

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.:

2022-09-155 (1)

Date :

September 29, 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 \_\_\_\_\_ 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 &amp; DELIVERY</u>		
1	1	LOT	LEASE OF VENUE FOR THE EXECUTIVE COMMITTEE MEETING & AdHoc COMMITTEE REVISION OF CHARACTER RATING TOOL IN PSHS CURRICULUM		
			*ROOMS		
			-OCTOBER 11, 2022		
			> 2 ROOMS (DOUBLE OCCUPANCY)		
			-OCTOBER 12 to 14, 2022		
			> 1 ROOM (SINGLE OCCUPANCY)		
			-11 ROOMS (DOUBLE OCCUPANCY)		
			-2 ROOMS (TRIPLE OCCUPANCY)		
			-CONFERENCE ROOM WITH AUDIO-VISUAL EQUIPMENT THAT CAN ACCOMMODATE THE PARTICIPANTS		
			-ALL ROOMS SHOULD BE EQUIPPED WITH PROPERLY WORKING AIR-CONDITIONING UNITS AND TOILET AND BATH		
			-GOOD WIFI CONNECTIVITY SHOULD BE ACCESSIBLE IN ALL ROOMS		
			-LOCATION: WITHIN BATANGAS CITY, NOT MORE THAN FIVE (5) KILOMETERS FROM THE CAMPUS		
			*FOOD		
			-DAY 1 (DINNER)		
			-DAY 2 (PM SNACK & DINNER)		
			-DAY 3 (BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER)		
			-DAY 4 (BREAKFAST, AM SNACK)		
			PREFERABLY:		
			-BREAKFAST : FRIED RICE/ PLAIN RICE, EGG, 2 VIANDS WITH COFFEE/ FRUIT JUICE		
			-AM/PM SNACKS: CHOICE OF PASTA, NOODLES, OR SANDWICHES WITH DRINKS		
			-LUNCH/ DINNER: RICE, 2 VIANDS, 1 VEGETABLE DISH, SOUP, DESSERT AND DRINKS		
			-FREE FLOWING DRINKING WATER AND COFFEE DURING THE MEETING PROPER		
			-ALL MEALS TO BE SERVED BUFFET STYLE		

Delivery Term : OCTOBER 11-14, 2022

Delivery Time :

Payment Term : ADVANCE PAYMENT OF 50% OF THE TOTAL CONTRACT PRICE BEFORE THE DATE OF THE EVENT AND THE REMAINING 50% SHALL BE PAID AFTER THE EVENT

Very truly yours,

  
EDSEL E. ESPINO  
PURCHASER

Telephone: 043-724-6199

Authorized Company Representative :

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. :

**PURCHASE ORDER**  
**PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

Supplier :	HOTEL CONCEPTS, INC./PONTEFINO HOTEL AND RESIDENCES	P.O. No. :	2022-10-095
Address :	PASTOR VILLAGE, GULOD LABAC, BATANGAS CITY	Date :	October 6, 2022
TIN :	213-694-965-000	Mode of Procurement :	LEASE OF VENUE

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	SITIO SAMPAGA WEST, BRGY. SAMPAGA, BATANGAS CITY	Delivery Term :	OCTOBER 11-14, 2022		
Date of Delivery :	OCTOBER 11-14, 2022	Payment Term :	ADVANCE PAYMENT OF 50% OF THE TOTAL CONTRACT PRICE BEFORE THE DATE OF THE EVENT AND THE REMAINING 50% SHALL BE PAID AFTER THE EVENT		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	<p>LEASE OF VENUE FOR THE EXECUTIVE COMMITTEE MEETING AND AD HOC COMMITTEE REVISION OF CHARACTER RATING TOOL IN PSHS-CURRICULUM</p> <p>*ROOMS</p> <p>-OCTOBER 11, 2022</p> <p>&gt; 2 ROOMS (DOUBLE OCCUPANCY)</p> <p>-OCTOBER 12-14, 2022</p> <p>&gt; 1 ROOM (SINGLE OCCUPANCY)</p> <p>&gt; 11 ROOMS (DOUBLE OCCUPANCY)</p> <p>&gt; 2 ROOMS (TRIPLE OCCUPANCY)</p> <p>&gt; CONFERENCE ROOM W/ AUDIO-VISUAL EQUIPMENT THAT CAN ACCOMMODATE THE PARTICIPANTS</p> <p>-ALL ROOMS SHOULD BE EQUIPPED WITH PROPERLY WORKING AIRCONDITIONING UNITS &amp; TOILET AND BATH</p> <p>-GOOD WI-FI CONNECTIVITY SHOULD BE ACCESSIBLE IN ALL ROOMS</p> <p>-LOCATION: WITHIN BATANGAS CITY, NOT MORE THAN FIVE (5) KMS FROM THE CAMPUS</p> <p>*FOOD</p> <p>-DAY 1 (DINNER)</p> <p>-DAY 2 (PM SNACK &amp; DINNER)</p> <p>-DAY 3 (BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER)</p> <p>-DAY 4 (BREAKFAST, AM SNACK)</p> <p>PREFERABLY:</p> <p>-BREAKFAST: FRIED RICE/ PLAIN RICE, EGG 2 VIANDS WITH COFFEE/ FRUIT JUICE</p> <p>-AM/PM SNACKS: CHOICE OF PASTA, NOODLES OR SANDWICHES WITH DRINKS</p> <p>-LUNCH/DINNER: RICE, 2 VIANDS, 1 VEGETABLE DISH SOUP &amp; DRINKS</p>	1	232,500.00	232,500.00
					<b>₱232,500.00</b>

(Total Amount in Words) TWO HUNDRED THIRTY TWO THOUSAND FIVE HUNDRED PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

10/10/2022

Date

Very truly yours,

Signature over Printed Name of Authorized Official

Campus Director

Designation

Fund Cluster : 0110101

Funds Available : ₱ 232,500.00

CRISPINA ROWENA M. MAQUIMOT

Signature over Printed Name of Chief Accountant/Head of Accounting  
Division/Unit

ORS/BURS No. : 02-10101-2022-10-0482

Date of the ORS/BURS: 10/06/22

Amount : ₱ 232,500.00

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.: 2022-09-155 (1)  
Date : September 29, 2022

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Project:

**LEASE OF VENUE FOR THE EXECUTIVE COMMITTEE MEETING & Adhoc COMMITTEE OF CHARACTER RATING TOOL IN PSHS CURRICULUM**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **TWO HUNDRED THIRTY-EIGHT THOUSAND EIGHT HUNDRED (P 238, 800.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **LEASE OF VENUE FOR THE EXECUTIVE COMMITTEE MEETING & Adhoc COMMITTEE OF CHARACTER RATING TOOL IN PSHS CURRICULUM**

**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. 2022-09-155 (1) on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 1.2 Supply and delivery (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 6, 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
  - f. Business/Income Tax Return (Stamped 'RECEIVED')
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 6, 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 Sarha A. Bautista, Member, BAC Secretariat..
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**