

|  |   |  |  |
|--|---|--|--|
| <b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b> |   | <b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b> |  |
| Office/ Campus:                              | PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS |  |  |
| Address/ Contact Details:                    | Sitio Sampaga West, Barangay Sampaga, Batangas City     |  |  |

|                |                   |
|----------------|-------------------|
| Quotation No.: | 2022-09-133       |
| Date :         | September 5, 2022 |

Project: **PROCUREMENT OF CONSTRUCTION MATERIALS FOR BUILDING CUSTOMIZED TABLES AND CABINETS OF THE FABRICATION LABORATORY**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of SIXTY-TWO THOUSAND EIGHTY PESOS ONLY (Php62,080.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF CONSTRUCTION MATERIALS FOR BUILDING CUSTOMIZED TABLES AND CABINETS OF THE FABRICATION LABORATORY.**

**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 "ORDER" RFQ Form No. 2022-09-133 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 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 September 8-12, 2022 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 or SEC Registration
  - d. 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.)
  - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on September 12, 2022, 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](mailto: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.

  
 MARY ANGEL L. GAVINA  
 BAC Chairperson

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

Quotation No.:

2022-09-133

Date :

September 5, 2022

GENTLEMEN:

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 30 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 |
|---|-----|----------|---|-----------|------------|
| <b>PRICES MUST BE Tax (VAT) INCLUSIVE<br/>SUPPLY &amp; DELIVERY</b> |     |          |   |           |            |
| 1   | 4   | PIECE    | 1-1/2" x 1-1/2" x 3/16" ANGLE BAR       |           |            |
| 2   | 4   | PIECE    | 2" x 3" TUBULAR STEEL (1.5 MM)          |           |            |
| 3   | 4   | PIECE    | 2" x 4" TUBULAR STEEL (1.5 MM)          |           |            |
| 4   | 4   | PIECE    | 32MM x 6MM THICK FLAT BAR               |           |            |
| 5   | 8   | KILOGRAM | 1/8" WELDING ROD (E6013)                |           |            |
| 6   | 4   | ROLL     | ELECTRICAL TAPE                         |           |            |
| 7   | 10  | PIECE    | 1/2" METAL EMT CONDUIT, STEEL           |           |            |
| 8   | 60  | PIECE    | PIPE SUPPORT STRAP FOR EMT CONDUITS     |           |            |
| 9   | 15  | PIECE    | 1/2" EMT CONNECTOR                      |           |            |
| 10  | 15  | PIECE    | 1/2" EMT COUPLING                       |           |            |
| 11  | 10  | PIECE    | JUNCTION BOX, METAL GAUGE 16 WITH COVER |           |            |
| 12  | 10  | PIECE    | UTILITY BOX, METAL GAUGE 16 WITH COVER  |           |            |
| 13  | 1   | BOX      | ELECTRIC WIRE, THHN #14                 |           |            |
| 14  | 3   | KILOGRAM | 2" COMMON WIRE NAIL                     |           |            |
| 15  | 3   | KILOGRAM | 3" COMMON WIRE NAIL                     |           |            |
| 16  | 300 | PIECE    | 1-1/2" BLACK SCREW POINTED              |           |            |
| 17  | 4   | LITER    | LACQUER THINNER                         |           |            |
| 18  | 4   | PIECE    | ROLLER BOARD                            |           |            |
| 19  | 3   | KILOGRAM | RAGS                                    |           |            |
| 20  | 6   | PIECE    | PUTTY KNIFE                             |           |            |

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

Authorized Company Representative

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

Authorized Company Representative :

(Signature Over Printed Name)

**IMPORTANT**

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

Company Name :

Address :

Telephone nos. :

T.I.N. :

PSHS-00-F-PRU-06-Rev0-04/17/17



PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

| Office/Section :<br>Curriculum and Instruction Division |           | PR No.:<br>2022 -09- 133                              | Date: August 25, 2022 |           |            |
|---|-----------|---|-----------------------|-----------|------------|
|   |           | Responsibility Center Code :<br>19- 016-09- 00014 -02 | September 5, 2022     |           |            |
| Stock / Property No.                                    | Unit      | Item Description                                      | Quantity              | Unit Cost | Total Cost |
| 1   | pcs       | 1-1/2" X 1-1/2" X 3/16" Angle Bar                     | 4                     | 700.00    | 2,800.00   |
| 2   | pcs       | 2"x 3" Tubular Steel (1.5mm)                          | 4                     | 1,250.00  | 5,000.00   |
| 3   | pcs       | 2"x 4" Tubular Steel (1.5mm)                          | 4                     | 1,350.00  | 5,400.00   |
| 4   | pcs       | 32mm x 6mm thick Flat Bar                             | 4                     | 750.00    | 3,000.00   |
| 5   | kilograms | 1/8" Welding Rod (E6013)                              | 8                     | 160.00    | 1,280.00   |
| 6   | rolls     | Electrical Tape                                       | 4                     | 75.00     | 300.00     |
| 7   | pieces    | 1/2" Metal EMT Conduit, Steel                         | 10                    | 650.00    | 6,500.00   |
| 8   | pieces    | Pipe support strap for EMT conduits                   | 60                    | 30.00     | 1,800.00   |
| 9   | pieces    | 1/2" EMT Connector                                    | 15                    | 40.00     | 600.00     |
| 10  | pieces    | 1/2" EMT Coupling                                     | 15                    | 50.00     | 750.00     |
| 11  | pieces    | Junction Box, metal gauge 16 with cover               | 10                    | 75.00     | 750.00     |
| 12  | pieces    | Utility box, metal gauge 16 with cover                | 10                    | 75.00     | 750.00     |
| 13  | box       | Electric Wire THHN #14                                | 1                     | 4,000.00  | 4,000.00   |
| 14  | kilograms | 2" Common Wire Nail                                   | 3                     | 145.00    | 435.00     |
| 15  | kilograms | 3" Common Wire Nail                                   | 3                     | 145.00    | 435.00     |
| 16  | pieces    | 1-1/2" Black Screw pointed                            | 300                   | 4.00      | 1,200.00   |
| 17  | liter     | Lacquer thinner                                       | 4                     | 420.00    | 1,680.00   |
| 18  | pieces    | Roller Board  | 4                     | 150.00    | 600.00     |
| 19  | kilograms | Rags  | 3                     | 60.00     | 180.00     |
| 20  | pieces    | Putty Knife   | 6                     | 100.00    | 600.00     |
| 21  | pieces    | Paint Brush #2  | 5                     | 100.00    | 500.00     |
| 22  | pieces    | Paint Brush #3  | 5                     | 120.00    | 600.00     |
| 23  | pieces    | 4" Baby Roller Foam (hotdog)                          | 4                     | 130.00    | 520.00     |
| 24  | pieces    | 6" Roller brush                                       | 10                    | 175.00    | 1,750.00   |
| 25  | gallons   | Wood Glue (White glue)                                | 5                     | 400.00    | 2,000.00   |
| 26  | liter     | Wood Flooring Glue                                    | 5                     | 600.00    | 3,000.00   |
| 27  | liter     | Laquer Putty (Glazing putty)                          | 12                    | 450.00    | 5,400.00   |
| 28  | liter     | Rust Converter  | 4                     | 550.00    | 2,200.00   |
| 29  | bottle    | Spray paint (Black), 300 grams, acrylic               | 5                     | 410.00    | 2,050.00   |
| 30  | pieces    | Bolt and nut with washer (2 inches length)            | 60                    | 25.00     | 1,500.00   |
| 31  | liter     | Polituff Body Filler with Hardener                    | 12                    | 375.00    | 4,500.00   |
| TOTAL   |           |   |                       |           | 62,080.00  |

Purpose: Provide accessories and materials for the polishing of workbenches for the Fabrication laboratory. This will allow the students to explore, discover, and develop a variety of concepts on creating artifacts fit for them to get Intellectual Protection soon.

Requested by: ERDIE V. ROA  
 Designation: SST III

Approved by: JOSE M. ANDAYA, D.T.  
 Designation: CAMPUS DIRECTOR



**TERMS OF REFERENCE FOR THE PROCUREMENT OF  
CONSTRUCTION MATERIALS FOR BUILDING CUSTOMIZED  
TABLES AND CABINETS OF THE FABRICATION LABORATORY**

**I. Background**

The PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS (PSHSCBZRC) is mandated by the government to provide secondary education with emphasis on science and technology to prepare students for STEM-related careers. This aim is realized when laboratory activities are aided with appropriate and necessary furniture and fixture. It is considered that working tables and furniture are essential in performing specific jobs. Still, also, they play an important role in the observance of safety and maintenance of school facilities for student training.

**II. Rationale**

Fabrication Laboratory maintenance is keeping tools, shop rooms, furniture, machine, benches, charts, blueprints, instructional materials, supplies, and all other devices, materials, and facilities needed for effective instruction in a high state of usefulness. Since the school is bounded to prepare and develop the technical skill of scholars, it is essential to create an industry-like environment for them to be familiar with actual work. The building materials requested will be beneficial for making sturdy and provide physical comfort to students while performing prototyping activities in the Fabrication Laboratory.

**III. Scope of Work and Job Specifications**

The supplier should be able to provide all listed tools and materials following the specifications below:

| ITEM | MATERIALS/ TOOLS/ EQUIPMENTS            | QTY | UNIT      | PROPOSED UNIT PRICE | PROPOSED TOTAL |
|------|---|-----|-----------|---------------------|----------------|
| 1    | 1-1/2" x 1-1/2" x 3/16" Angle bar       | 4   | pcs       | 700.00              | 2,800.00       |
| 2    | 2" x 3" Tubular steel                   | 4   | pcs       | 1,250.00            | 5,000.00       |
| 3    | 2" x 4" Tubular steel (1.5mm)           | 4   | pcs       | 1,350.00            | 5,400.00       |
| 4    | 32mm x 6mm thick Flat bar               | 4   | pcs       | 750.00              | 3,000.00       |
| 5    | 1/8" Welding rod (E6013)                | 8   | kilograms | 160.00              | 1,280.00       |
| 6    | Electrical tape                         | 4   | rolls     | 75.00               | 300.00         |
| 7    | 1/2" Metal EMT Conduit, Steel           | 10  | pieces    | 650.00              | 6,500.00       |
| 8    | Pipe support strap for EMT conduits     | 60  | pieces    | 30.00               | 1,800.00       |
| 9    | 1/2" EMT Connector                      | 15  | pieces    | 40.00               | 600.00         |
| 10   | 1/2" EMT Coupling                       | 15  | pieces    | 50.00               | 750.00         |
| 11   | Junction box, metal gauge 16 with cover | 10  | pieces    | 75.00               | 750.00         |
| 12   | Utility box, metal gauge 16 with cover  | 10  | pieces    | 75.00               | 750.00         |
| 13   | Electric Wire THHN #14                  | 1   | box       | 4,000.00            | 4,000.00       |
| 14   | 2" Common Wire Nail                     | 3   | kilograms | 145.00              | 435.00         |
| 15   | 3" Common Wire Nail                     | 3   | kilograms | 145.00              | 435.00         |
| 16   | 1-1/2" Black Screw pointed              | 300 | pieces    | 4.00                | 1,200.00       |
| 17   | Lacquer Thinner                         | 4   | liter     | 420.00              | 1,680.00       |



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

|              |  |    |           |                    |          |
|--------------|--|----|-----------|--------------------|----------|
| 18           | Roller Board                               | 4  | pieces    | 150.00             | 600.00   |
| 19           | Rags                                       | 3  | kilograms | 60.00              | 180.00   |
| 20           | Putty knife                                | 6  | pieces    | 100.00             | 600.00   |
| 21           | Paint Brush #2                             | 5  | pcs       | 100.00             | 500.00   |
| 22           | Paint Brush #3                             | 5  | pcs       | 120.00             | 600.00   |
| 23           | 4" Baby Roller Foam (hotdog)               | 4  | pcs       | 130.00             | 520.00   |
| 24           | 6" Roller brush                            | 10 | pcs       | 175.00             | 1,750.00 |
| 25           | Wood Glue                                  | 5  | gallons   | 400.00             | 2,000.00 |
| 26           | Wood Flooring glue                         | 5  | liter     | 600.00             | 3,000.00 |
| 27           | Laquer Putty (Glazing putty)               | 12 | liter     | 450.00             | 5,400.00 |
| 28           | Rust Converter                             | 4  | liter     | 550.00             | 2,200.00 |
| 29           | Spray paint (black), 300 grams, acrylic    | 5  | bottle    | 410.00             | 2,050.00 |
| 30           | Bolt and nut with washer (2 inches length) | 60 | pieces    | 25.00              | 1,500.00 |
| 31           | Polituff Body filler with Hardener         | 12 | liter     | 375.00             | 4,500.00 |
| <b>TOTAL</b> |  |    |           | <b>P 62,080.00</b> |          |

If the tools, fixtures, and materials above will be granted the following are the expected output.

|   | Furniture/ Output                        | Quantity | Finishing      | Location                     |
|---|--|----------|----------------|------------------------------|
| 1 | Maker Space Table                        | 5        | Paint          | Makerspace area              |
| 2 | Work Bench 2                             | 1        | Varnish, Paint | Woodworking area             |
| 3 | Electronics Workbench                    | 10       | Varnish        | Electronics area, ADTech lab |
| 4 | Electrical wiring for the Drafting Table | 30       | N/A            | Drafting Room                |

**IV. Approved Budget for the Contract**

The approved budget for the purchasing of tools and materials for the Fabrication Laboratory tables and fixtures is **SIXTY-TWO THOUSAND EIGHTY PESOS (Php 62,080.00)**

**V. Mode of Procurement**

The mode of procurement shall be small value procurement as per 2016 Revised Implementing Rules and Regulations of R.A. 9184.

**VI. Evaluation and Selection Criteria**

A proposal with the single or lowest calculated and responsive quotation with complete documents shall be accepted.

**VI. Payment Scheme**

Payment for the procured items shall be made **15 working days** from the day the said items are delivered to the procuring entity. The PSHS-CALABARZONRC will not provide advancement payment.

*30-45 calendar days*



Certificate No.: SCP000420Q

**VII. Delivery Term**

All accessories and materials awarded must be completely delivered **ninety days (90) after issuance** of Notice of Award and Contract.

Prepared by:

*[Signature]*  
**ERNIE V. ROA**  
 Special Science Teacher III

Recommending Approval:

*[Signature]*  
**MABELLE V. FURTO**  
 Chief, Curriculum and Instruction Division

Certified Appropriate Funds Available:

*[Signature]*  
**ARNEL E. AGUILAR**  
 Budget Officer

*[Signature]*  
**CRISPINA ROWENA MAQUIMOT**  
 Accountant  
 Allocation shall be subject to the existing budgeting, accounting and auditing rules and regulations

Recommending Approval:

*[Signature]*  
**MA. THERESA P. PAGULAYAN**  
 Supervising Administrative Officer

Approved by:

*[Signature]*  
**DR. JOSE M. ANDAYA**  
 Campus Director