

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 (2)
Date :	January 31, 2024

Project: **PROCUREMENT OF VARIOUS COMMONLY USED SUPPLIES AND CONSUMABLES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK (2)**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED FIFTY-ONE THOUSAND, SEVEN HUNDRED PESOS ONLY (Php 151, 700.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF VARIOUS COMMONLY USED SUPPLIES AND CONSUMABLES TO REPLENISH THE SUPPLY AND PROPERTY UNIT'S DEPLETING STOCK (2)**

TERMS OF REFERENCE:

- 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:
 - For the complete details of this project, please "ORDER" RFQ Form No. 2021-12-169 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - Delivery and installation (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
- Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
- 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 February 21-24, 2022 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).
- Upon submission of the RFQ, please attach the following documentary requirements:
 - Mayor's Permit
 - PhilGEPS Registration Number
 - DTI or SEC Registration
 - 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.)
 - BIR 2303/OCR Number
 - Business/Income Tax Return (Stamped 'RECEIVED')
- The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on February 21, 2024, 3:00pm. Suppliers are not required to attend the Opening of Quotations.
- Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to Sarha A. Bautista, BAC Secretariat Co-Chair.
- 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.
- 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: _____
Name of Representative: _____
Mobile/Office Phone: _____
Email Address: _____


ROMEO M. MADRONA JR.
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: _____

DATE: _____

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
EE to SAB	TDR + PR for the procurement of implementation supplies + RTD	prepared, signed & forwarded to SAB	[Signature]	02-20-2024
SAB	-DO- Received for	BAC Processing	[Signature]	2-20-2024

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.:	2024 01 022(2)
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 10 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	36	cans	AIR FRESHENER, aerosol-type, at least 300ml net content		
2	2	gallons	ALCOHOL, ETHYL, 68-72% by volume		
3	2	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: black		
4		pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: blue		
5	10	pieces	BATTERY, DRY-CELL, type: alkaline, size: AA		
6	15	pieces	BATTERY, DRY-CELL, type: alkaline, size: AAA		
7	45	boxes	BINDER CLIP, size: 25mm (1inch), 12pcs/box		
8	30	boxes	BINDER CLIP, size: 50mm (2inches), 12pcs/box		
9	60	boxes	BINDER CLIP, size: 32mm (1 1/4 inches), 12pcs/box		
10	40	box	CARBON FILM, size: legal / long, color: blue, 100films/box		
11	20	pieces	CERTIFICATE HOLDER, size: A4 (210 x 297mm), color: royal blue		
12	15	pieces	CLEARBOOK, size: legal/long, refillable, with 20pcs clear plastic pockets, color: royal blue		
13	25	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		
14	500	pieces	ENVELOPE, DOCUMENTARY, brown, for legal-sized documents		
15	30	sets	FILE TAB DIVIDER, bristol board, size: legal / long, 5sheets/pack		
16	1000	pieces	FOLDER, TAGBOARD WITH TAB, size: A4, dimension: 240mm x 320mm		
17	200	pieces	FOLDER, TAGBOARD WITH TAB, size: long, dimension: 240mm x 365mm		
18	60	pieces	FOLDER, MORROCO, size: letter/short, color: blue		
19	16	cans	INSECTICIDE SPRAY, aerosol-type, at least 600ml net content		
20	20	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: black		
21	15	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue		
22	45	boxes	PAPER CLIP, plastic coated, size: 33mm (1 1/4 inches)		
23	30	boxes	PAPER CLIP, plastic coated, size: 50mm (2inches)		
24	250	reams	PAPER, MULTICOPY, 80gsm, size: A4 (210 x 297mm)		
25	125	reams	PAPER, MULTICOPY, 80gsm, size: legal/long (8.5 x 13.0 inches)		
TOTAL					

Delivery Term :	WITHIN 10 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 GOODS AND/OR SERVICE/S

Very truly yours,


EDSEL B. ESPINO
PURCHASER

Telephone: 043-779-8320 local 803

IMPORTANT

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

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. :

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

**REQUEST FOR QUOTATION FORM & NOTICE
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Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Barangay Sampaga West, Batangas City

Quotation No.:	2024-01-022(2)
Date :	January 31, 2024

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 10 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 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					
26	36	pieces	PENCIL, wood-cased, 2mm lead/graphite, hardness: HB or 2		
27	2	packs	PVC COVER, size: A4 (210 x 297mm), thickness: at least 200microns, 100sheets/pack		
28	2	packs	PVC COVER, size: legal / long (8.5 x 13.0inches), thickness: at least 200microns, 100sheets/pack		
29	10	pieces	RING BINDER, plastic, black, 1.2meters long, 25mm diameter		
30	15	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: black		
31	45	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: blue		
32	30	pieces	SIGN PEN, LIQUID INK TYPE, 0.5mm needle tip, color: red		
33	60	packs	SIGNATURE TAB, STICK-ON, with at least 125 self-adhesive durable films/lags per pack		
34	40	packs	STICKER PAPER, matte white, size: A4, 10sheets/pack		
35	20	rolls	TAPE, DOUBLE-ADHESIVE, TISSUE-TYPE, width: 24mm, length: at least 10meters		
36	15	rolls	TAPE, MASKING, width: 24mm, length: at least 40meters		
37	25	rolls	TAPE, TRANSPARENT, width: 24mm, length: at least 40meters		
TOTAL					

Delivery Term :	WITHIN 10 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 GOODS AND/OR SERVICE/S

Very truly yours,


EDSEL E. ESPINO
PURCHASER

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.

**PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:**

Authorized Company Representative : _____
(Signature Over Printed Name)

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

PURCHASE REQUEST

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

Fund Cluster: **1101101**

Office/Section : FAD		PR No.: 2024-01-022	Date: January 31, 2024		
		Responsibility Center Code : 19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	cans	AIR FRESHENER, aerosol-type, at least 300ml net content	28	₱120.00	₱3,360.00
2	gallons	ALCOHOL, ETHYL, 68-72% by volume	18	₱400.00	₱7,200.00
3	pieces	BALLPOINT PEN (BALLPEN), ORDINARY, 0.5mm writing thickness, color: black	30	₱7.50	₱225.00
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	₱30.00	₱900.00
6	pieces	BATTERY, DRY-CELL, type: alkaline, size: AAA	30	₱30.00	₱900.00
7	boxes	BINDER CLIP, size: 25mm (1inch), 12pcs/box	50	₱30.00	₱1,500.00
8	boxes	BINDER CLIP, size: 50mm (2inches), 12pcs/box	40	₱70.00	₱2,800.00
9	boxes	BINDER CLIP, size: 32mm (1 1/4 inches), 12pcs/box	40	₱35.00	₱1,400.00
10	box	CARBON FILM, size: legal / long, color: blue, 100films/box	1	₱250.00	₱250.00
11	pieces	CERTIFICATE HOLDER, size: A4 (210 x 297mm), color: royal blue	60	₱50.00	₱3,000.00
12	pieces	CLEARBOOK, size: legal/long, refillable, with 20pcs clear plastic pockets, color: royal blue	26	₱40.00	₱1,040.00
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	80	₱150.00	₱12,000.00
14	pieces	ENVELOPE, DOCUMENTARY, brown, for legal-sized documents	500	₱3.50	₱1,750.00
15	sets	FILE TAB DIVIDER, bristol board, size: legal / long, 5sheets/pack	30	₱25.00	₱750.00
16	pieces	FOLDER, TAGBOARD WITH TAB, size: A4, dimension: 240mm x 320mm	1000	₱4.00	₱4,000.00
17	pieces	FOLDER, TAGBOARD WITH TAB, size: long, dimension: 240mm x 365mm	200	₱5.00	₱1,000.00
18	pieces	FOLDER, MORROCO, size: letter/short, color: blue	60	₱10.00	₱600.00
19	cans	INSECTICIDE SPRAY, aerosol-type, at least 600ml net content	16	₱135.00	₱2,160.00
20	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: black	20	₱35.00	₱700.00
21	pieces	MARKER, PERMANENT, felt-tip, bullet-type, refillable, color: blue	15	₱35.00	₱525.00
22	boxes	PAPER CLIP, plastic coated, size: 33mm (1 1/4 inches)	45	₱15.00	₱675.00
23	boxes	PAPER CLIP, plastic coated, size: 50mm (2inches)	30	₱20.00	₱600.00
24	reams	PAPER, MULTICOPY, 80gsm, size: A4 (210 x 297mm)	250	₱235.00	₱58,750.00
25	reams	PAPER, MULTICOPY, 80gsm, size: legal/long (8.5 x 13.0 inches)	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:

Signature :
[Signature]

Designation :

EDSEL E. ESPINO
PROCUREMENT, SUPPLY AND PROPERTY OFFICER

Approved by:

[Signature]
REX S. FORTEZA
CAMPUS DIRECTOR

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :		PR No.:	Date:		
FAD		2024-01-022	January 31, 2024		
		Responsibility Center Code :			
		19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
26	pieces	PENCIL, wood-cased, 2mm lead/graphite, hardness: HB or 2	36	P10.00	P360.00
27	packs	PVC COVER, size: A4 (210 x 297mm), thickness: at least 200microns, 100sheets/pack	2	P490.00	P980.00
28	packs	PVC COVER, size: legal / long (8.5 x 13.0inches), thickness: at least 200microns, 100sheets/pack	2	P500.00	P1,000.00
29	pieces	RING BINDER, plastic, black, 1.2meters long, 25mm diameter	10	P35.00	P350.00
30	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: black	15	P25.00	P375.00
31	pieces	SIGN PEN, GEL-TYPE, 0.5mm needle tip, color: blue	45	P25.00	P1,125.00
32	pieces	SIGN PEN, LIQUID INK TYPE, 0.5mm needle tip, color: red	30	P75.00	P2,250.00
33	packs	SIGNATURE TAB, STICK-ON, with at least 125 self-adhesive durable films/flags per pack	60	P35.00	P2,100.00
34	packs	STICKER PAPER, matte white, size: A4, 10sheets/pack	40	P50.00	P2,000.00
35	rolls	TAPE, DOUBLE-ADHESIVE, TISSUE-TYPE, width: 24mm, length: at least 10meters	20	P35.00	P700.00
36	rolls	TAPE, MASKING, width: 24mm, length: at least 40meters	15	P35.00	P525.00
37	rolls	TAPE, TRANSPARENT, width: 24mm, length: at least 40meters	25	P20.00	P500.00
38	piece	IMAGING DRUM, OEM, HP32A (CF232A)	1	P5,750.00	P5,750.00
39	bottles	INK CARTRIDGE, OEM, BROTHER BT5000C, 48.8ml, cyan	24	P410.00	P9,840.00
40	bottles	INK CARTRIDGE, OEM, BROTHER BT5000M, 48.8ml, magenta	24	P410.00	P9,840.00
41	bottles	INK CARTRIDGE, OEM, BROTHER BT5000Y, 48.8ml, yellow	24	P410.00	P9,840.00
42	bottles	INK CARTRIDGE, OEM, BROTHER BTD60BK, 108ml, black	24	P410.00	P9,840.00
43	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V100), 65ml, black	25	P300.00	P7,500.00
44	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V200), 65ml, cyan	15	P300.00	P4,500.00
45	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V300), 65ml, magenta	15	P300.00	P4,500.00
46	bottles	INK CARTRIDGE, OEM, Epson 003 (CVT00V400), 65ml, yellow	15	P300.00	P4,500.00
47	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G100), 127ml, black	6	P900.00	P5,400.00
48	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G200), 70ml, cyan	4	P750.00	P3,000.00
49	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G300), 70ml, magenta	4	P750.00	P3,000.00
50	bottles	INK CARTRIDGE, OEM, Epson 008 (C13T06G400), 70ml, yellow	4	P750.00	P3,000.00
				TOTAL:	P92,775.00

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 :

EUSEL 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



DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

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

151,700.00

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
4	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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