

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

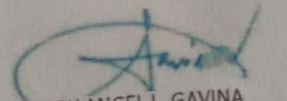
Quotation No.:	2023-04-063 (02)
Date :	April 12, 2023

Project: **TOKEN FOR THE GUEST FOR THE 3RD COMMENCEMENT EXERCISES OF PSHS- CALABARZON RC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **THREE THOUSAND PESOS ONLY (Php 3,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **TOKEN FOR THE GUEST FOR THE 3RD COMMENCEMENT EXERCISES 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. 2023-04-063 (2) 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 April 13-16, 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 April 16, 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 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



TERMS OF REFERENCE FOR MEDALS, PLAQUES, AND TOKENS FOR THE 3rd COMMENCEMENT EXERCISES OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. BACKGROUND OF THE PROJECT

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with the aim of preparing its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitude that are deemed essential in preparing for a STEM-related career. This school year, PSHS CALABARZON Region Campus will be conducting its 3rd Commencement Exercises for graduating Grade 12 (Batch 2023) students on June 2, 2023.

II. RATIONALE

The rationale of this activity is to acknowledge the students who have successfully met the requirements for high school graduation. This event provides a public venue in which Grade 12 students receive their diplomas, signifying their official graduation from secondary school.

Aside from the conferment of the graduate status to the students, students who have made significant achievements in specific subjects and notable overall academic performances will also be awarded with medals. Tokens and plaques of appreciation will also be given as a form of gratitude to the speakers and other guests.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must be able to provide the listed materials needed for the 3rd Commencement Exercises following the described specifications (See Enclosure 1) and must be delivered or ready for pick up on or before May 31, 2023.

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **ONE HUNDRED EIGHTY-FIVE THOUSAND PESOS (Php 185,000.00)**.

V. MODE OF PROCUREMENT

The mode of procurement shall be "Negotiated Procurement – Small Value Procurement".



VI. EVALUATION AND SELECTION OF CRITERIA

Proposal with the lowest bid with complete documents shall be accepted.

VII. PAYMENT SCHEDULE

The PSHS-CALABARZONRC will not provide advance payment nor pay a reservation fee. Full payment shall be made ~~15~~ calendar days after the event.

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Enclosure 1

**LIST OF MEDALS, PLAQUES, AND TOKENS NEEDED FOR THE
3rd COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH SCHOOL
CALABARZON-REGION CAMPUS**

Lot	qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
1	300	pcs	Gold Medals (for Excellence Awards & Academic Awards – Highest Honors) Specification: See Enclosure 2 for design, metal stamped, diameter 70mm with blue ribbon, single face only, with box	500.00	150,000.00
2	50	pcs	Silver Medals (for Academic Awards – High Honors) Specification: See Enclosure 2 for design, metal stamped, diameter 70mm with blue ribbon, single face only, with box	500.00	25,000.00
3	1	pc	Cast Mold for Medals Specification: See Enclosure 2 for design, diameter 70mm; to be included in delivery	5,000.00	5,000.00
4	1	pc	Plaque of Appreciation Specification: See Enclosure 3 for design & text, glass plaque, 10" in height, with box	2,000.00	2,000.00
5	2	pcs	Taal Balisong #29 with frame and personalized name plate	1,500.00	3,000.00

TOTAL: PHP 185,000.00



Prepared by:

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 CID Chief

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ARNEL E. AGUILA
 Budget Officer/OIC-Accountant II

Recommending Approval:

Ma. Theresa P. Pagulayan
MA. THERESA P. PAGULAYAN
 FAD Chief

Approved by:

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 Campus Director