




## PURCHASE REQUEST


Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : BCD / ITU		PR No.: 2024-05-099	Date: May 15, 2024		
		Responsibility Center Code : 19-016-09-00014-01			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	FOR DIAGNOSIS AND REPAIR EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00561 DIAGNOSIS: DIRTY CONTACTS	1	1,932.00	1,932.00
	unit	FOR DIAGNOSIS AND REPAIR EPSON PRINTER UNIT MODEL: EPSON L6270 SERIAL NUMBER: X8FN004797 DIAGNOSIS: MISALIGNED SHAFT AND RETARD	1	1,932.00	1,932.00
	unit	FOR DIAGNOSIS AND REPAIR EPSON PRINTER UNIT MODEL: EPSON L1300 SERIAL NUMBER: UB8Y088313 DIAGNOSIS: NEED TO REPLACE WORN-OUT ASF UNIT	1	4,493.00	4,493.00
	unit	FOR DIAGNOSIS AND REPAIR EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00569 DIAGNOSIS: NEEDS TO REPLACE LAMP FAN	1	2,190.00	2,190.00
	unit	FOR DIAGNOSIS AND REPAIR EPSON PRINTER UNIT MODEL: EPSON L5190 SERIAL NUMBER: X5NY084601 DIAGNOSIS: FOREIGN OBJECT JAMMED ON THE FEEDER, MISSING NOZZLES, SERVICE REQUIRED	1	2,383.00	2,383.00
	unit	FOR DIAGNOSIS AND REPAIR EPSON PRINTER UNIT MODEL: EPSON L5190 SERIAL NUMBER: X5NY068251 DIAGNOSIS: DETACHED LEVER DETECTOR, MISSING NOZZLES, SERVICE REQUIRED	1	2,383.00	2,383.00
	unit	FOR DIAGNOSIS ONLY (IRREPAIRABLE) DESKTOP COMPUTER UNIT MODEL: VERITON M4660G SERIAL NUMBER: DTVQVSP14192301F4D9600 DIAGNOSIS: WITH DEFECTIVE MOTHERBOARD	1	644.00	644.00
	unit	FOR DIAGNOSIS ONLY (PART IS NOT AVAILABLE) EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00608 DIAGNOSIS: DEFECTIVE PS BALLAST UNIT	1	644.00	644.00
	unit	FOR DIAGNOSIS ONLY (PART IS NOT AVAILABLE) EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00650 DIAGNOSIS: DEFECTIVE PS BALLAST UNIT	1	644.00	644.00

Purpose: Diagnosis and repair of ICT equipment

Requested by:  
Signature:   
Printed Name: BEVERLY ANN I. MARASIGAN  
Designation: INFORMATION SYSTEMS ANALYST II

Approved by:  
  
REX S. FORTEZA  
CAMPUS DIRECTOR



**TERMS OF REFERENCE FOR THE REPAIR OF ICT EQUIPMENT OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

**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. This aim is realized when aided and supplied by appropriate academic tools and equipment maintained in good working condition.

**I. Rationale**

The Information Technology Unit (ITU), as an integral part of the Philippine Science High School, continues its part in the holistic growth of its scholars. Proper maintenance is required to attain and maintain the full working capacity of IT equipment, such as printers used by PSHS CALABARZON teachers, to provide high-quality education to students. As the only certified service repair center of Epson printers located within Batangas City (see attachment), Charleston Computer Express Center must provide repair service for the indicated equipment in the scope and specifications.

**II. Scope and Specifications**

The service center should be able to provide proper diagnosis, maintenance and repair of the following equipment:

QTY	Unit	Item Description	Estimated Repair Cost
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00561 DIAGNOSIS: DIRTY CONTACTS	P1,932.00
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PRINTER UNIT MODEL: EPSON L6270 SERIAL NUMBER: X8FN004797 DIAGNOSIS: MISALIGNED SHAFT AND RETARD	P1,932.00
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PRINTER	P4,493.00



		UNIT MODEL: EPSON .L1300 SERIAL NUMBER: UB8Y088313 DIAGNOSIS: NEED TO REPLACE WORN-OUT ASF UNIT	
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00569 DIAGNOSIS: NEEDS TO REPLACE LAMP FAN	P2190.00
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PRINTER UNIT MODEL: EPSON L5190 SERIAL NUMBER: X5NY084601 DIAGNOSIS: FOREIGN OBJECT JAMMED ON THE FEEDER, MISSING NOZZLES, SERVICE REQUIRED	P2383.00
1	unit	FOR DIAGNOSIS AND REPAIR  EPSON PRINTER UNIT MODEL: EPSON L5190 SERIAL NUMBER: X5NY068251 DIAGNOSIS: DETACHED LEVER DETECTOR, MISSING NOZZLES, SERVICE REQUIRED	P2383.00
1	unit	FOR DIAGNOSIS ONLY (IRREPAIRABLE)  DESKTOP COMPUTER UNIT MODEL: VERITON M4660G SERIAL NUMBER: DTVQVSP14192301F4D9600 DIAGNOSIS: WITH DEFECTIVE MOTHERBOARD	P644.00

1	unit	<b>FOR DIAGNOSIS ONLY                      (PART IS NOT AVAILABLE)</b>  EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00608 DIAGNOSIS: DEFECTIVE PS BALLAST UNIT	P644.00
1	unit	<b>FOR DIAGNOSIS ONLY                      (PART IS NOT AVAILABLE)</b>  EPSON PROJECTOR UNIT MODEL: EB-S41 SERIAL NUMBER: X4HL8Y00650 DIAGNOSIS: DEFECTIVE PS BALLAST UNIT	P644.00
<b>TOTAL</b>			<b>P17,245.00</b>

The expected delivery date of repaired equipment is 60 calendar days upon receipt of the purchase order. The external service provider shall submit a service report based on the scope of work done and must provide a warranty for the replaced parts of the equipment. Upon receipt, the items are subjected to further inspection by the Information Technology Unit. If there is a deficiency in the workmanship, the service provider shall re-perform the task.

**III. Approved Budget for Contract**

The approved budget for the diagnosis and repair of ICT equipment is **Seventeen Thousand, Two Hundred Forty-Five Pesos only (Php 17,245.00), VAT-INCLUSIVE.**

**IV. Evaluation and Selection of Criteria**

The Mode of procurement shall be "Direct Contracting" pursuant of 2016 Revised Implementing Rules and Regulations of RA 9184.

**V. Payment Scheme**

The PSHS-CALABARZONRC will not provide advance payment. Full payment shall be made 15 - 30 days after delivery.

Prepared by:



*B. I. Marasigan*  
**BEVERLY ANN I. MARASIGAN**  
Information Systems Analyst II

Certified Appropriate Funds available:

*D. G. Cacao*  
**DANICA G. CACAO**  
Budget Officer

*A. E. Aguilá*  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

*T. B. Pagulayan* 5/14/24  
**MA. THERESA B. PAGULAYAN**  
Supervising Administrative Officer

Approved by:

*R. S. Forteza*  
**REX S. FORTEZA**  
Director III

May 7, 2024

MR. ROMEO M. MADRONA JR.  
Chairman, Bids and Awards Committee  
Philippine Science High School  
CALABARZON Region Campus

Dear Mr. Madrona,

Good day!


This letter concerns Charleston Computer Express Center as the authorized service center for repairing ICT equipment with the Epson brand. The information Technology Unit requested EPSON Philippines Corporation for the authorized service center available in Batangas. The company recommended Charleston Computer Express Center as the authorized service within the proposed proximity (see attached file).

Furthermore, this procurement project can also be considered under direct contracting based on Section 50 of the 2016 revised Implementing Rule and Regulations of RA 9184. Direct Contracting may be resorted to by concerned procuring entities under the following conditions.

*Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms of GoP.*

As stated in the details mentioned above, there are no available Epson projector service centers within the Province of Batangas aside from Charleston Computer Express Center.

Very truly yours,

  
**BEVERLY ANN I. MARASIGAN**  
Information Systems Analyst II

Noted by:

  
**REX S. FORTEZA**  
Director III

Page 1 of 1

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City  
Website: [www.cbzrc.pshs.edu.ph](http://www.cbzrc.pshs.edu.ph)

Trunkline.: (043) 779-8320  
Tel/Fax. No.: (043) 724-6199



Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu.ph&gt;

**RE: [EXTERNAL] Inquiry on Epson Authorized Service Center CRM:0050765**

4 messages

Epson Customer Care (EPC) &lt;customercare@epc.epson.com.ph&gt;

Mon, Jun 6, 2022 at 4:18 PM

To: Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu.ph&gt;, EPSON Philippines Customer Care &lt;ph.epson.customercare@teamhgs.com&gt;

Dear Valued Customer,

Thank you for contacting Epson.

Pertaining to your enquiry, please find our authorized service centre's listing as below for your references.

<b>Charleston Computer Express Center (Main Office)</b>	476 Rizal Avenue cor P. Genato St., Batangas City	Tel.: (43)980-2169 (43)300-2179
<b>Charleston Computer Express Center (Lipa Office)</b>	UNIT 12, K-Pointe Commercial Complex, Sabang Lipa City	Tel.: (43)7021983

Should you need further assistance, please do not hesitate to reply to this email or you may also call Epson Helpdesk at 441-9030. Our Helpdesk Officer is glad to assist you. Helpdesk operating hours is from Monday to Saturday 9am to 6pm. We are closed on Sunday and Public Holidays.

Thank you.

Best Regards,

Cherry

Epson Customer Care Support

www.epson.com.ph

"By submitting this form, you hereby confirm that you have read and accept Epson's Personal Data Policy available at <https://www.epson.com.ph/personal datapolicy> ("Personal Data Policy"), and agree that for the purposes of gathering customer feedback and inquiries and such other purposes set out in our Personal Data Policy, Epson may collect, use, process, disclose and/or transfer any personal information submitted by you, including but not limited to providing you with marketing and sales-related communications via email, phone call and such other messaging platforms, in accordance with Epson's Personal Data Policy. You may withdraw your consent and unsubscribe at any time in accordance with our Personal Data Policy."

----- Original Message -----

**From:** Beverly Ann Marasigan <brindicio@cbzrc.pshs.edu.ph>;**Received:** Mon Jun 06 2022 15:23:21 GMT+0800 (Taipei Standard Time)**To:** PH Customer Care <customercare@epc.epson.com.ph>;**Cc:** aalontoc@cbzrc.pshs.edu.ph;**Subject:** [EXTERNAL] Inquiry on Epson Authorized Service Center



5/24 11:41 AM



Beverly Ann Marasigan <brindicio@cbzrc.pshs.edu.ph>

**RE: [EXTERNAL] Inquiry on Epson Authorized Service Center CRM:0050765**

4 messages

Epson Customer Care (EPC) <customercare@epc.epson.com.ph>

Mon, Jun 6, 2022 at 4:18 PM

To: Beverly Ann Marasigan <brindicio@cbzrc.pshs.edu.ph>, EPSON Philippines Customer Care <ph.epson.customercare@teamhgs.com>

Dear Valued Customer,

Thank you for contacting Epson.

Pertaining to your enquiry, please find our authorized service centre's listing as below for your references.

<b>Charleston Computer Express Center (Main Office)</b>	476 Rizal Avenue cor P. Genato St., Batangas City	Tel.: (43)980-2169 (43)300-2179
<b>Charleston Computer Express Center (Lipa Office)</b>	UNIT 12, K-Pointe Commercial Complex, Sabang Lipa City	Tel.: (43)7021983

Should you need further assistance, please do not hesitate to reply to this email or you may also call Epson Helpdesk at 441-9030. Our Helpdesk Officer is glad to assist you. Helpdesk operating hours is from Monday to Saturday 9am to 6pm. We are closed on Sunday and Public Holidays.

Thank you.  
Best Regards,

Cherry  
Epson Customer Care Support  
www.epson.com.ph

**"By submitting this form, you hereby confirm that you have read and accept Epson's Personal Data Policy available at <https://www.epson.com.ph/personal datapolicy> ("Personal Data Policy"), and agree that for the purposes of gathering customer feedback and inquiries and such other purposes set out in our Personal Data Policy, Epson may collect, use, process, disclose and/or transfer any personal information submitted by you, including but not limited to providing you with marketing and sales-related communications via email, phone call and such other messaging platforms, in accordance with Epson's Personal Data Policy. You may withdraw your consent and unsubscribe at any time in accordance with our Personal Data Policy."**

----- Original Message -----

**From:** Beverly Ann Marasigan <brindicio@cbzrc.pshs.edu.ph>;  
**Received:** Mon Jun 06 2022 15:23:21 GMT+0800 (Taipei Standard Time)  
**To:** PH Customer Care <customercare@epc.epson.com.ph>;  
**Cc:** aalontoc@cbzrc.pshs.edu.ph;  
**Subject:** [EXTERNAL] Inquiry on Epson Authorized Service Center



Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu

**RE: [EXTERNAL] Inquiry on Epson Authorized Service Center CRM:0050765**

4 messages

Epson Customer Care (EPC) &lt;customercare@epc.epson.com.ph&gt;

Mon, Jun 6, 2022 at 4:1

To: Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu.ph&gt;, EPSON Philippines Customer Care &lt;ph.epson.customercare@teamhgs.com&gt;

Dear Valued Customer,

Thank you for contacting Epson.

Pertaining to your enquiry, please find our authorized service centre's listing as below for your references.

Charleston Computer Express Center (Main Office)	476 Rizal Avenue cor P. Genato St., Batangas City	Tel.: (43)980-2169 (43)300-2179
Charleston Computer Express Center (Lipa Office)	UNIT 12, K-Pointe Commercial Complex, Sabang Lipa City	Tel.: (43)7021983

Should you need further assistance, please do not hesitate to reply to this email or you may also call Epson Helpdesk at 441-9030. Our Helpdesk Officer is glad to assist you. Helpdes operating hours is from Monday to Saturday 9am to 6pm. We are closed on Sunday and Public Holidays.

Thank you.  
Best Regards,

Cherry

Epson Customer Care Support  
[www.epson.com.ph](http://www.epson.com.ph)

*"By submitting this form, you hereby confirm that you have read and accept Epson's Personal Data Policy available at <https://www.epson.com.ph/personal datapolicy> (Personal Data Policy"), and agree that for the purposes of gathering customer feedback and inquiries and such other purposes set out in our Personal Data Policy, Epson may collect, use, process, disclose and/or transfer any personal information submitted by you, including but not limited to providing you with marketing and sales-related communications via email, phone call and such other messaging platforms, in accordance with Epson's Personal Data Policy. You may withdraw your consent and unsubscribe any time in accordance with our Personal Data Policy."*

----- Original Message -----

From: Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu.ph&gt;;

Sent: Mon Jun 06 2022 15:23:21 GMT+0800 (Taipei Standard Time)

To: Epson Customer Care &lt;customercare@epc.epson.com.ph&gt;;

Beverly Ann Marasigan &lt;brindicio@cbzrc.pshs.edu.ph&gt;;

<https://mail.google.com/mail/u/0/?ik=2654dd6e62&view=pt&search=all&permthid=thread-f:1734872698624270740&simpl=msg-f:1734872698624270740&simpl=msg-a:r-2724502373321894152&simpl=msg-f:>

7:00PM - 8:00PM  
Saturday

### Aurora

J-Connection Computer Repair Shop  
DEN'S Commercial Unit Gloria Sucdayn Daler Aurora

Tel. #: (052) 201-9457

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

9:00AM - 6:00PM  
Monday to Saturday

### Batangas

Charleston Computer Express Center  
476 Rizal Avenue cor P. Genato St., Batangas

Tel.: (43)980-2169  
(43)300-2179

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

9:00AM - 6:00PM  
Monday to Saturday

Charleston Computer Express Center  
Unit 12, K-Point Commercial Complex, Sabang Lipa City

Tel.: (43)702-1983

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

9:00AM - 6:00PM  
Monday to Saturday

### Benguet

ALFATEK Computer and Printing Services  
45 3rd Flr. MPD Bldg. Session Rd. cor Mabini St., Baguio City

Tel.: (74)442-8275 / (74)304-  
2804  
Fax: (74)304-2804

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

9:00AM - 7:00PM  
Monday to Saturday

### Bulacan

SST Laptop Repair  
3rd floor, Unit-3333 Robinsons Place Makolas McArthur Highway, Brgy. Marolo, Makolas, Bulacan

Tel.: (044)794-0489

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

10:00AM - 7:00PM  
Monday to Saturday

WJRC Computer Services Co.  
350 BS Aquino Ave. Bagong Nayon Baliuag Bulacan

Tel.: (044)813-4411

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

8:00AM - 5:00PM  
Monday to Saturday

### Cagayan

RDC Technology Solutions  
Unit D & E Puzon - Guzman Bldg. Luna St. Ugac Sur Tuguegarao City

Tel.: (78)396-1859

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

8:00AM - 5:00PM  
Monday to Saturday

Alejandra Enterprises  
Dona Alejandra Building, Rizal corner Gomez Sts., Tuguegarao City

Tel.: (78)844-0344

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

8:30AM - 5:30PM  
Monday to Friday

### Camarines Norte

PC Micron Enterprise  
Dasmarias Street Barangay VI Dset Camarines Norte 4600

Tel.: (054) 885-0624 / 440-2346  
0919-9147263

SIDM/ POS/ Scanner/ Projector/ Inkjet/ Laser/  
Passbook

9:00AM - 7:00PM  
Monday to Saturday



### Camarines Sur