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REFERENCE NO.: FAD-2023-038  
 DATE: March 15, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MPP	TOR/PR/PPMP/SAPP Procurement of Meals of Traffic Enforcers assigned to man traffic flow from Mar- December 2022 (Php W. no. 10)	Prepared & signed	<i>[Signature]</i>	03/15/23
EEE	- do -	signed & forwarded to OCO	<i>[Signature]</i>	03/16/23
OCN	- do -	signed and forwarded to OCU	<i>[Signature]</i>	3/16/2023
LFR	- RFR, PR & TOR	prepared & forwarded to BAC	<i>[Signature]</i>	3/17/23
JVF	- do -	endorsed to Caucasser & BAC	<i>[Signature]</i>	3-22-23

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.:	2023-03-051
Date :	MARCH 21, 2023

Project: **PROCUREMENT OF MEALS OF TRAFFIC ENFORCCERS ASSIGNED TO MAN TRAFFIC FLOW FROM MARCH TO DECEMBER 2023**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TEN THOUSAND PESOS ONLY (Php10,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **37) PROCUREMENT OF MEALS OF TRAFFIC ENFORCCERS ASSIGNED TO MAN TRAFFIC FLOW FROM MARCH TO DECEMBER 2023.**

**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 21 to 24, 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 24, 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](mailto: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/ Contract Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:

2023-03-051

Date :

March 14, 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
			<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>		
1	1	LOT	NOURISHMENT FOR THE TRAFFIC ENFORCERS ASSIGNED TO MAN THE TRAFFIC FLOW AT PSHS-CALABARZON RC -CONTRACT INCLUDES TWO (2) BREAKFAST SET MEALS TO BE SERVED EVERY MONDAY OR EVERY FIRST WORKING DAY OF THE WEEK AND TWO (2) LUNCH SET MEALS TO BE SERVED EVERY FRIDAY OR LAST WORKING DAY OF THE WEEK FOR 2023 -THE SUPPLIER MUST PROVIDE OPTIONS ON WHAT FOOD OR DISH TO SERVE, DEPENDING ON THE PREFERENCE OF THE TRAFFIC PERSONNEL -EACH SET MEAL MAY BE COMPOSED OF AN ASSORTMENT OF FOOD COMBINATIONS THAT SHALL NOT BE MORE THAN PHP 120.00 IN TOTAL COST; THE SUPPLIER SHALL OFFER THE ACTUAL MEAL COST AT THE TIME OF AVAILMENT  PRICE RANGE FOR EACH SERVING OF: RICE: PORK VIAND: BEEF VIAND: FISH VIAND: VEGETABLE VIAND:		

Delivery Term : MARCH TO DECEMBER 2023  
Delivery Time : \_\_\_\_\_  
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,  
  
EDREY EDESPINO  
PURCHASER

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199  
Authorized Company Representative : \_\_\_\_\_  
(Signature Over Printed Name)

IMPORTANT  
1. Prices must be typewritten in ink clearly.  
2. If offering a substitute/equivalent, specify the brand and make.  
Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone nos. : \_\_\_\_\_  
T.I.N. : \_\_\_\_\_


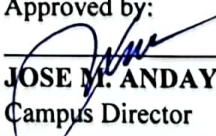
## PURCHASE REQUEST

Entity Name: PSHS-CALABARZON Region Campus

Fund Cluster: 01101101

Office/Section : Finance and Administrative Division		PR No.: 2023-03-051 Responsibility Center Code : 19-016-09-00014		Date: March 14, 2023	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	Meals (P120-09/ meal in the canteen) ***none follows***			10,000.00

Purpose: meals and snacks of Transportation Development Regulatory Office traffic enforcers that will be assigned to the Campus on first and last working days of the week for March to December, 2023 to man and direct the traffic flow from the national highway.

Requested by: _____ Signature :  Printed Name : <b>MA. THERESA F. PAGULAYAN</b> Designation : Chief, Finance and Admin. Division	Approved by: _____  <b>JOSE M. ANDAYA, D.T.</b> Campus Director
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Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

## **TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS OF TRAFFIC ENFORCERS ASSIGNED TO MAN TRAFFIC FLOW (MARCH TO DECEMBER, 2023)**

### **I. Background**

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) is a government science high school, which is mandated to provide scholarship with emphasis on subjects pertaining to sciences to prepare its students in science career.

The Finance and Administrative Division, thru the General Services Unit, is tasked to ensure safety and security of the Campus personnel and scholars inside and outside the Campus. This includes regulating the traffic during peak hours from the national road down to the narrow access road to the Campus. As far as practicable, students and employees crossing the national highway should also be given assistance to prevent any untoward incidents. The Campus has installed traffic and caution signs along highway and tapped the assistance of The Transportation Development Regulatory Office (TDRO) of the City Government of Batangas to assist the Campus on the aforesaid undertaking and since then provided at least two (2) traffic enforcers on Mondays and Fridays when there occurs traffic congestion due to thick volume of motorists providing transportation to the scholars and employees.

### **II. Rationale**

The TDRO of the City Government allocated 2 personnel to ease the traffic flow along highway and access road during first and last school days every week. This support from the Local Government started in December, 2022 and is being sustained until present. The deployed traffic enforcers report before 6:00AM until 8:00AM, usually on Mondays, and around 1:00PM to 3:00PM on Fridays. Their presence essentially has aided the traffic jam in the area during peak hours as mentioned above, because as uniformed persons of authority, the motorists follow their command.

To somehow compensate their efforts, the Campus intends to provide for their meal (breakfast on Monday and lunch during Fridays) as a way of recognizing their help in the school community.

### **III. Specifications and Requirements**

The supplier, which must have a physical store/dining area not more than 1 kilometer away from the Campus location, must be able to provide hot meals to the TDRO traffic personnel deployed at the Campus, consisting of rice meal or heavy snacks and drinks. Distance is of essence to ensure that the food will be accessible any time that vehicle traffic lightens down, so the traffic enforcers can quickly take their breaks and return to their posts alternately as necessary.

Likewise, the supplier should provide options on what food or dish to serve, depending on the preference of the traffic personnel. Each meal should not be more than P120.00 and the Supplier shall offer the actual meal cost at the time of availment.



#### IV. Approved Budget for the Contract

The approved budget for the contract is Ten Thousand Pesos (P10,000.00) for March to December, 2023.

#### V. Mode of Procurement

The applicable mode of procurement is Small Value Procurement pursuant to Section 10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

#### VI. Delivery period

Breakfast time and lunch time on first workday and last workday of the week, respectively.

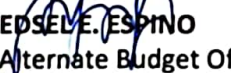
#### VI. Payment Terms

The PSHS-CALABARZONRC will not provide advance payment to the qualified supplier. Payment shall be facilitated upon successful provision of the meals and receipt of billing statement from the Supplier.

Prepared by:

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

Certification of availability of funds:

  
**EDSEL E. ESPINO**  
Alternate Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

Approved by:

  
**JOSE M. ANDAYA, D.T.**  
Campus Director/Head of Procuring Entity



December 1, 2022

**Mr. EDILBERTO P. PEREZ**  
Officer-In-Charge  
Transportation Development Regulatory Office  
Batangas City Government  
P. Burgos St., bgy. Poblacion 17  
Batangas City

Dear Sir:

Greetings from the Philippine Science High School CALABARZON Region Campus.


We are currently challenged with traffic management from National Highway to the Campus especially on the first and last school day of each week due to influx of service vehicles ferrying our students. These days are the scheduled pick up and drop off of our dormitory interns coming from various parts of the CALABARZON Region, in addition to the normal flow of service vehicles of externs and employees. To somehow ease the traffic situation, we are presently utilizing our Maintenance Personnel to address the issue, but still, they lack proper training and experience. Since they are not official traffic enforcers, some tend to disregard them, thereby worsening the traffic jam, which causes ire among disgruntled drivers.

In this regard, we requesting for your kind consideration and assistance by providing three (3) traffic enforcers at least on aforesaid days, which, most of the time fall on Mondays and Fridays. On Mondays/first school day of the week, the peak time is from 6:00AM to 7:45AM while on Fridays/last school day of the week, accumulation of vehicles starts at 1:30PM until 3:30PM. Should you need any additional information on the matter, your Office may contact Ms. Ma. Theresa P. Pagulayan, Chief of Finance and Administrative Division at telephone number 724-6199 local 812, mobile no. 0917-7910029 and email address mppagulayan@cbzrc.pshs.edu.ph.

We hope, Sir, that this request will be given favorable attention. Maraming salamat po.

Very truly yours,

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

1 D R U  
RECEIVED BY:   
DATE: 12-01-22