

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

SIR/MADAM

Quotation No.: 2023-05-084  
Date: May 11, 2023


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 \_\_\_\_\_ 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	1	UNIT	AIR CONDITIONER -AIR CONDITIONER TYPE: WINDOW-TYPE -INVERTER TECHNOLOGY: NON-INVERTER -COOLING CAPACITY: 1.0 HP		

Delivery Term : ON OR BEFORE MAY 29, 2023  
Delivery Time :  
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,  
  
EDSEL E. ESPINO  
PURCHASER

Telephone: 043-724-6199

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

Entity Name: PSHS-CALABARZON Region Campus

Fund Cluster: 01101101

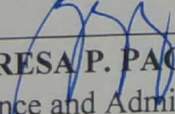
Office/Section : Finance and Administrative Division		PR No.: 2023-05- <u>084</u>		Date: May 11, 2023	
		Responsibility Center Code : 19-016-09-00014- <u>04</u>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	piece	Airconditioner	1	30,000.00	30,000.00
		- window type			
		- non-inverter			
		- 1.0 HP			

\*\*\*none follows\*\*\*

Purpose: for installation at one backstage room of Auditorium, e-Learning Hub and Multi-Media Center

Requested by:

Approved by:

Signature :   
 Printed Name : **MA. THERESA P. PAGULAYAN**  
 Designation : Chief, Finance and Admin. Division

  
**JOSE M. ANDAYA, D.T.**  
 Campus Director





## TERMS OF REFERENCE FOR THE PROCUREMENT OF AIR-CONDITIONING UNIT FOR AUDITORIUM BACKSTAGE ROOM

### I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide excellent facilities and safe utilities to its employees, students and guests to ensure an environment that is safe and conducive to optimum learning and homey atmosphere. Adequate ventilation, is among the many requirements that the Campus is has to provide to its employees, students and guests.

The Auditorium situated at the e-Learning Hub and Multimedia Center has become a staple venue for large-group gatherings and activities of the Campus. The facility has three (3) rooms at the back stage, which serves as holding area for VIPs and guests.

### II. Rationale

All the 3 holding rooms at the Auditorium backstage currently have no airconditioner. To provide comfort to guests during large group activities and events when they have to prepare or may have personal concerns to attend to while activity is on recess, one of the 3 rooms is requested to have an air conditioner installed to somehow ease the discomfort to invite resource persons and guests, especially when programs or activities are held during summer days.

### III. Scope of Work and Job Specifications

The request for procurement will cover supply and delivery of one unit of air conditioner with the following specifications:

Air conditioner type: Window  
Inverter Technology: Non-inverter  
Cooling capacity: 1.0 HP

### IV. Estimated Cost

The estimated cost of the proposed procurement project is Thirty Thousand Pesos (**P30,000.00**), inclusive of all applicable government taxes.



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000240Q

### V. Mode of Procurement

The applicable mode of procurement is Negotiated Procurement - Small Value Procurement pursuant to the Revised Implementing Rules and Regulations of RA No. 9184<sup>1</sup>.

### VI. Delivery Period

The supply and delivery of the requested air conditioner should be completed on or before May 29, 2023.

### VII. Payment Terms

The PSHS-CALABARZONRC will not provide advance payment to the qualified supplier. Payment shall be facilitated upon completion and acceptance of the project based of the required specifications.

Prepared/Requested by:

**MA. THERESA P. PAGULAYAN**  
Chief, Finance and Administrative Division

Certification of Availability of Funds:

**ARNEL E. AGUILA**  
Accountant II

**EDSEL E. ESPINO**  
Alternate Budget Officer

Approved by:

**JOSE M. ANDAYA, D.T.**  
Campus Director/HOPE

<sup>1</sup> Government Procurement Reform Act