

ROUTING SLIP

Date:

03/12/24

For/ To:

DGC, AEA, MPP, RSF

Subject:

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From:

MUF

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: CID-2024-098
 DATE: March 12, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MUF	TOR/PR/PPMP/SAPP - for the supply and delivery of consumables for the Fuji Xerox DocuCentre S2110	signed/forwarded to BMU	Jenians	03/12/24
ADF	do-	TOR revised to BMU	Jenians	04/22
DGL AZA	do- do-	signed signed TOR	Jenians	04/26/24
MPP ACE	do- do-	signed signed TOR, PA, & SAPP; sent to BMU	Jenians	4/29/24
CTR	do-	prepara of fuel to BAC	Jenians	4/21/24
JCE	do + PRD notice	endorsed to administrator	Jenians	4/21

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: Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.: 2024-04-086
 Date: April 29, 2024

Project:

SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJIXEROX DICUCENTRE S2110 (DRUM CARTRIDGE [CT351075] - OEM)

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FORTY THOUSAND PESOS ONLY (Php40,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJIXEROX DICUCENTRE S2110 (DRUM CARTRIDGE [CT351075] - OEM)

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 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 MAY 3, 2024 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/SEC Registration
 - d. BIR 2303 or OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on MAY 3, 2024, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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 SUPPLY AND DELIVERY OF CONSUMABLES FOR THE FUJI XEROX DocuCentre
 S2110**

I. Background

Part of the Annual Procurement Plan of the Philippine Science High School CALABARZON Region Campus allotment goes to the consumables of the multifunction printer used in accomplishing and fulfilling its duties and responsibilities that require the use of such equipment.

II. Rationale

In order to deliver and fulfill some of the duties and responsibilities assigned to the PSHS-CBZRC Curriculum and Instruction Division office, including, but not limited to, printing and photocopying the students' Quarterly Long Tests, weekly Alternative Assessments, and Formative Assessments, it is necessary to buy the following consumables for the printing and copying tasks to be carried out on the Fuji Xerox DocuCentre S110.

III. Scope of Work and Job Specifications

The supplier must be able to provide the consumables listed below.

ITEM	UOM	QTY	UNIT PRICE	TOTAL PRICE
TONER CARTRIDGE FOR FUJI XEROX DocuCentre S2110 (CT202873) – OEM	CARTS	10	5,000.00	Php 50,000.00
DRUM CARTRIDGE (CT351075) - OEM	UNIT	4	10,000.00	Php 40,000.00
GRAND TOTAL				Php 90,000.00

IV. Approved Budget for the Contract

The approved budget for the contract is **NINETY THOUSAND PESOS (Php 90,000.00)** only.

V. Mode of Procurement

The Mode of Procurement shall be 52.1b under the 2016 Revised Implementing Rules and Regulations of RA 9184.

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, if no supplier was able to submit a complete quotation, all the quotations shall undergo evaluation by the Bids and Awards Committee for Goods and Consulting Services and a resolution as to whom to award the contract to shall be agreed upon by all the members. Furthermore, quotation/s for 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 items' genuineness and authenticity are never guaranteed.

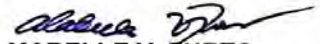
VII. Delivery Schedule

Delivery shall be made within fifteen (15) calendar days upon the receipt of the Purchase Order.



VIII. Payment Scheme

Payment for the procured items shall be made within 30 to 45 calendar days upon the complete delivery of purchased items to the procuring entity.
Prepared by:


MABELLE V. FURTO
Special Science Teacher IV

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, FAD

Approved:


REX S. FORTEZA
Director III