	WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


EDSLY B. ESPINO
 PURCHASER

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: **043-779-8320 local 803**

(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. : _____

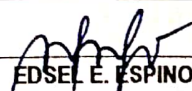
PURCHASE REQUEST

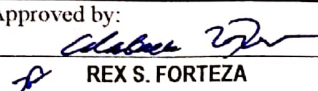
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**
 Office/Section : **FAD**
 PR No.: **2024-01-022**

Fund Cluster: **1101101**
 Date: **January 31, 2024**

Stock / Property No.	Unit	Item Description	Quantity	January 31, 2024	
				Unit Cost	Total Cost
1	cans	AIR FRESHENER, aerosol-type, at least 300ml net content	28		
2	gallons	ALCOHOL, ETHYL, 68-72% by volume	18	₱120.00	₱3,360.00
3	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: black	30	₱400.00	₱7,200.00
4	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: blue	30	₱7.50	₱225.00
5	pieces	BATTERY, DRY-CELL, type: alkaline, size: AA	30	₱7.50	₱225.00
6	pieces	BATTERY, DRY-CELL, type: alkaline, size: AAA	30	₱30.00	₱900.00
7	boxes	BINDER CLIP, size: 25mm (1inch), 12pcs/box	30	₱30.00	₱900.00
8	boxes	BINDER CLIP, size: 50mm (2inches), 12pcs/box	50	₱30.00	₱1,500.00
9	boxes	BINDER CLIP, size: 32mm (1 1/4 inches), 12pcs/box	40	₱70.00	₱2,800.00
10	box	CARBON FILM, size: legal / long, color: blue, 100films/box	40	₱35.00	₱1,400.00
11	pieces	CERTIFICATE HOLDER, size: A4 (210 x 297mm), color: royal blue	1	₱250.00	₱250.00
12	pieces	CLEARBOOK, size: legal/long, refillable, with 20pcs clear plastic pockets, color: royal blue	60	₱50.00	₱3,000.00
13	pieces	DATA FOLDER, made of 2.5mm thick chipboard covered with leatherette paper, with steel filing mechanism, size: legal / long, color: royal blue, opens upwards	26	₱40.00	₱1,040.00
14	pieces	ENVELOPE, DOCUMENTARY, brown, for legal-sized documents	80	₱150.00	₱12,000.00
15	sets	FILE TAB DIVIDER, bristol board, size: legal / long, 5sheets/pack	500	₱3.50	₱1,750.00
16	pieces	FOLDER, TAGBOARD WITH TAB, size: A4, dimension: 240mm x 320mm	30	₱25.00	₱750.00
17	pieces	FOLDER, TAGBOARD WITH TAB, size: long, dimension: 240mm x 365mm	1000	₱4.00	₱4,000.00
18	pieces	FOLDER, MORROCO, size: letter/short, color: blue	200	₱5.00	₱1,000.00
19	cans	INSECTICIDE SPRAY, aerosol-type, at least 600ml net content	60	₱10.00	₱600.00
20	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: black	16	₱135.00	₱2,160.00
21	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue	20	₱35.00	₱700.00
22	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue	15	₱35.00	₱525.00
23	boxes	PAPER CLIP, plastic coated, size: 33mm (1 1/4 inches)	20	₱35.00	₱700.00
24	boxes	PAPER CLIP, plastic coated, size: 50mm (2inches)	45	₱15.00	₱675.00
25	reams	PAPER, MULTICOPY, 80gsm, size: A4 (210 x 297mm)	30	₱20.00	₱600.00
	reams	PAPER, MULTICOPY, 80gsm, size: legal/long (8.5 x 13.0 inches)	250	₱235.00	₱58,750.00
			250	₱265.00	₱66,250.00
				TOTAL:	₱172,560.00

Purpose: TO REPLENISH THE INVENTORY OF COMMONLY USED SUPPLIES AND CONSUMABLES BEING KEPT BY THE SUPPLY AND PROPERTY UNIT IN ORDER TO KEEP PACE WITH THE CONSTANTLY GROWING NUMBER OF REQUESTS FOR THE ISSUANCE OF SUCH.

Requested by: 
EDSEL E. ESPINO
 PROCUREMENT, SUPPLY AND PROPERTY OFFICER

Approved by: 
REX S. FORTEZA
 CAMPUS DIRECTOR

Signature :
 Designation :

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

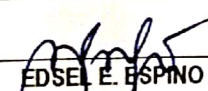
Office/Section : FAD		PR No.: 2024-01-022	Fund Cluster: 1101101		
		Responsibility Center Code : 19-016-09-00014-04	Date: January 31, 2024		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
26	pieces	PENCIL, wood-cased, 2mm lead/graphite, hardness: HB or 2			
27	packs	PVC COVER, size: A4 (210 x 297mm), thickness: at least 200microns, 100sheets/pack	36	₱10.00	₱360.00
28	packs	PVC COVER, size: legal / long (8.5 x 13.0inches), thickness: at least 200microns, 100sheets/pack	2	₱490.00	₱980.00
29	pieces	RING BINDER, plastic, black, 1.2meters long, 25mm diameter	2	₱500.00	₱1,000.00
30	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: black	10	₱35.00	₱350.00
31	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: blue	15	₱25.00	₱375.00
32	pieces	SIGN PEN, LIQUID INK TYPE, 0.5mm needle tip, color: red	45	₱25.00	₱1,125.00
33	packs	SIGNATURE TAB, STICK-ON, with at least 125 self-adhesive durable films/flags per pack	30	₱75.00	₱2,250.00
34	packs	STICKER PAPER, matte white, size: A4, 10sheets/pack	60	₱35.00	₱2,100.00
35	rolls	TAPE, DOUBLE-ADHESIVE, TISSUE-TYPE, width: 24mm, length: at least 10meters	40	₱50.00	₱2,000.00
36	rolls	TAPE, MASKING, width: 24mm, length: at least 40meters	20	₱35.00	₱700.00
37	rolls	TAPE, TRANSPARENT, width: 24mm, length: at least 40meters	15	₱35.00	₱525.00
38	piece	IMAGING DRUM, OEM, HP32A (CF232A)	25	₱20.00	₱500.00
39	bottles	INK CARTRIDGE, OEM, BROTHER BT5000C, 48.8ml, cyan	1	₱5,750.00	₱5,750.00
40	bottles	INK CARTRIDGE, OEM, BROTHER BT5000M, 48.8ml, magenta	24	₱410.00	₱9,840.00
41	bottles	INK CARTRIDGE, OEM, BROTHER BT5000Y, 48.8ml, yellow	24	₱410.00	₱9,840.00
42	bottles	INK CARTRIDGE, OEM, BROTHER BT60BK, 108ml, black	24	₱410.00	₱9,840.00
43	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black	25	₱300.00	₱7,500.00
44	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan	15	₱300.00	₱4,500.00
45	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta	15	₱300.00	₱4,500.00
46	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow	15	₱300.00	₱4,500.00
47	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black	6	₱900.00	₱5,400.00
48	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan	4	₱750.00	₱3,000.00
49	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta	4	₱750.00	₱3,000.00
50	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow	4	₱750.00	₱3,000.00
TOTAL:					₱92,775.00

Purpose: **TO REPLENISH THE INVENTORY OF COMMONLY USED SUPPLIES AND CONSUMABLES BEING KEPT BY THE SUPPLY AND PROPERTY UNIT IN ORDER TO KEEP PACE WITH THE CONSTANTLY GROWING NUMBER OF REQUESTS FOR THE ISSUANCE OF SUCH.**

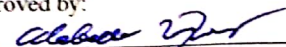
Requested by:

Signature :

Designation :


EDSEL E. ESPINO
PROCUREMENT, SUPPLY AND PROPERTY OFFICER

Approved by:


REX S. FORTÉZA
CAMPUS DIRECTOR

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Office/Section: **FAD**

PR No.: **2024-01-022**
Responsibility Center Code : **19-016-09-00014-04**

Fund Cluster: **1101101**

Date: **January 31, 2024**

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
51	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H54AA), 70ml, cyan	12	₱325.00	₱3,900.00
52	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H55AA), 70ml, magenta	12	₱325.00	₱3,900.00
53	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H56AA), 70ml, yellow	12	₱325.00	₱3,900.00
54	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow	4	₱10,700.00	₱42,800.00
55	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta	4	₱10,700.00	₱42,800.00
56	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan	4	₱10,700.00	₱42,800.00
57	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black	4	₱5,500.00	₱22,000.00
58	pieces	TONER CARTRIDGE, OEM, for FujiXerox Docucentre S2110 (CT202873), black	12	₱3,850.00	₱46,200.00
59	pieces	TONER CARTRIDGE, OEM, HP 204A (CF510A), black	6	₱3,500.00	₱21,000.00
60	pieces	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan	3	₱3,750.00	₱11,250.00
61	pieces	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow	3	₱3,750.00	₱11,250.00
62	pieces	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta	3	₱3,750.00	₱11,250.00
63	pieces	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	4	₱6,200.00	₱24,800.00
64	pieces	TONER CARTRIDGE, OEM, HP 85A (CE285A), black	3	₱4,750.00	₱14,250.00
				TOTAL:	₱302,100.00

Purpose: **TO REPLENISH THE INVENTORY OF COMMONLY USED SUPPLIES AND CONSUMABLES BEING KEPT BY THE SUPPLY AND PROPERTY UNIT IN ORDER TO KEEP PACE WITH THE CONSTANTLY GROWING NUMBER OF REQUESTS FOR THE ISSUANCE OF SUCH.**

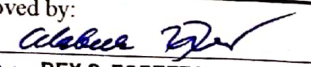
Requested by:

Signature :

Designation :


EDSEL E. ESPINO
PROCUREMENT, SUPPLY AND PROPERTY OFFICER

Approved by:


REX S. FORTEZA
CAMPUS DIRECTOR

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF VARIOUS COMMONLY USED SUPPLIES AND CONSUMABLES TO REPLENISH
THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK**

I. BACKGROUND

Part of the Procurement, Supply, and Property Unit's responsibility is the procurement, monitoring and safe-keeping, issuance, and the replenishment of Philippine Science High School _ CALABARZON Region Campus' inventory of commonly used supplies and equipment which are necessary in the transaction of the agency's official businesses and are consumed on a day-to-day basis.

With CID's recently concluded quarterly examinations for the scholars, SSD's reproduction of Residence Hall forms, FAD offices' printing of year-end reports and many other curricular, co-curricular and extra-curricular activities being catered by the campus, there was a sudden drop in the stocks of commonly used supplies and consumables being kept by the Supply and Property Unit. With quite a number of scholastic events and activities expected to come about inevitably, there is a need for an immediate and substantial stocking up of select office supplies and consumables that are seen to be heavily requested.

II. RATIONALE

To be able to keep pace with the elevated demand for a number of commonly used supplies and consumables that's foreseen to continue for another month or so, the procurement of stock / inventory replenishment has to be done immediately.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The Procurement Service of the Department of Budget and Management (PS-DBM) must be able to provide the below-listed commonly used supplies and consumables unless the items are currently not available (out-of-stock) or are not being sold by the agency. In case of the latter, goods may be provided by or procured from any bona fide supplier / supplier of known qualifications who submitted the lowest calculated and responsive bid for the items.

A. Commonly-used Supplies and Consumables

QTY	UOM	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL PRICE
28	cans	AIR FRESHENER, aerosol-type, at least 300ml net content	₱120.00	₱3,360.00
18	gallons	ALCOHOL, ETHYL, 68-72% by volume	₱400.00	₱7,200.00
30	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: black	₱7.50	₱225.00
30	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: blue	₱7.50	₱225.00
30	pieces	BATTERY, DRY-CELL, type: alkaline, size: AA	₱30.00	₱900.00
30	pieces	BATTERY, DRY-CELL, type: alkaline, size: AAA	₱30.00	₱900.00
50	boxes	BINDER CLIP, size: 25mm (1inch), 12pcs/box	₱30.00	₱1,500.00
40	boxes	BINDER CLIP, size: 50mm (2inches), 12pcs/box	₱70.00	₱2,800.00
40	boxes	BINDER CLIP, size: 32mm (1 1/4 inches), 12pcs/box	₱35.00	₱1,400.00
1	box	CARBON FILM, size: legal / long, color: blue, 100films/box	₱250.00	₱250.00
60	pieces	CERTIFICATE HOLDER, size: A4 (210 x 297mm), color: royal blue	₱50.00	₱3,000.00
26	pieces	CLEARBOOK, size: legal/long, refillable, with 20pcs clear plastic pockets, color: royal blue	₱40.00	₱1,040.00

QTY	UOM	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL PRICE
80	pieces	DATA FOLDER, made of 2.5mm thick chipboard covered with leatherette paper, with steel filing mechanism, size: legal / long, color: royal blue, opens upwards	₱150.00	₱12,000.00
500	pieces	ENVELOPE, DOCUMENTARY, brown, for legal-sized documents	₱3.50	₱1,750.00
30	sets	FILE TAB DIVIDER, bristol board, size: legal / long, 5sheets/pack	₱25.00	₱750.00
1000	pieces	FOLDER, TAGBOARD WITH TAB, size: A4, dimension: 240mm x 320mm	₱4.00	₱4,000.00
200	pieces	FOLDER, TAGBOARD WITH TAB, size: long, dimension: 240mm x 365mm	₱5.00	₱1,000.00
60	pieces	FOLDER, MORROCO, size: letter/short, color: blue	₱10.00	₱600.00
16	cans	INSECTICIDE SPRAY, aerosol-type, at least 600ml net content	₱135.00	₱2,160.00
20	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: black	₱35.00	₱700.00
15	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue	₱35.00	₱525.00
45	boxes	PAPER CLIP, plastic coated, size: 33mm (1¼ inches)	₱15.00	₱675.00
30	boxes	PAPER CLIP, plastic coated, size: 50mm (2inches)	₱20.00	₱600.00
250	reams	PAPER, MULTICOPY, 80gsm, size: A4 (210 x 297mm)	₱235.00	₱58,700.00
250	reams	PAPER, MULTICOPY, 80gsm, size: legal/long (8.5 x 13.0 inches)	₱265.00	₱66,250.00
36	pieces	PENCIL, wood-cased, 2mm lead/graphite, hardness: HB or 2	₱10.00	₱360.00
2	packs	PVC COVER, size: A4 (210 x 297mm), thickness: at least 200microns, 100sheets/pack	₱490.00	₱980.00
2	packs	PVC COVER, size: legal / long (8.5 x 13.0inches), thickness: at least 200microns, 100sheets/pack	₱500.00	₱1,000.00
10	pieces	RING BINDER, plastic, black, 1.2meters long, 25mm diameter	₱35.00	₱350.00
15	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: black	₱25.00	₱375.00
45	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: blue	₱25.00	₱1,125.00
30	pieces	SIGN PEN, LIQUID INK TYPE, 0.5mm needle tip, color: red	₱75.00	₱2,250.00
60	packs	SIGNATURE TAB, STICK-ON, with at least 125 self-adhesive durable films/flags per pack	₱35.00	₱2,100.00
40	packs	STICKER PAPER, matte white, size: A4, 10sheets/pack	₱50.00	₱2,000.00
20	rolls	TAPE, DOUBLE-ADHESIVE, TISSUE-TYPE, width: 24mm, length: at least 10meters	₱35.00	₱700.00
15	rolls	TAPE, MASKING, width: 24mm, length: at least 40meters	₱35.00	₱525.00
25	rolls	TAPE, TRANSPARENT, width: 24mm, length: at least 40meters	₱20.00	₱500.00
TOTAL				₱184,825.00

B. ICT Supplies and Consumables

QTY	UOM	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL PRICE
1	piece	IMAGING DRUM, OEM, HP32A (CF232A)	₱5,750.00	₱5,750.00
24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000C, 48.8ml, cyan	₱410.00	₱9,840.00
24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000M, 48.8ml, magenta	₱410.00	₱9,840.00
24	bottles	INK CARTRIDGE, OEM, BROTHER BT5000Y, 48.8ml, yellow	₱410.00	₱9,840.00
24	bottles	INK CARTRIDGE, OEM, BROTHER BTD60BK, 108ml, black	₱410.00	₱9,840.00
25	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black	₱300.00	₱7,500.00

QTY	UOM	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL PRICE
15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan	₱300.00	₱4,500.00
15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta	₱300.00	₱4,500.00
15	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow	₱300.00	₱4,500.00
6	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black	₱900.00	₱5,400.00
4	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan	₱750.00	₱3,000.00
4	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta	₱750.00	₱3,000.00
12	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow	₱750.00	₱3,000.00
12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H54AA), 70ml, cyan	₱325.00	₱3,900.00
12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H55AA), 70ml, magenta	₱325.00	₱3,900.00
12	bottles	INK CARTRIDGE, OEM, HP GT52 (M0H56AA), 70ml, yellow	₱325.00	₱3,900.00
4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841936), yellow	₱10,700.00	₱42,800.00
4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841937), magenta	₱10,700.00	₱42,800.00
4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-841938), cyan	₱10,700.00	₱42,800.00
4	pieces	TONER CARTIDGE, OEM, for Gestetner IM-C2500 (EDP-842315), black	₱5,500.00	₱22,000.00
12	pieces	TONER CARTRIDGE, OEM, for FujiXerox Docucentre S2110 (CT202873), black	₱3,850.00	₱46,200.00
6	pieces	TONER CARTRIDGE, OEM, HP 204A (CF510A), black	₱3,500.00	₱21,000.00
3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF511A), cyan	₱3,750.00	₱11,250.00
3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF512A), yellow	₱3,750.00	₱11,250.00
3	pieces	TONER CARTRIDGE, OEM, HP 204A (CF513A), magenta	₱3,750.00	₱11,250.00
4	pieces	TONER CARTRIDGE, OEM, HP 30A (CF230A), black	₱6,200.00	₱24,800.00
3	pieces	TONER CARTRIDGE, OEM, HP 85A (CE285A), black	₱4,750.00	₱14,250.00
			TOTAL	₱382,610.00

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **FIVE HUNDRED SIXTY-SEVEN THOUSAND FOUR HUNDRED AND THIRTY-FIVE PESOS (Php567,435.00)** only.

V. MODES OF PROCUREMENT

The 2016 Revised Implementing Rules and Regulations of RA 9184 (Updated as of January 15, 2024) prescribes the use of the following Modes of Procurement to this project:

- A. Negotiated Procurement – Agency to Agency for items to be procured from PS-DBM;
- B. Direct Contracting for items that are either exclusively distributed by one supplier, proprietary in nature and can only be obtained from the proprietary source or, must be procured from a specific supplier in order for a contractor to hold its guarantee over the project; and
- C. 52.1b Shopping for items that does not fall in any of the two categories mentioned earlier.

VI. EVALUATION AND SELECTION CRITERIA

Evaluation and selection of the winning supplier must be done in accordance and with strict compliance to the provisions of the 2016 Revised Implementing Rules and Regulations of RA 9184 which implicates the following:

- A. Items that are available at PS-DBM shall be procured directly from the agency in accordance with the

Letters of Instruction No. 755 and E.O. 359, s. 1989.

- B. Items may only be procured via Direct Contracting if any of the conditions mentioned under Section 50 of the IRR was satisfied.
- C. For goods to be procured using 52.1b Shopping as the mode of procurement, contract shall be awarded to a bona fide supplier / supplier with known qualifications who submitted the lowest calculated and responsive bid for the items.

VII. DELIVERY SCHEDULE

After a successful transaction, items procured from PS-DBM shall be picked up on location. On the other hand, the delivery of items procured thru Direct Contracting and 52.1b Shopping shall be made within twenty (20) calendar days following the receipt of Purchase Order.

VIII. PAYMENT SCHEME

Transactions made with PS-DBM are paid instantly upon checking out of the procured items using the agency's e-wallet account preloaded with funds. Payment for the items procured thru other modes on the other hand, shall be made within 15 to 30 calendar days following the full consummation of the contract or of the purchase order.

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