

ROUTING SLIP

Date: 27 MAR 2023

HIGH SCHOOL - CALABARZON REGION CAMPUS

For/ To: JMU; AEA; MPP; Dr. JMA; EEE

Subject: _____ Other instructions (please specify)

_____ Action

_____ Approval

_____ Comment

_____ Discuss with me

_____ Endorsement

_____ File

_____ Give Status

_____ Handle

_____ Information

_____ Initial / Clearance

_____ Note & File

_____ Note & Return

_____ Prepare Draft / Reply

_____ Review

DOCUMENT TRACKING FORM

REFERENCE NO.: CID - 2023-196

DATE: 27 MAR 2023

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
of	} forwarded to } AEA thru } JMI	} fr } [Signature]	} 27 MAR 2023
fr			
	signed	[Signature]	3/31/2023
	preped	[Signature]	3/31/20
	prepared & sent to BAC	[Signature]	4/1/2023
	endorsed to cansas or and BAC	[Signature]	4/12/25
JMF	- NFR Notice, NFR, PR + TORZ -	[Signature]	4-13-2023

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

REFERENCE NO.: CID-2023-196
 DATE: 27 MAR 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
BML	TOR/PR - Purchase of Ribbons and Leis for Graduation	forwarded to AEA thru JMI		27 MAR 2023
AEA MAP JMA	- do -	signed		3/31/2023
LPR	RFO, PA & TOR	prepared & sent to BAC		4/3/2023
JPF	- RFR Notice, RFR, PR + TOR -	endorsed to canvasser and BAC		4-13-2023

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.: 2023-04-068
Date : APRIL 13, 2023

Project: **PURCHASE OF RIBBONS AND LEIS FOR THE 3RD COMMENCEMENT EXERCISES OF PSHS CALABARZONRC**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of TWENTY-FOUR THOUSAND EIGHT HUNDRED SEVENTY-FIVE PESOS ONLY (P24,875.00) 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 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. PHIGEPS 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 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

Quotation No.: 2023-04-068

Date: April 11, 2023

SIR/MADAM

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.

Table with columns: Item #, QTY, UNIT, ITEM/DESCRIPTION, UNIT COST, TOTAL COST. Includes items for LEI and RIBBON with detailed specifications.

Delivery Term : ON OR BEFORE JUNE 1, 2023
Delivery Time :
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,
[Signature]
PURCHASER

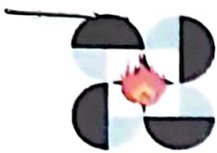
PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

Authorized Company Representative:
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.





**TERMS OF REFERENCE
 FOR THE PURCHASE OF RIBBONS AND LEIS
 FOR THE 3rd COMMENCEMENT EXERCISES OF PSHS CALABARZON REGION
 CAMPUS**

I. Background

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 hold its 3rd Commencement Exercises on June 2, 2023 through a face-to-face graduation ceremony.

II. Rationale

Customized ribbons worn at graduation symbolize an honorable badge of recognition and achievement thereby making the commencement exercises memorable. On the other hand, to honor the guest speaker and VIP guests, handmade leis could be given as a gesture of gratitude and welcome for their presence at the graduation ceremonies.

Part of the responsibility of the Ushering Committee is to ensure that the guests, students, and parents will be provided ribbons and leis to be worn during the graduation ceremonies.

III. Scope and Specifications

The supplier must be able to provide ribbons to 95 students and ¹⁸⁰~~176~~ parents, and 6 leis to VIP guests at least 10 days before the graduation ceremony (May 18, 2023) (Target date of graduation: June 2, 2023).

IV. Approved Budget for Contract

The approved budget for the provision of corsages and leis to guests, students, teachers, and staff is PhP **24,875.00**

ITEMS	VIP GUESTS	STUDENTS	PARENTS
LEI	6	-	-
RIBBON	-	95	180
ESTIMATED COST	250	85	85
	1500.00	8,075.00	15,300.00
TOTAL	24,875.00		



Royal blue and gold ribbons with approximate dimension: 5 in. x 2 in. With imprinted text: STUDENT / PARENT

Ribbons for Students and Parents



Royal blue and gold sling w/ approximate dimension: length of lanyard: 30 inches, width of lanyard: 3 inches, with school logo on the medallion

Lei for Guests



V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.


VI. Payment Scheme

The PSHS-CALABARZONRC will not provide advance payment. Full payment shall be made within 30-45 days after delivery.


Prepared by:


Benita M. Laurena
Guidance Services Associate I
Graduation Ushering Committee

Recommending Approval:


Jorge M. Job
Chief, SSD
Graduation Steering Committee

Certified Appropriate Funds Available:


Arnel E. Aguila
Budget Officer/OIC-Accountant
Accountant II

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Dr. Jose M. Andaya
Campus Director