

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.:	2022-09-142
Date :	September 19, 2022

Project:

PROCUREMENT OF MATERIALS FOR THE RELOCATION OF AIR-CONDITIONING UNITS IN THE FACULTY ROOM OF ADVANCE SCIENCE AND TECHNOLOGY BUILDING FROM DORMITORY BUILDING I OF PSHS-CALABARZON REGION CAMPUS

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIFTY ONE THOUSAND SEVENTY PESOS ONLY (Php51,070.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MATERIALS FOR THE RELOCATION OF AIR-CONDITIONING UNITS IN THE FACULTY ROOM OF ADVANCE SCIENCE AND TECHNOLOGY BUILDING FROM DORMITORY BUILDING I OF PSHS-CALABARZON REGION CAMPUS.**

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. 2022-09-142 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 20-22, 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 22, 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 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

DOCUMENT TRACKING FORM

DIVISION
 FAD
 CID
 SSD
 OCD
 QMSO

REFERENCE NO.: 654-2022-021
 DATE: 09/12/22

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
DAH	TOR FOR THE PROCUREMENT OF MATERIALS FOR THE RELOCATION OF AIN. CONDITIONAL UNIT FOR FACULTY ROOMS OF AIN-1 FROM BAHAMAY PLAZA-1 OF PSHS-CALABARZON/RC	PREPARATION OF DOCUMENTS AND FORWARDED TO CHS	<i>[Signature]</i>	09/12/22
	-TOR			
	-WAF			
	-PR			
	PPMP			
	APP			
AEA	-do-	Signed & forwarded to ACU	<i>[Signature]</i>	9/17/22
Cmm	do	Signed TOR	<i>[Signature]</i>	9/18/22
MPP	-do-	TOR signed	<i>[Signature]</i>	9/18/22
OCD	-do-	Signed & forwarded to PRU	For: <i>[Signature]</i>	9/15/2022
LEF	RFQ, DR & TOR	- waited for the signed APP & PPMP & prepared RFQ; fwd to PRU	<i>[Signature]</i>	7/19/2022

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.



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. _____
Date _____

2022 09 147
September 16, 2022

GI NILLIMIN

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 20 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
			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u> <u>SUPPLY & DELIVERY</u>		
1	3	BOX	5.5 MM STRANDED THHN WIRE (150 METERS)		
2	3	SET	ACU CONVENIENT OUTLET (16A, 250V)		
3	4s	PIPC	3/4" x 10FT CONDUIT PIPE (ORANGE)		
4	4	PIPC	UTILITY BOX (2" x 4")		
5	2	PIPC	ELECTRICAL TAPE (BIG), (.18MM x 19MM x 16M)		

Delivery Term: WITHIN 20 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:


PURCHASER

Telephone: 043 724 6199

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT.

Authorized Company Representative: _____
(Signature Over Printed Name)

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

Company Name: _____
Address: _____
Telephone nos.: _____
TIN: _____

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :

PR No.:

2022-09-142

Date:

September 16, 2022

FAD

Responsibility Center Code :

19-016-09-00014-04

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	box	5.5mm Stranded THHN wire (150meters)	3	P7,100.00	P21,300.00
2	set	ACU Convenient Outlet (16A, 250V)	3	P300.00	P900.00
3	piece	3/4" x 10ft Conduit Pipe (Orange)	45	P630.00	P28,350.00
4	piece	Utility Box (2"x4")	4	P80.00	P320.00
5	piece	Electrical Tape (Big) (.18mm x 19mm x 16m)	2	P100.00	P200.00
TOTAL					P51,070.00

Purpose: TERMS OF REFERENCE FOR THE PROCUREMENT OF MATERIALS FOR THE RELOCATION OF AIR-CONDITIONING UNITS IN THE FACULTY ROOM OF ADVANCE SCIENCE AND TECHNOLOGY BUILDING FROM DORMITORY BUILDING I OF PSHS-CALABARZON REGION CAMPUS

Requested by:

Approved by:

Signature :

Printed Name :

Designation :

DAN JELARD A. HERNANDEZ

Resident Architect

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR



**TERMS OF REFERENCE FOR THE PROCUREMENT OF MATERIALS FOR THE
 RELOCATION OF AIR-CONDITIONING UNITS IN THE FACULTY ROOM OF
 ADVANCE SCIENCE AND TECHNOLOGY BUILDING FROM DORMITORY
 BUILDING I OF PSHS-CALABARZON REGION CAMPUS**

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide quality service in terms of facilities and equipment maintenance ensure an environment that is safe and conducive to optimum learning of students and safe workplace for its employees.

The General Services Unit (GSU) is tasked to preserve the Campus facilities, equipment and buildings to maintain their excellent condition at any given time to secure the personnel and scholars and avoid any incident that may arise due to malfunctions and defects and provide workplace comfort. The Unit is also in charge of rectification of any inspected and reported damage or defects of the facilities in the Campus.

II. Rationale

Adequate ventilation is necessary in the workplace. Using air-conditioning units increases air circulation and can promote work productivity & efficiency.

III. Scope of Work and Job Specifications

The supplier must be able to provide the materials for relocation of ACU's with the following specifications:

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICE MUST BE Tax (VAT) INCLUSIVE					
1	3	box	5.5mm Stranded THHN wire (150meters)	7,100.00	21,300.00
2	3	set	ACU Convenient Outlet (16A,250V)	300.00	900.00
3	45	pc	¾" x 10ft Conduit Pipe (Orange)	630.00	28,350.00
4	4	pc	Utility Box (2x4)	80.00	320.00
5	2	pc	Electrical Tape (Big)(.18mm x 19mm x 16m)	100.00	200.00
				TOTAL	51,070.00

IV. Estimated Cost

The approved budget for the procurement of materials for the relocation of Air-Conditioning Units in Faculty Room of Advance Science and Technology Building of PSHS-CALABARZON Region Campus is Fifty One Thousand and Seventy Pesos (Php 51,070.00).



V. Mode of Procurement

The applicable mode of procurement is "Small Value Procurement" pursuant to the 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The PSHS-CBZRC will not provide advance payment on purchasing the items. Full payment shall be made within 30 to 45 days after receipt of complete delivery of items based on the required specifications.

Prepared by:



Arch. Dan Jelard A. Hernandez
Resident Architect

End User Unit Representative:




Mabelle V. Furto
CID Chief

Certificate of Availability of Funds:



Arnel E. Aguila
Budget Officer



Crispina Rowena M. Maquimot
Accountant II

Recommending Approval:



Ma. Theresa P. Pagulayan
Supervising Administrative Officer

**Actual utilization/disbursement
out of the cash allocation shall be
subject to the existing budgeting, accounting
and auditing rules and regulations**

Approved by:



Jose M. Andaya, D.T.
Campus Director

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: CALABARZON
WORK REQUEST FORM

No.: WRF-2022-09-176

A. To be filled up by Equipment end-user/Observer/PPF Representative. Attach copy of email if received by PPF Committee.

What: Transfer of airconditioning unit from the Residence Hall to ASTB faculty room (Ground floor)

Where: From Residence Hall to ASTB faculty room (ground floor)

Purpose: Proper and adequate ventilation of the work place.

Requested by: [Signature]
Aira Abigail P. Ebreo
Signature Over Printed Name
Date: 09 Sept 2022

B. To be filled-up by Supplier Officer/designated Custodian of EHCs or PPF Head.

Date of Last Maintenance N/A

Details of Last Maintenance N/A

Expected Completion Date: _____

Received by: [Signature]
DAN A. BERNANDEZ
FAD Representative
Date: 09/08/22

Approved by: [Signature]
MA. THERESA P. PAGULAYAN
FAD CHIEF
Date: Sept 8, 2022

C. To be filled-up and signed by FAD/PPF Representative/Inspector:

Acted by: _____
FAD/PPF Representative / Date

Inspected by: _____
End User / Date

Remarks: Tasks successfully completed and functional/working

Task cannot be completed due to irreparable

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

SUPPLEMENTAL
For FY 2022

END-USER/UNIT: GENERAL SERVICES UNIT

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY /		ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES													
		SIZE	unit			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec		
1	5.5mm Stranded THHN wire (150meters)	3	box	P21,300.00															
2	ACU Convenience Outlet (16A, 250V)	3	set	P900.00															
3	3/4" x 10ft Conduit Pipe (Orange)	45	piece	P28,350.00															
4	Utility Box (73x47)	4	piece	P320.00															
5	Electrical Tape (8g) (1.8mm x 19mm x 16m)	2	piece	P200.00															
TOTAL					P51,070.00														

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by: 
DAVID ELARD A. HERNANDEZ
Resident Architect

Submitted by: 
MA. TERESA P. PALULAYAN
Supervisory Administrative Officer