

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.:
Date :

2022-11-183
November 4, 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 5 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 PRINTING AND DELIVERY					
BREAKDOWN OF PHOTOCOPYING REQUIREMENTS					
LOT 1	125	SET	-MATHEMATICS 1		
LOT 2	125	SET	-COMPUTER SCIENCE 1		
LOT 3	125	SET	-COMPUTER SCIENCE 2		
LOT 4	125	SET	-CHEMISTRY 1		
LOT 5	125	SET	-CHEMISTRY 2		
LOT 6	125	SET	-SOCIAL SCIENCE 4		
LOT 7	125	SET	-SOCIAL SCIENCE 5		
LOT 8	125	SET	-SOCIAL SCIENCE 2		
LOT 9	125	SET	-MATHEMATICS 3		
LOT 10	125	SET	-PHYSICS 2		
LOT 11	75	SET	-MATHEMATICS 5 (LEVEL 1)		
LOT 12	50	SET	-MATHEMATICS 5 (LEVEL 2)		
LOT 13	30	SET	-CHEMISTRY 4		
LOT 14	60	SET	-PHYSICS 3		
LOT 15	125	SET	-ENGLISH 1		
LOT 16	125	SET	-INTEGRATED SCIENCE 1		
LOT 17	125	SET	-FILIPINO 2		
LOT 18	125	SET	-EARTH SCIENCE		
LOT 19	125	SET	-INTEGRATED SCIENCE 2		
LOT 20	125	SET	-SOCIAL SCIENCE 3		
LOT 21	125	SET	-MATHEMATICS 4		
LOT 22	125	SET	-FILIPINO 1		

Delivery Term : WITHIN 5 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,


EDSEL E. EDMUNDO
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. : _____



TERMS OF REFERENCE FOR PURCHASE OF PRINTING SERVICES FOR THE MASS REPRODUCTION OF FIRST QUARTERLY EXAMINATIONS

I. BACKGROUND

Conduct of assessments is integral in the teaching-learning process. It is part of the trifocal process of implementing the curriculum alongside planning and instruction. Most of the courses taught in the PSHS Curriculum use summative assessments or written exams to assess if students mastered the quarterly learning competencies.

II. RATIONALE

It has been an established routine during in-person classes that quarterly assessments are printed in the campus' reproduction office. Hard copy of approved examinations and answer sheets are printed in bulk. Some of the test papers were reproduced in bulk by the General Services Unit as indicated in Table 1.

Table 1. Subjects whose test paper printing was serviced by the General Services Unit

No.	Subject	Number of Sets
1	Computer Science 3	125
2	Biology 4	55
3	Mathematics 2	125
4	English 3	125
5	English 4	125
6	Filipino 4	125
7	Social Science 6	95
8	Social Science 1	125
9	Biology 1	125
10	Physics 1	125
11	English 2	125
12	Mathematics 6	65

Recently, there have been recorded technical glitches in the operation of the campus' copying machine. These glitches are immediately attended by the staff of the General Services Unit through troubleshooting. There has been a long term solution laid in place. There is a plan to procure pieces of equipment to replace the weary parts of the machine. However, due to the campus' limited financial resources, these parts for replacement will be procured next fiscal year.

The deadline for the submission of test papers for review and approval by the CID Chief is on October 26, 2022. Whilst test papers can be prepared ahead of this time frame, teachers need to consider the instructional period in designing the quarterly assessments. The



assessments might endanger the content validity of the assessments if competencies that were not covered due to time constraints will be included.

Furthermore, there were also non-working holidays before the schedule of the quarterly examinations on November 6 to 8, 2022. Though some of the test papers have been reproduced, there is a high chance that some of the test papers may not be printed due to limited time and manpower, plus episodes of technical problems of the copying machine.

As a proactive approach to have the test papers be reproduced before the scheduled test administration on November 6 to 8, 2022, services from an external service provider for the mass reproduction of test papers is deemed necessary. These include test papers that cannot be serviced by the GSU due to some limiting factors.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must be able to provide mass printing services for the test papers of the following subjects. Test papers must be printed in 8.5" x 13" copy paper.

Table 2. Technical Specifications for the Mass Printing Services

Item No.	Subject	No. of Pages	No. of Sets	Unit Cost	Total Cost
1	Mathematics 1	5	125	0.60	375.00
2	Computer Science 1	8	125	0.60	600.00
3	Computer Science 2	8	125	0.60	600.00
4	Chemistry 1	4	125	0.60	300.00
5	Chemistry 2	8	125	0.60	600.00
6	Social Science 4	9	125	0.60	675.00
7	Social Science 5	8	125	0.60	600.00
8	Social Science 2	6	125	0.60	450.00
9	Mathematics 3	7	125	0.60	525.00
10	Physics 2	7	125	0.60	525.00
11	Mathematics 5 (Level 1)	4	75	0.60	180.00
12	Mathematics 5 (Level 2)	5	50	0.60	150.00
13	Chemistry 4	7	30	0.60	126.00
14	Physics 3	10	60	0.60	360.00
15	English 1	10	125	0.60	750.00
16	Integrated Science 1	11	125	0.60	825.00
17	Filipino 2	6	125	0.60	450.00
18	Earth Science	6	125	0.60	450.00
19	Integrated Science 2	6	125	0.60	450.00
20	Social Science 3	8	125	0.60	600.00
21	Mathematics 4	2	125	0.60	150.00
22	Filipino 1	4	125	0.60	300.00
TOTAL COST					10,041.00



IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **TEN THOUSAND FORTY-ONE PESOS (Php 10,041.00)**.

V. EVALUATION AND SELECTION CRITERIA

The mode of procurement shall be **EMERGENCY PROCUREMENT** based on the provisions of the Implementing Rules and Regulations of RA 9184. There is a limited time to procure the service and there is a dire need to have the test papers ready before the administration of quarterly examinations on November 6 to 8, 2022.

VI. PAYMENT SCHEME

Payment will be done at most thirty (30) days after the delivery of goods to the requesting entity.

Prepared by:


JONI M. ALBARICO
Asst. CID Chief for SYP

Noted:



MABELLE V. FURTO
CID Chief

Certified Funds Available:


ARNELIE E. AGULA
Budget Officer


CRISPINA ROWENA M. MAQUIMOT
Accountant II 11/4/22

Recommending Approval:


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer / FAD Chief

Approved:


JOSE M. ANDAYA, D.T.
Director III



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP0004200

28 October 2022

Dr. JOSE M. ANDAYA

Campus Director

This Agency

Dear Dr. Andaya:

Greetings!

The first quarterly examinations are scheduled on November 2 to 4, 2022. It has been a practice that all examination papers are printed in the campus' reproduction office under the General Services Unit. For the first quarter, the deadline for the submission of quarterly exams for review and approval by the CID Chief was on October 26, 2022.

Whilst teachers can submit the test papers ahead of the established deadline, there were some considerations laid in place during the process of test construction. In particular, teachers need to ensure that there is sufficient instructional time allotted for all the competencies they wish to include in the quarterly examinations. Thus, teachers usually maximize the time devoted for test construction.

Furthermore, there have been recorded technical glitches in the operation of our copying machines. These can be attested by some teachers and staff of the GSU. These glitches were immediately attended by the staff of the General Services Unit through troubleshooting. There has been a long term solution laid in place. There is a plan to procure pieces of equipment to replace the weary parts of the machine. However, due to the campus' limited financial resources, these parts for replacement will be procured next fiscal year.

Another circumstance that might put the mass reproduction of test papers behind the intended schedule is the scheduled non-working holidays. There won't be sufficient time and manpower that can do the task.

In view of the foregoing premises, we would like to request to have the other test papers be printed through an external service provider. This will ensure that the materials will be ready before the scheduled test administration. Since there is limited time to have the service procured within the usual time frame, may we also request that the copying service by the external service provider be considered as an emergency procurement.

Under Sec. 53.2 of the Revised Implementing Rules and Regulations of RA 9184, this can be considered as an emergency procurement. Doing so will not disrupt the established time frame by the Curriculum and Instruction Division for the administration of quarterly examinations, which are deemed integral in the trifocal processes of curriculum implementation – planning and instruction.

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Republic of the Philippines

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We cannot also afford to move the schedule of quarterly examinations as we are observing a unified academic calendar issued by the PSHS Office of the Executive Director.

In light of this, we would like request that the printing of first quarter assessments be considered an emergency procurement.

Thank you very much in anticipation of a positive response from your end.

Respectfully yours,

JONI M. ALBARICO

Asst. CID Chief for SYP

Noted:

MABELLE V. FURTO

CID Chief

Recommending Approval:

MA. THERESA P. PAGULAYAN

Supervising Administrative Officer / FAD Chief

[.] Approved / [] Disapproved:

DR. JOSE M. ANDAYA

Campus Director