

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.:	2024-03-052
Date :	March 15, 2024

Project: **PROCUREMENT OF MAINTENANCE BOX FOR EPSON L15150 PRINTER FOR THE REGISTRAR'S OFFICE**

The **PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (P7,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MAINTENANCE BOX FOR EPSON L15150 PRINTER FOR THE REGISTRAR'S OFFICE**

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 see RFQ Form No. 2024-03-052 attached herewith;
 - 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 March 15-20, 2024 from 9:00am – 3:00pm without cost and from the agency website at <https://cbzrc.pshs.edu.ph/small-value-procurement/>
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 March 20, 2024, 3:00pm. 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 Danica G. Cacao, Member, 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



**TERMS OF REFERENCE FOR THE PROCUREMENT OF
MAINTENANCE BOX FOR EPSON L15150 PRINTER FOR THE REGISTRAR'S OFFICE**

I. Background

The Philippine Science High School is mandated by the government to provide secondary education emphasizing science and technology to prepare its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitudes essential to preparing for a STEM-related career.

The Student Services Division was set up as a service-oriented office for the students, parents, and other clientele whose primary role is to make learning holistic and beneficial to the students to help realize the aforementioned goal of the campus.

II. Rationale

The Registrar Unit under the Student Services Division (SSD) continues to ensure its part in the holistic growth of our scholars. To properly serve its clientele, the office ought to procure quality materials and supplies for printing.

III. Scope and Specifications

The supplier must be able to provide the following item and its specifications:

EPSON Maintenance Box L15150

Model: C12C934591

Quantity: 3 pcs

Unit Cost: Php 2,500/pc

Total Cost: Php 7,500.00



IV. Approved Budget for Contract

The approved budget for the purchase of supplies is Php7,500.00.

V. Mode of Procurement

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



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VI. Payment Scheme

The PSHS-CALABARZONRC shall not provide advance payment. Full payment shall be made 30-45 calendar days after delivery.

Prepared by:


Mary Mediatrix B. Arroyo
Registrar

Recommending Approval:


Jorge M. Job
SSD Chief

Certified Appropriate Funds Available:



Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant II

Recommending Approval:

 3/14/24
Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Mr. Rex S. Forteza
Campus Director