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	

GENTLEN	леn:				Quotation No.:		2022-08-116 August 5, 2022
furnish the	e same, ı	ve shall be g	lad to have your best				
In cas	se of fail r shall be	ure to make liable for lid	the full delivery/comp quidated damages/per	lays upon receipt of approve pletion within the time specified nalty of one-tenth (1/10) of one e delivered/completed portion(d as offered/required, e percent (1%) of the	, the S . Contract	
Item#	QTY	UNIT		ITEM/DESCRIPTION		UNIT COST	TOTAL COST
1 1		LOT	BUS RENTAL WITH PASSENGERS AND → August 10, 2022 Sampaga West, E Hotel Tagaytay, E Tagaytay City → August 12, 2022 Highway, Silang J	DRIVER, CAN ACCOMMODATE HAS THE FOLLOWING ITINERA - PSHS CALABARZON Region C Brgy. Sampaga, Batangas City to F Emilio Aguinaldo Highway, Silang J - Royale Parc Hotel Tagaytay, Em Junction West, Tagaytay City to PS degion Campus, Sitio Sampaga We gas City	E 28 TO 30 ARY: Campus, Sitio Royale Parc Junction West, milio Aguinaldo SHS		
					TAL		
Delivery Delivery Payment Very truly	Time Term	:	st 10 and 12, 2022	YS AFTER THE COMPETE DELIVER	PRICES II	GOOD/S AND/OR S	FER ARE
Telephone: (043) 724-6199 local 803 Email: bac@cbzrc.pshs.edu.ph IMPORTANT 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify			24-6199 local 803 cbzrc.pshs.edu.ph	Authorized Company Representative: Company Name: Address: Telephone nos.:	(Signatu	ure Over Printed	Name)

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PURCHASE REQUEST

Entity Name:		NCE HIGH SCHOOL - CALABARZON REGION CAIVIPUS		Fund Cluster:	1101101			
Office/Section :		PR No.: 2022 - 08 - 114	Date: August	5,2027				
QMS		Responsibility Center Code: 19-0 4-09-00014-04		Date: August 5, 2022 August 4, 2022				
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost			
1	lot	Bus Rental	1	₱49,000.00	₱49,000.00			
		Itinerary:						
		August 10, 2022: PSHS-CALABARZONRC, Sampaga, Batangas City to Royale Parc, Tagaytay City (6:00 AM)						
		August 12, 2022: Royale Parc, Tagaytay City to PSHS-CALABARZONRC, Sampaga, Batangas City (5:30 PM)						
		can accommodate 28-30 participants						
			<u> </u>		No. of the street of the stree			
					₱49,000.00			
Purpose:	For the campus-	wide training on business process improvement and dev	velopmen	t of quality objectiv				
	monitoring tool							
			***************************************	and the second s				
	Dagwast	od han		11				
Signature :	Requested by:			Approved by: No. 2022				
Printed Name	QUENNIE N	MARICE D. MAGLASANG	N 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	JOSE M. ANDAYA, D.T.				
Designation:	GAD FOCAL F	PERSON		CAMPUS DIRE	CTOR			





Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR THE BUS RENTAL

Background

On May 28, 2018, the Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. In preparation for another surveillance audit, the campus plans to attend a training on Business Process Improvement and the development of quality objectives monitoring tools.

II. Rationale

Philippine Science High School – CALABARZONRC has been awarded its ISO 9001:2015 certification for more than three (3) years now. Its first certification cycle was proven successful given the recertification it earned in December 2021. In further fulfillment of the ISO 9001:2015 requirements particularly clauses 9 (Performance Evaluation) and 10 (Improvement), PSHS-CALABARZONRC initiates to undergo Business Process Improvement training to capacitate key process owners in reviewing the processes and documented information as well as in developing quality objectives monitoring tool. The overall intention is to simplify processes that are deemed complicated for their purposes and to have another performance evaluation tool apart from the Customer Satisfaction Survey Report and Individual/Division/Overall Performance Commitment and Review Results.

However, in the submitted Activity Proposal, it was indicated that the coaster of the campus shall be used to ferry and fetch the participants. But due to unforeseen happenings and events in relation to the pandemic, the supposed driver of the coaster was exposed to a Covid-19 positive employee. At the moment, the driver is in isolation and had symptoms. Counting the number of days of isolation, the driver will not make it on August 10-12, 2022 to ferry and fetch the participants to the venue.

To provide the participants the transportation, renting a bus is the least solution possible.

III. Scope

The supplier must provide one (1) bus that can ferry/fetch/accommodate 28-30 participants.

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Itinerary:

August 10, 2022: PSHS-CALABARZONRC, Sampaga, Batangas City to Royale Parc, Tagaytay City (6:00 AM)

August 12, 2022: Royale Parc, Tagaytay City to PSHS-CALABARZONRC, Sampaga, Batangas City (5:30 PM)

IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is Forty-Nine Thousand Pesos (Php 49,000.00) which shall include the above-mentioned scope.

V. Mode of Procurement

Emergency 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:

- Mayor's Permit 2022
- Income/Business Tax Return/BIR 2303
- DTI/SEC Registration

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:

Quennie/Marice D. Maglasang Campus Document Controller

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Noted:

Reynier A. Olivares

Campus Quality Management Representative

Certified Funds Available:

Recommending Approval:

Arnel E. Aguila Budget Officer Crispina Rowena M. Maquimot

Accountant

la. Theresa P. Pagulayan

Approved:

Dr. Jose M. Andaya Campus Director

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