

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.: 2023-05-088 (2)  
Date: May 17, 2023

SIR/MADAM

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
			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u> <u>SUPPLY &amp; DELIVERY</u>		
1	12	PIECE	<b>SOAP AND HAND SANITIZER DISPENSER</b> -CAPACITY: 500 ML -SIZE: 12 x 6 x 16.5 CM -DOUBLE HEAD WALL-MOUNTED -TRANSPARENT		

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,  
  
**EUSEBE ESPINO**  
 PURCHASER

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

Authorized Company Representative : \_\_\_\_\_ (Signature Over Printed Name)

**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. : \_\_\_\_\_



Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-05-088 (02)
Date :	May 17, 2023

Project:

**PROCUREMENT OF SOAP/HAND SANITIZER DISPENSER**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIVE THOUSAND SIXTY-FOUR PESOS ONLY (Php 5,064.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF SOAP/HAND SANITIZER DISPENSER OF PSHS-CALABARZON RC**

**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. 2023-05-088 (02) 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 May 23-26, 2023 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. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 26, 2023, 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 Ronnel S. Escalera, 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

PURCHASE REQUEST

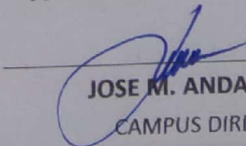
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : <i>Health Services Unit</i>		PR No.: <i>2022-05-088</i>	Date: <del>May 12, 2022</del> <i>May 17, 2022</i>		
		Responsibility Center Code : <i>19-016-09-00014-03</i>			

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	<i>piece</i>	<i>Universal Power USB Adapter/Charger</i>	<i>12</i>	<i>P 420.00</i>	<i>P 5040.00</i>
	<i>piece</i>	<i>Soap and Hand Sanitizer Dispenser</i>	<i>12</i>	<i>P 422.00</i>	<i>P 5064.00</i>

Purpose: *To ensure active monitoring for effective prevention of Covid 19 infection in the campus.*

Requested by:	Approved by:
Signature : <i>MA Lumanglas</i>	
Printed Name : <u>MEGIE A. LUMANGLAS</u>	<b>JOSE M. ANDAYA, D.T.</b>
Designation : <u>NURSE I</u>	CAMPUS DIRECTOR





**TERMS OF REFERENCE  
FOR THE PROCUREMENT OF UNIVERSAL POWER USB ADAPTER CHARGER and  
SOAP/HAND SANITIZER DISPENSER**

**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 the leading science high school in the Asia Pacific Region preparing the scholars to become globally-competitive Filipino scientists.

Thus, the PSHS-CBZRC thru the support of the Student Services Division with its unit, the Health Services Unit ensures that the affairs and services rendered to the students, teachers and staffs will accommodate basic and emergency cases to ensure safety and optimum health.

**II. Rationale**

In ensuring the availability of the reliable monitoring equipment for the clients during this time of pandemic, the offices must have the stable power supply of the thermal counter scanners and alcohol and soap dispensers as support in implementing of health protocols among students, employees and visitors.

**III. Scope of Work and Job Specifications**

Item	UNIT OF MEASURE	QUANTITY	SPECIFICATIONS	UNIT COST	TOTAL
Universal Power USB 2.0 Adapter/charger 1 meter long cord	pcs	12	100-240 V 50-60 Hz 5.0 V 2.0 A Type A	₱420.00	₱5040.00
Soap and Hand Sanitizer Dispenser Capacity :500 ml size :12x6x16.5cm	pcs	12	Double head wall mounted transparent	₱422.00	₱5064.00
<b>Total:</b>					<b>₱10,104.00</b>

**IV. Approved Budget for Contract**

The approved budget for the purchasing of universal power USB adapter/ charger and soap/hand sanitizer dispenser is ₱10,104.00

**V. Mode of Procurement**



**IV. Approved Budget for Contract**

The approved budget for the purchasing of universal power USB adapter/ charger and soap/hand sanitizer dispenser is ₱10,104.00.

**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**

The supplier shall be paid 30 to 45 calendar days after the complete delivery of the items.

Prepared by:

*MA Lumanglas*  
**Megie A. Lumanglas**  
Nurse I

Recommending Approval:

*Jorge M. Job*  
**Jorge M. Job**  
Chief, Student Services Division

Certification of Availability of Funds:

*Edsel E. Espino*  
**Edsel E. Espino**  
Alternate Budget Officer

*Arnel E. Aguila*  
**Arnel E. Aguila**  
Accountant II



Republic of the Philippines

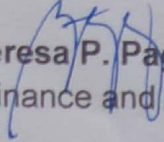
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



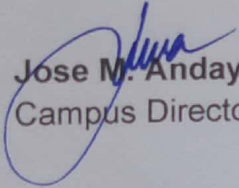
Certificate No.: SCP000420Q

Recommending Approval:

  
**Ma. Theresa P. Pagulayan**

Chief, Finance and Administrative Division

Approved by:

  
**Jose M. Andaya, D.T.**  
Campus Director



*Annex A*

