

**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.:	2022-08-110
Date :	August 1, 2022

Project:

**BUS RENTAL FOR IN-SERVICE TRAINING 2022**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED TWENTY THOUSAND PESOS ONLY (Php120,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **BUS RENTAL FOR IN-SERVICE TRAINING 2022**.

**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. 2022-08-110 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 August 2-4, 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 August 4, 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

GENTLEMEN:

Quotation No.:

2022-08-110

Date :

August 1, 2022

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 \_\_\_\_\_ 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>					
1	2	LOT	<b>BUS RENTAL (FOR IN-SERVICE TRAINING 2022)</b>		
			-THE SUPPLIERS MUST PROVIDE TWO (2) SERVICE VEHICLE (BUSES) WHICH WILL TRANSPORT ONE HUNDRED TWO (102) EMPLOYEES FROM PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS, SITIO SAMPAGA WEST, BRGY SAMPAGA BATANGAS CITY TO TALISAY, BATANGAS ON AUGUST 17, 2022 AND FETCH FROM THE VENUE BACK TO PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS ON AUGUST 19, 2022		
			-THE BUS DRIVER'S ACCOMMODATIONS AND MEALS SHALL BE PROVIDED BY THE CAMPUS		
			<b>*ITINERARY</b>		
			-AUGUST 17, 2022; 6:30 AM		
			PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS, SITIO SAMPAGA WEST, BRGY. SAMPAGA, BATANGAS CITY TO TALISAY, BATANGAS		
			-AUGUST 19, 2022; 6:30 AM		
			TALISAY, BATANGAS TO PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS, SITIO SAMPAGA WEST, BRGY.SAMPAGA, BATANGAS CITY		

Delivery Term : AUGUST 17-19, 2022

Delivery Time :

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

Very truly yours,

  
EDSEL E. ESPINO  
PURCHASER

Authorized Company  
Representative :

Telephone: 043-724-6199

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

\_\_\_\_\_  
(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. : \_\_\_\_\_





## TERMS OF REFERENCE

### BUS RENTAL FOR INSET 2022

#### I. Background

INSET 2022 is themed "*Adaptations and Teamwork: The Lessons of Pandemic*". It is a three-day in-person training which aims to engage teachers and personnel in further education or training to refresh or upgrade their professional knowledge, skills, and practices during their career. Specifically, this year, the organizers shall invite resource speakers to discuss and share their knowledge and expertise on topics such as *Flipped Classroom, Public Service Accountability, PSHSS Code of Conduct, and Quality Management System Orientation*. Also, it will include team-building activities that should strengthen bonds between employees that should cohesively work together towards a common goal.

#### II. Rationale

In-service training (INSET) is an annual training held before the school year starts which involves professional and personal educational activity for teachers, as well as the non-teaching staff to improve their efficiency, ability, knowledge, and motivation in their professional work. The primary purpose of in-service training is to enable teachers to acquire new understanding and instructional skills.

#### III. Scope

The supplier should be able to provide two (2) service vehicles (buses) which will transport one-hundred two (102) employees from Philippine Science High School – CALABARZON Region Campus at Sitio Sampaga West, Brgy. Sampaga, Batangas City to Club Balai Isabel Resort at Talisay, Batangas on August 17, 2022 and fetch from the back to Philippine Science High School-CALABARZON Region Campus on August 19, 2022. The bus drivers' accommodations and meals shall be provided by the school.

#### IV. Approved Budget for the Contract

The total budget for the bus rental is Php 120,000.00

DATE	TIME	DESTINATION	NO. OF BUSES	RENTAL FEE PER BUS	TOTAL RENTAL FEE
August 17, 2022	6:30 AM	PSHS CALABARZON, Sampaga, Batangas City to Talisay, Batangas	2	30,000.00	60,000.00



August 19, 2022	2:00 PM	Talisay, Batangas to PSHS CALABARZON, Sampaga, Batangas City	2	30,000.00	60,000.00
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V. Mode of Procurement

Small value procurement in accordance with the 2016 Revised IRR of RA 9184

VI. Evaluation and Selection Criteria

Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Business Permit
- PhilGeps Registration Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement

VII. Payment Scheme

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.

Prepared by:

**Ronnel S. Escalera**

Member, Faculty Development Committee

Noted:

**Joni M. Albarico**

Chief, Curriculum and Instructions Division



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS




Certificate No.: SCP000420Q

Certified Funds Available:

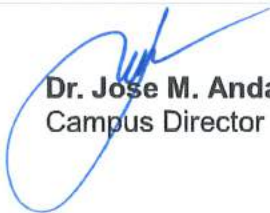
Recommending Approval:

  
**Arnel E. Aguila**  
Budget Officer

  
**Crispina Rowena M. Maquimot**  
Accountant *7/28/22*

  
**Ma. Theresa P. Pagulayan**  
FAD Chief

Approved:

  
**Dr. Jose M. Andaya**  
Campus Director