

ROUTING SLIP

Date: 27 MAR 2023

For/ To: NVE; AEA; MPP; Dr. JMA; EEE HIGH SCHOOL - CALABARZON REGION CAMPUS

Subject _____
Other instructions (please specify) _____

DOCUMENT TRACKING FORM

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

REFERENCE NO.: CID-2023-200
DATE: 27 MAR 2023

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
	forwarded	Jfr	27 MAR 2023
and	to AEA	Olye	
d	thru JMI		
yof			
	signed	Jfr	3/31/23
			4/3/2023
LFR	RFQ, PR & TOR	signed	4/11/23
JKE	- RFQ Notice, RFQ, PR AND TOR	J endorsed to chairman, posted on philbers and forwarded to BAC	4-13-23

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM		REQUEST FOR QUOTATION FORM & NOTICE (GOODS)	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2023-04-063 (1)
Date :	April 12, 2023

Project: **MEDALS AND PLAQUES FOR THE 3RD COMMENCEMENT EXERCISES OF PSHS CALABARZONRC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED EIGHTY TWO THOUSAND PESOS ONLY (P182,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **MEDALS AND PLAQUES FOR THE 3RD COMMENCEMENT EXERCISES OF PSHS CALABARZONRC.**

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 (1) 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 to 17, 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. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on April 17, 2023, 5:00pm. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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

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.:
Date :

2023-04-063 (1)
April 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
PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY					
1	300	PIECE	GOLD MEDALS (FOR EXCELLENCE AWARDS & ACADEMIC AWARD -HIGHEST HONOR) WITH THE FOLLOWING SPECIFICATIONS: -METAL-STAMPED -DIAMETER: 70 MM -WITH BLUE RIBBON -SINGLE FACE ONLY, WITH BOX		
2	50	PIECE	SILVER MEDALS (FOR ACADEMIC AWARD -HIGH HONOR) WITH THE FOLLOWING SPECIFICATRIONS: -METAL-STAMPED -DIAMETER: 70 MM -WITH BLUE RIBBON -SINGLE FACE ONLY, WITH BOX		
3	1	PIECE	CAST MOLD FOR MEDALS WITH THE FOLLOWING SPECIFICATIONS: -DIAMETER: 70 MM -TO BE INCLUDED IN DELIVERY		
4	1	PIECE	PLAQUE OF APPRECIATION WITH THE FOLLOWING SPECIFICATION: -10 INCHES IN HEIGHT -MATERIAL: GLASS WITH WOODEN BASE -WITH BOX		
<i>*PLEASE SEE ATTACHED DESIGN AND LAYOUT OF THE ITEMS BEING PROCURED</i>					

Delivery Term : ON OR BEFORE MARCH 31, 2023
Delivery Time :
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


EDSEL EJES, INC.
PURCHASER

Authorized Company
Representative :

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

(Signature Over Printed Name)

IMPORTANT

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

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



**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.

30-45 days

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



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Prepared by:

MICHELLE T. MANGLICMOT
Head, Research & Integrated Science Unit

AVRIL LEY ANN V. RECTO
Head, Biology & Agriculture Unit

Recommending Approval:

MABELLE V. FURTO
CID Chief

Certified funds available:

ARNEL E. AGUILA
Budget Officer/OIC-Accountant II

Recommending Approval:

MA. THERESA P. PAGULAYAN
FAD Chief

Approved by:

JOSE M. ANDAYA, D.T.
Campus Director



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Certificate No.: SCP000420Q

Enclosure 2

MEDAL DESIGN (GOLD)



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Certificate No.: SCP000420Q

MEDAL DESIGN (SILVER)





Enclosure 3

SAMPLE PLAQUE AND SAMPLE TEXT





Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

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Certificate No.: SCP000420Q

ACTUAL TEXT FOR THE PLAQUE OF APPRECIATION

Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

presents this

PLAQUE OF APPRECIATION
to

INSERT GUEST SPEAKER NAME HERE

for sharing their wisdom and esteemed aspirations as

GUEST SPEAKER
during the 3rd Commencement Exercises with the theme

Insert Theme Here

of the Philippine Science High School CALABARZON Region Campus

Given this 2nd day of June 2023 at Philippine Science High School CALABARZON Region
Campus Sitio Sampaga West, Brgy. Sampaga, Batangas City

JOSE M. ANDAYA, D.T.
PSHS CALABARZON Region Campus Director

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