

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.:	2024-04-072
Date :	April 11, 2024

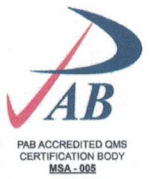
Project: **PROCUREMENT OF MAINTENANCE BOX FOR EPSON L15150 PRINTER FOR THE REGISTRAR'S OFFICE**

The **PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FOURTEEN THOUSAND PESOS ONLY (P14,000.00)** 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. 2024-04-072 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 April 11-15, 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 April 15, 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 a government institution that provides secondary education with a focus on science and technology. The main objective of the school is to prepare students for careers in the STEM field. The curriculum is designed to equip them with the necessary knowledge, skills, and attitudes required for a STEM-related profession.

To make learning holistic and beneficial for the students, parents, and other clients, the school has set up the Student Services Division as a service-oriented office. This division is responsible for ensuring that the students receive the necessary support to achieve their goals and succeed in their academic pursuits.

II. Rationale

The Registrar Unit, a part of the Student Services Division (SSD), is dedicated to supporting the overall development of the students. In order to serve its customers effectively, the office needs to acquire high-quality materials and supplies for printing.

The registrar's office frequently uses the printer to produce official transcripts for students, create certificates for the Director's List, print forms for student requests, and handle other types of correspondence.

III. Scope and Specifications

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

EPSON Maintenance Box L15150

Model: C12C934591

Quantity: 5 pcs

Unit Cost: Php 2,800/pc

Total Cost: Php 14,000.00



IV. Approved Budget for Contract

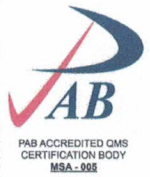
The approved budget for the purchase of supplies is Php14,000.00.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

V. Mode of Procurement

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

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 Medatrix A. Curato
Registrar

Recommending Approval:


Jorge M. Job
SSD Chief

Certified Appropriate Funds Available:


Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant II

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief
4/8/24

Approved:


Mr. Rex S. Forteza
Campus Director