

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

2023-03-054 (2)
March 17, 2023

SIR/MADAM Quotation No.:
Date :

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 & DELIVERY</u>		
1	30	PIECE	DOUBLE ADHESIVE TAPE, FOAM TYPE -SIZE: 24MM x 50 M <u>4 meters</u> -CAN WITHSTAND 1 KILOGRAM 2' x 3' SINTRA BOARD -SHALL BE 50 METERS LONG AND 1.5" IN WIDTH		

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Very truly yours,

 EDSEL B. ESPINO
 PURCHASER

Authorized Company Representative : _____
 (Signature Over Printed Name)

Telephone: 043-724-6199

Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

IMPORTANT
 1. Prices must be typewritten in ink clearly.
 2. If offering a substitute/equivalent, specify the brand and make.



PURCHASE REQUEST

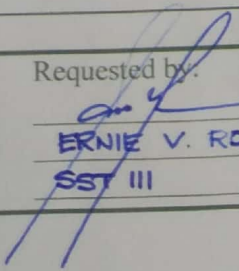
Requesting Office/Section : PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

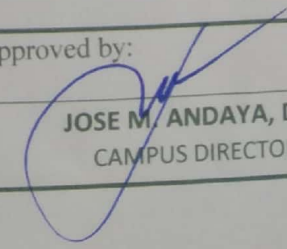
Fund Cluster: 1101101

Curriculum and Instruction Division
 PR No.: _____
 Date: January 23, 2023
 Responsibility Center Code : _____

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	24mm x ^{4m} 50m Foam type double adhesive tape	30	900.00	27,000.00
2	pcs	colored print out organization statement signs on a 4'x5' x 5mm Sintra Board	34	4,000.00	136,000.00
TOTAL					163,000.00

Purpose: Update the existing signs related to the newest version of the Mission and Vision statements. BOT Resolution No. 2022-04-032
 (Resolution for Vision and Mission Statements of PSHS System)

Requested by:

ERNIE V. ROA
SST III

Approved by:

JOSE M. ANDAYA, D.T.
 CAMPUS DIRECTOR



TERMS OF REFERENCE FOR PRINTING ORGANIZATION STATEMENT AND INSTRUCTIONAL SIGNS

I. Background

The **PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** is committed to developing its scholars' full potential and unique giftedness. The PSHS special science curriculum instills a passion for learning in the scholars and inspires them to choose careers in science and technology to contribute to national development. Emphasizing the school's vision and mission gives the students and employees the clarity and direction of the school. Statements from signages define the agencies and instill a sense of belonging and identity in student and employees.

II. Rationale

It is deemed necessary that all students and employees have the motivation and reference to work harder to achieve success and develop a proper mindset to grow from the teachings and principles of science. This could be possible if one is familiar with the text posted on the important part of the building. In response to BOT Resolution No. 2022-04-032 (Resolution for Vision and Mission Statements of PSHS System), an update to the existing signs related to the newer version of the Mission and Vision statements is needed. Also, an instructional signs will be added from the scope of the printing job to inform the students of the safety practices in the school shop.

III. Scope of Work and Job Specifications

The fabricator/supplier should be able to provide thirty-four (34) colored print out organization statement signs on a 4' x 5' Sintra board.

Also, the supplier should be able to provide thirty (30) pieces of foam type, double adhesive tape with the following features:

- a. Double sided tape that can with stand 1 kilogram 2'x3' Sintra board.
- b. The fastening material shall be 50 meters long and 1.5" in width.

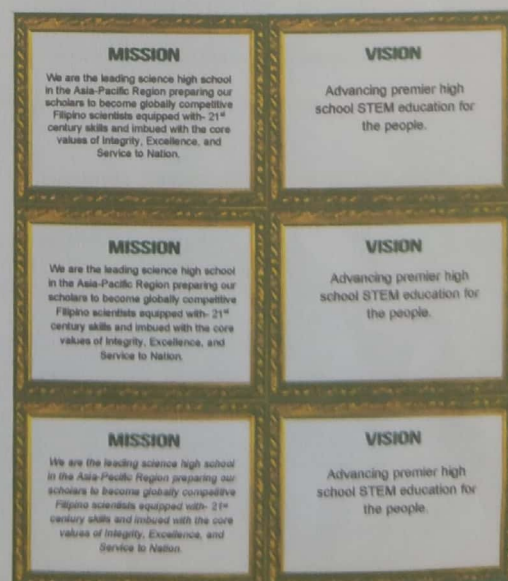
Signage:	Quality Policy (Rooms)
Size:	4' x 5'
Material:	Sintra board
No of Copies:	7
Location:	<p><i>Finance and Administration Division</i> Cashiers Office, Planning Office, Commission on Audit, Records Office, Records Office extension, Supply Office, Lounge, Accountant's Office, Accounting Office, OCD Secretary's Office, Office of the Campus Director, Conference Room, Human Resource Office, FAD Chief, General Services Office, BAC Office, Server Room, Discipline Office, Printing Room (19)</p> <p><i>Advanced Science and Technology Building</i> Conference Room, Prep. Room 1, Audio-Visual Room, Smart Classroom A, Smart Classroom B, Instrumentation room, Prep Room 2, Lab Tech Office, Prep Room 3, Lecture Room A, Instrumentation Room, Prep Room 4, Lecture Room B, (13)</p> <p><i>Science Research Facility</i></p>





Innovation Room, Food Lab, Research Room 1-3, Consultation Office, Lobby (7)
<i>Fabrication Laboratory</i> Woodwork Area, IP Office (2)
<i>E-Learning Hub and Multimedia</i> Auditorium L-R, Library Hall, Staff Lounge, Conference Room (5)
<i>Boys Residence Hall</i> Lobby, 2F Hallway, 3F Hallway, 4F Hallway (4)
<i>Girls Residence Hall</i> Lobby, 2F Hallway, 3F Hallway, 4F Hallway (4)
<i>Cafeteria</i> Cafeteria Managers Room (1)
<i>Activity Center</i> Back stage, Student Alliance (2)
<i>Gymnasium</i> Clinic, Music Room, Dance Studio, Guest Room, Dressing Room XX-XY, 2F Hallway, Fitness Studio, Lecture Room, Faculty Room, Control Room (11)
<i>Warehouse</i> Receiving Office, Storage Area (2)
<i>Motorpool</i> Driver's Quarter (1)
<i>Academic Building I</i> Hallway GF-2F-3F (3)
<i>Academic Building II</i> Hallway GF-2F-3F (3)
<i>Academic Building III</i> Hallway GF-2F-3F (3)

Signage:	Mission/ Vision (Rooms)
Size:	4' x 5'
Material:	Sintra board
No of Copies:	13
Location:	<i>Finance and Administration Division</i> Cashiers Office, Planning Office, Commission on Audit, Alumni Office, GPTA Office, Records Office, Records Office extension, Supply Office, Storage Room, Lounge, Accountant's Office, Accounting Office, OCD Secretary's Office, Office of the Campus Director, Conference Room, Human Resource Office, FAD Chief, General Services Office, BAC Office, Server Room, Discipline Office, Printing Room (82)
	<i>Academic Building I</i> 101, 102, 103, 104, 105, 106, 201, 202, 203, 204, 205, 301, 302, 303, 304, 305, 306 (17)
	<i>Academic Building II</i> 101, 102, 103, 104, 105, 106, 201, 202, 203, 204, 205, 301, 302, 303, 304, 305, 306 (17)





Academic Building III
101, 102, 103, 104, 105, 106, 201, 202, 203, 204, 205, 206, 301, 302, 303, 304, 305, 306 (18)

Advanced Science and Technology Building
IS Lab 1, IS Lab 2, Conference Room, Prep. Room 1, Audio-Visual Room, Robotics Lab, ADTech Lab, Physics Lab A, Physics Lab B, Stock Room, Smart Classroom A, Smart Classroom B, Instrumentation room, Biology Lab A, Biology Lab B, Prep Room 2, Lab Tech Office, Microbiology Lab, Prep Room 3, Lecture Room A, Instrumentation Room, Chemistry Lab A, Chemistry Lab B, Prep Room 4, Lecture Room B, Stock Room, Research Lab (37)

Science Research Facility
Innovation Room, Food Lab, Research Room 1-3, Consultation Office, Lobby (7)

Fabrication Laboratory
Woodwork Area, IP Office (2)

E-Learning Hub and Multimedia
Dressing Room A-B, Prop Room L-R, Auditorium L-R, Library Hall, Staff Lounge, Technical Room, Computer Room, Conference Room (11)

Boys Residence Hall
Pantry, 2F Hallway, 3F Hallway, 4F Hallway (4)

Girls Residence Hall
Pantry, 2F Hallway, 3F Hallway, 4F Hallway (4)

Cafeteria
Cafeteria Managers Room (1)

Activity Center
Back stage, Student Alliance (2)

Gymnasium
Clinic, Music Room, Dance Studio, Guest Room, Dressing Room XX-XY, 2F Hallway, Fitness Studio, Lecture Room, Faculty Room, Control Room (11)

Warehouse
Receiving Office, Storage Area (2)

Motorpool
Driver's Quarter (1)

Signage: **Instructional Sign**

Size: 4' x 5'

Material: Sintra board

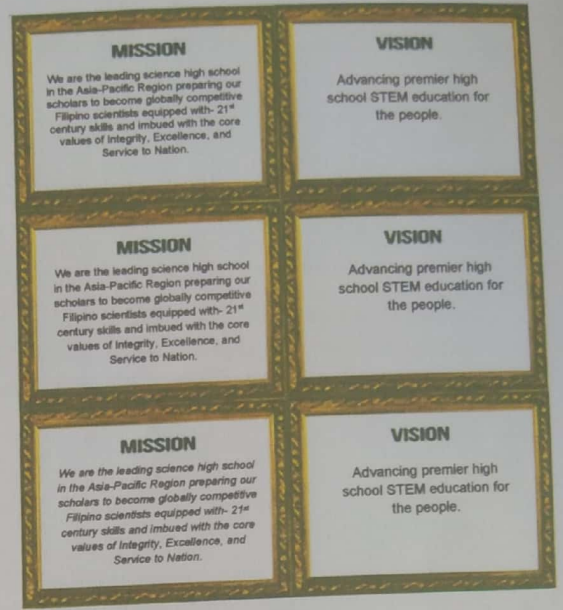
No of Copies: 6

Location: *Fabrication Laboratory*
Design Studio, Drafting Room, IP Office, XX- 2 x 3, XY - 2 x 2, Display area





Signage:	Mission/ Vision / Quality Policy (Hallways)
Size:	4' x 5'
Material:	Sintra board
No of Copies:	8
Location:	<i>Finance and Administration Division</i> Training room, Hallway GF, Hallway 2F left and right (5) <i>Advanced Science and Technology Building</i> Faculty Room, Lobby, 2F Lobby, 3F Lobby, 4F Lobby (8) <i>E-Learning Hub and Multimedia</i> Auditorium L-R, Lobby, Auditorium (Upper box L-R), 2F Hallway (6) <i>Boys Residence Hall</i> Lobby, Computer Room, Mess Hall (3) <i>Girls Residence Hall</i> Lobby, Computer Room, Mess Hall, (3) <i>Cafeteria</i> Mess Hall (1) <i>Activity Center</i> Main Hall L-R (2)



	Item Description	Quantity	Proposed Unit Price	Proposed Total
1	24mm x 50m ^{4m} Foam type double adhesive tape	30	900.00	27,000.00
3	4' x 5' x 5mm Sintra Board	34	4,000.00	136,000.00
				163,000.00

IV. Approved Budget for the Contract

The approved budget for the printing of signages and foam type double adhesive tape is **ONE HUNDRED SIXTY-THREE THOUSAND PESOS (Php 163,000.00)**

V. Evaluation and Selection Criteria

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

VI. Payment Scheme

Payment for the procured and printed items shall be made **30-45 calendar days** from the day the said items are delivered to the procuring entity. The PSHS-CALABARZONRC will not provide advancement payment.

VII. Delivery Term

All printed signages and foam type double adhesive tape awarded must be completely delivered **ninety days (90) after issuance** of Notice of award and contract.



Prepared by:

[Signature]
ERNIE V. ROA
Special Science Teacher III

Recommending Approval:

[Signature]
MABELLE V. FURTO
Chief, Curriculum and Instruction Division

Certified Appropriate Funds Available:

[Signature]
ARNEL E. AGUILA
Budget Officer

[Signature]
GRISPINA ROWENA M. MAQUIMOT
Accountant

Recommending Approval:

[Signature]
MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

Approved by:

[Signature]
DR. JOSE M. ANDAYA
Campus Director