

ROUTING SLIP

Date: 03 MAR 2023

For/ To: MVE; AEA; MPP; Dr. JMA; EEE; BAC

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

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

Other instructions (please specify)

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-124
DATE: 03 MAR 2023

IS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
PMP- for the	forwarded to AEA thru JMI	for [Signature]	03 MAR 2023
	signed	[Signature]	3/07/2023
		[Signature]	3/8/23
LFR	RFQ, PR & TOR - prepared & sent to BAC	[Signature]	3/10/23

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 - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

<input checked="" type="checkbox"/> FAD	<input type="checkbox"/> SSD
<input type="checkbox"/> CID	<input type="checkbox"/> OCD
	<input type="checkbox"/> QMSO

REFERENCE NO.: CID- 2023- 124
 DATE: 03 MAR 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
AVR	TOR/PR/APP/PPMP- Judges' Tokens for the STEM Week	forwarded to AEA thru JMI	fir [Signature]	03 MAR 2023
AEA	[Signature]	signed	[Signature]	3/07/23
MPP			[Signature]	3/8/23
LFR	RFQ, PR & TOR	prepared & fwd to BAC	[Signature]	3/10/23

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.:	2023-03-50
Date :	March 13, 2023

Project: **PURCHASE OF JUDGES' TOKENS FOR THE STEM WEEK 2023 CELEBRATION**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **THIRTEEN THOUSAND PESOS ONLY (Php13,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF JUDGES' TOKENS FOR THE STEM WEEK 2023 CELEBRATION.**

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 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 March 13 to 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 March 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 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 :

2023-03-050
March 9, 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>		
1	10	PIECE	TOKEN FOR THE JUDGES OF STEM WEEK 2023 CELEBRATION TAAL BALISONG #29 -WITH FRAME AND PERSONALIZED NAME PLATE		

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, 

 EDELLE S. SPINO
 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.

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:





**TERMS OF REFERENCE FOR THE PURCHASE OF JUDGES' TOKENS
 FOR THE STEM WEEK 2023 CELEBRATION**

I. Background

STEM Week Celebration is an annual activity of the Philippine Science High School CALABARZON Region Campus that showcases the talents and abilities of PSHS scholars in the field of Sciences, Technology, Engineering, and Mathematics in a fun & engaging manner. It celebrates STEM through social interaction through different academic & non-academic activities. This year's theme is anchored with the International Day of Women and Girls in Science, "SheSTEM: Bringing Everyone Forward for Sustainable and Equitable Development".

II. Rationale

The three-day event will feature activities designed to encourage students to learn and have fun with science, technology, engineering, and mathematics. Two of the activities that will be conducted are the Research Fair Exhibit and Stargazing which will outsource help from experts outside our campus. To give recognition for their effort and time the gesture of giving them a simple token of appreciation and gratitude is proposed.

III. Specifications

The supplier must provide the following, to be picked up on or before **March 31, 2023**.

Lot	Item	Quantity	Unit Cost	Total Cost
1	Taal Balisong #29 with frame and personalized name plate	10	1,300.00	13,000.00

TOTAL: PHP 13,000.00

IV. Estimated Budgetary Requirement

The total estimated cost requirement is thirteen thousand pesos (PHP 13,000.00)

V. Mode of Procurement

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

VI. Evaluation and Selection Criteria

The supplier with the lowest bid and complete documents shall be accepted.

VII. Payment Scheme

Payment shall be made 30-45 days after the said items are delivered to the procuring entity.



Prepared by:

AVRIL LET ANN V. RECTO
STEM Week 2023, Chairperson

Noted by:

MARBECEL C. FLORIDA
Assistant CID Chief for Student Affairs

Recommending Approval:

MABELLE V. FURTO
CID Chief

Certified Funds Available:

ARNEL E. AGUILA
Administrative Officer IV (Budget Officer)/OIC-Accountant

Recommending Approval:

MA. THERESA P. PAGULAYAN
Supervising Administrative Officer/FAD Chief
3/8/23

Approved by:

DR. JOSE M. ANDAYA
Campus Director
03/09/2023