

DOCUMENT TRACKING FORM

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REFERENCE NO.: CID-2022-294
 DATE: October 11, 2022

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
SAB	PR/TOR/PR/PR TOR - Procurement of trophies, medals and tarpaulin for the scholars and battle of the bands	signed and forwarded to CID	for [Signature]	10/11/22
MVF	- do -	signed and forwarded to AEA	for [Signature]	10/11/22
AEA	- do -	signed & forwarded to CMR	[Signature]	10/11/22
CMR	CEO	signed TOR	[Signature]	10/11/22
MYP	- do -	TOR [Signature]	[Signature]	10/11/22
OOD	- do -	signed & forwarded to PRU	for [Signature]	10/12/22
LEF	RFQ, PR & TOR	prepare & forwarded to AEA for AQG	[Signature]	10/17/2022

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:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2022-10-168 (1)
Date :	October 18, 2022

Project: **PROCUREMENT OF TROPHIES AND MEDALS FOR THE SCHOLARO AND BATTLE OF THE BANDS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **ONE HUNDRED TWO THOUSAND ONE HUNDRED PESOS ONLY (Php102,100.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF TROPHIES AND MEDALS FOR THE SCHOLARO AND BATTLE OF THE BANDS**

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. 2022-10-168 (1) 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 October 18-October 20, 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 October 21, 2022, 7:00am. 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.


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.: 2022-10-168 (1)
 Date: October 12, 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
			PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY		
1	1	LOT	MEDALS & TROPHIES FOR THE SCHOLAR AND BATTLE OF THE BANDS IN THE CELEBRATION OF HUMANITIES WEEK		
			-TROPHIES FOR SPRTS (27 PIECES)		
			-TROPHIES FOR BATTLE OF THE BANDS (5 PIECES)		
			-MEDALS FOR SPORTS (140 PIECES)		
			-MEDALS FOR BATTLE OF THE BANDS (7 PIECES)		
			*PLEASE SEE ATTACHED TERMS OF REFERENCE FOR THE SPECIFICATIONS AND BREAKDOWN OF THE ITEMS BEING PROCURED		

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,

 EDSEY E. ESCRIBANO
 PURCHASER
 Telephone: 043-724-6199

Authorized Company Representative : _____
 (Signature Over Printed Name)

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

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. : _____
 T.J.N. : _____

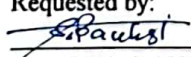
PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID		PR No.: 2022-10-168		Date: October 12, 2022	
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1		TROPHIES FOR SPORTS	27		52,000
		Champion	6		
		First Runner-Up	6		
		Second Runner-Up	6		
		Over-all Champion	1		
		First Runner-Up	1		
		Second Runner-Up	1		
		Third Runner-Up	1		
		MVP (Volleybal Boys and Girls) [small]	2		
		MVP (Basketball Boys) [small]	1		
		Exhibition Games [Large]	2		
2		MEDALS FOR SPORTS	140		28,000
		Champion	41		
		First Runner-Up	41		
		Second Runner-Up	41		
		Mythical 6 (VolleyballBoys andGirls)	12		
		Mythical 5 (Basketball Boys)	5		
3		TROPHIES FOR BATTLE OF THE BANDS	5		20,000
		Champion	1		
		Second Place	1		
		Third Place	1		
		Junior Band Special Award (small)	1		
		Senior Band Special Award (small)	1		
4		MEDALS FOR BATTLE OF THE BANDS			
		Gold	7		2,100
		Junior Band Special Award (small)	1		
		Senior Band Special Award (small)	1		
5		TARPAULIN FOR SCHOLARO	3		4,000
		1 (10x5 feet)	1		
		2 (9x3 feet)	2		
6		TARPAULIN FOR THE BATTLE OF THE BANDS	1		1,400
					107,500

Purpose: Trophies and Medals: to recognize the exemplary performance in Sports and Battle of the band,
Tarp: As Stage Decoration and Information for the Events of Scholaro and Battle of the Bands

Requested by:
Signature : 
Printed Name : SARHA A. BAUTISTA
Designation : PEHM TEACHER/Music

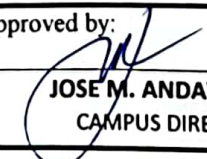
Approved by:

JOSE M. ANDAYA, D.T.
CAMPUS DIRECTOR



TABLE OF DISTRIBUTION: TROPHIES, MEDALS AND TARPAULIN

EVENTS	TROPHIES	MEDALS	Tarpaulin
Volleyball – Boys	3 Qty. (1 st , 2 nd , 3 rd)		
Volleyball – Girls	3 Qty. (1 st , 2 nd , 3 rd)		
Basketball	3 Qty. (1 st , 2 nd , 3 rd)		
Modern Dance Competition	3 Qty. (1 st , 2 nd , 3 rd)		
Bench Cheer	3 Qty. (1 st , 2 nd , 3 rd)		
Overall Ranking	4 Qty. (Champion, 1 st , 2 nd , 3 rd)		
MVP Volleyball Boys		1 Qty.	
MVP Volleyball Girls		1 Qty.	
MVP Basketball		1 Qty.	
Exhibition Game – Volleyball	1 Qty. (Large)		
Exhibition Game - Basketball	1 Qty. (Large)		
Buffer	3		
Chess		3 Qty. (1 st , 2 nd , 3 rd)	
Badminton		3 Qty. (1 st , 2 nd , 3 rd)	
Table Tennis		3 Qty. (1 st , 2 nd , 3 rd)	
Long Jump		3 Qty. (1 st , 2 nd , 3 rd)	
Shot Put		3 Qty. (1 st , 2 nd , 3 rd)	
Fun Run – Boys and Girls		36 Qty. (1 st , 2 nd , 3 rd) All Grade Levels	
Logo Making Contest		3 Qty. (1 st , 2 nd , 3 rd)	
Dance Sports		6 Qty. (1 st , 2 nd , 3 rd)	
Mythical 6 Volleyball Boys		6 Qty.	
Mythical 6 Volleyball Girls		6 Qty.	
Mythical 5 Basketball		5 Qty.	
Battle of the Bands	3 Qty. (1 st , 2 nd , 3 rd)		
Junior and Senior Band Special Award	2 Qty. (Small)		
Individual Instrumentalists Special Award		7 Qty. (Gold)	
Scholaro			1 Qty.
Battle of the Bands			3 Qty.
TOTAL	32	147	4



TERMS OF REFERENCE FOR THE PROCUREMENT OF TROPHIES, MEDALS AND TARPAULIN FOR THE SCHOLARO AND BATTLE OF THE BANDS

I. Background

The Philippine Science High School-CALABARZON Region Campus (PSHS-CBZRC), since its establishment in 2015, has started to fulfill its vision to become a venue of academic excellence that provides materials and other means facilitative of the optimum learning of its clientele.

Thus, the PSHS CalabarzonRC has a vision of making the scholars also equipped with the PEHM skills aligned on its Curriculum, Pedagogy and Performance.

II. Rationale

After two years, the PSHS-CalabarzonRC will conduct an Intramurals and Battle of the Bands as PEHM Activities during the Humanities Week, 2022. The previous Pandemic Years were restricted to conduct a contact and face to face activities and with the holistic restrictions of the IATF, PEHM Unit plan to create a Sports and Music Activities that allows scholars to experience a variety of physical activities and sports for the purpose of enjoyment, social interaction, camaraderie, and teamwork.

III. Scope of Work and Job Specifications

OVER-ALL AWARD TROPHIES: 4



Sizes: 20 inches First Runner-Up 18 inches, Second Runner-Up 15 inches, Third Runner-Up 12 inches, Fourth-Runner-Up 10 inches

Materials: Wood and on the picture's metallic material



BATTLE OF THE BAND TROPHIES

Material: Wood and Acrylic, .5 thickness, Height: 15 inches for CHAMPION, 12.5 inches for FIRST RUNNER-UP, 10 inches for SECOND RUNNER UP



SCHOLARO TROPHIES

Material: Wood and Acrylic, .5 thickness, Height: 15 inches for CHAMPION, 12.5 inches for FIRST RUNNER-UP, 10 inches for SECOND RUNNER UP





MEDALS FOR SPORTS

Specs: Acrylic Material, Blue Lanyard, 3.5 inches ^{diameter} ~~circumference~~, thickness .3 inch.



Gold



Silver



Bronze

MEDALS For Battle of the Bands (Special Awards):

Specs: Acrylic Material, Blue Lanyard, 3.5 inches circumference, thickness .3 inch.





TARPAULIN FOR SCHOLARO: 3 tarpaulins
Size: (1) 10x5 feet, (2) 9x3 feet



TARPAULIN FOR THE BATTLE OF THE BANDS: 1 piece if the event will be done outdoors
Size: 12X8 feet (Design to follow)

IV. Approved Budget for Contract

	QUANTITY	UNIT COST	TOTAL
TROPHIES FOR SPORTS	27		52, 000
Champion	6		
First Runner-Up	6		
Second Runner-Up	6		
Over-all Champion	1		
First Runner-Up	1		
Second Runner-Up	1		



Fourth Runner-Up	1		
MVP (VolleyballBoys and Girls)	2(size:small)		
MVP (Basketball Boys)	1(size:small)		
Exhibition Games	2 (size:large)		
MEDALS FOR SPORTS	140		28, 000
Champion	41		
First Runner-Up	41		
Second Runner-Up	41		
Mythical 6 (VolleyballBoys andGirls)	12		
Mythical 5 (Basketball Boys)	5		
TROPHIES FOR BATTLE OF THE BANDS	5		20, 000
Champion	1		
Second Place	1		
Third Place	1		
Junior Band Special Award	1 (Size same as Third Place)		
Senior Band Special Award	1 (Size same as Third Place)		
MEDALS FOR BATTLE OF THE BANDS			
Gold	7		2,100
TARPAULIN FOR THE SCHOLARO	1 (10x5 feet) 2 (9x3 feet)		4,000
TARPAULIN FOR THE BATTLE OF THE BANDS	1 (12x9 feet)		1,400
GRAND TOTAL			107,500

V. Mode of Procurement

The mode of procurement shall be "Negotiated Procurement- Small Value Procurement".



VI. Evaluation and Selection of Criteria

The supplier with the lowest calculated bid AND complete documents shall be accepted.

VII. Payment Scheme

Payment shall be made 30-45 days the said items are delivered to the procuring entity.

Re: PROCUREMENT OF TROPHIES, MEDALS AND TARPULIN FOR THE SCHOLARO AND BATTLE OF THE BANDS

Prepared by:

Noted:

S. Bautista 10-10-2022
SARHA A. BAUTISTA
 PEHM Teacher

R. Escalera
RONNEL S. ESCALERA
 PEHM Unit Head

Recommending Approval:

Mabelle V. Furto
MABELLE V. FURTO
 CID Chief

Certified Appropriate Funds Available:

A. Aguilera
ARNEE E. AGUILA
 Budget Officer

C. Maquimot
CRISPINA ROWENA M. MAQUIMOT
 Accountant

Recommending Approval:

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

M. Pagulayan
MA. THERESA P. PAGULAYAN
 FAD Chief

Approved by:

J. Andaya
JOSE M. ANDAYA, D.T.
 Campus Director