
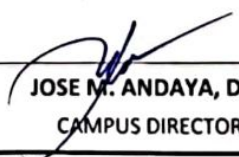


PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : REGISTRAR UNIT/SSD		PR No.: <u>2023-01-007</u>	Date: <u>January 4, 2023</u>		
		Responsibility Center Code : <u>19-016-09-00014-0193</u>			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	PCS	TARPAULIN 8x6ft @ Php960 each	2	₱960.00	₱1,920.00
2	LOT	MEALS - 27 pax @PhP220/pax	1	₱5,940.00	₱5,940.00
Nothing follows					
Total					₱7,860.00
Purpose: to be used during the Pre-orientatin Program for Batch 2029 Students and Parents					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : MARY MEDIATRIX B. ARROYO			Printed Name : JOSE M. ANDAYA, D.T.		
Designation : REGISTRAR			Designation : CAMPUS DIRECTOR		

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.:

2023-01-007 (1)

Date :

January 4, 2023

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 10 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	2	PIECES	TARPAULIN -SIZE: 8x 6 FT		

Delivery Term : WITHIN 10 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. ESPINO
PURCHASER

Authorized Company Representative : _____
(Signature Over Printed Name)

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

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.I.N. : _____





**TERMS OF REFERENCE FOR PRINTING OF TARPAULIN FOR
GRADE 7 PRE-ORIENTATION FOR SY 2023-2024 (BATCH 2029)**

I. Background

The Philippine Science High School-CALABARZON Region Campus, 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 Student Services Division (SSD) was set up as a service-oriented office for the students, parents, and other clientele whose primary role is to make learning holistic and beneficial to the students to help realize the aforementioned goal of the campus.

As the COVID-19 pandemic recedes, the school opted to conduct the pre-orientation program for the PSHS RACE Qualifiers in-person. Thus, the SSD is making the necessary preparations for the pre-orientation.

II. Rationale

PSHS-CBZRC aims to establish admission procedure for incoming Grade 7 scholars and parents and to ascertain that they are cognizant of the benefits, responsibility and processes of the scholarship offer and admission to PSHS.

III. Scope of Work and Job Specifications

The merchant must be able to provide the following materials/services with the corresponding specifications:

Materials/Resources	Amount
Tarpaulin <i>2pcs; 6ft x 8ft (@PhP20/ft)</i>	PhP 1,920.00
Meals for PSHS Personnel <i>27 pax (@PhP220/pax)</i>	PhP 5,940.00
Total	PhP 7,860.00

IV. Approved Budget for Contract

The approved budget for the services and materials is PhP 7,860.00.



Certificate No : SCP000420Q

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The supplier shall be paid 15-30 days after delivery/completion of service.

Prepared by:


Mary Mediatrix B. Arroyo
 Registrar I

Recommending Approval


Jorge M. Job
 SSD Chief

Certificate of Availability of Fund:


Arnel E. Aguila
 Budget Officer


Crispina Rowena M. Maquimot
 Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
 FAD Chief

Approved:


Dr. Jose M. Andaya
 Campus Director

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