





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

Quotation No.:	2023-03-045
Date :	March 13, 2023

Project: **PURCHASE OF SASH AND CROWNS FOR THE STEM WEEK 2023 CELEBRATION**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TWELVE THOUSAND FIVE HUNDRED PESOS ONLY (Php12,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF SASH AND CROWNS 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](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







**TERMS OF REFERENCE FOR THE PURCHASE OF SASH, AND CROWNS 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**

This three-day program will be composed of simultaneous academic and non-academic competitions in different areas headed by the different STEM units with the help of SYP students. It is proposed to procure plaques, sash, and pageant crowns that will be given to the winners of the MaKaLIKHASan competition.

**III. Specifications**

The supplier must be able to provide the listed materials needed for STEM Week 2023 Celebration following the described specifications (delivery should be done on or before March 31, 2023):

qty	unit	Item Description	Proposed Unit Price	Proposed Total
10	pcs	Sash for MaKaLIKHASan competition (See Enclosure 1 for design and text). Standard size.	650.00	6,500.00
3	pcs	Crown for MaKaLIKHASan competition (See Enclosure 2 for sample design showing three (3) pieces of pageant crowns are needed with the color of (1) gold, (2) white/silver, and (3) blue. The height of the crown is preferably 3-4 inches with the circumference of 18 inches.)	2000.00	6,000.00

**TOTAL: PHP 12,500.00**

**IV. Estimated Budgetary Requirement**

The total estimated cost requirement is **Twelve Thousand Five Hundred pesos (PHP 12,500.00)**

**V. Mode of Procurement**

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



**VI. Evaluation and Selection Criteria**

A proposal with the lowest quotation with complete documents shall be accepted.

**VII. Payment Scheme**

Payment shall be made 30-45 days after the services have been rendered.

Prepared by:

**AVRIL LEY 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:

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

Recommending Approval:



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

*[Handwritten Signature]*  
**MA. THERESA P. PAGULAYAN**  
Supervising Administrative Officer/FAD Chief

Approved by:

*for Myla A. Arger*  
**DR. JOSE M. ANDAYA**  
Campus Director  
03/09/2023

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Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City  
Website: [www.cbzrc.pshs.edu.ph](http://www.cbzrc.pshs.edu.ph)

Tel. No.: (043) 724-6199  
Fax No.: (043) 724-6199





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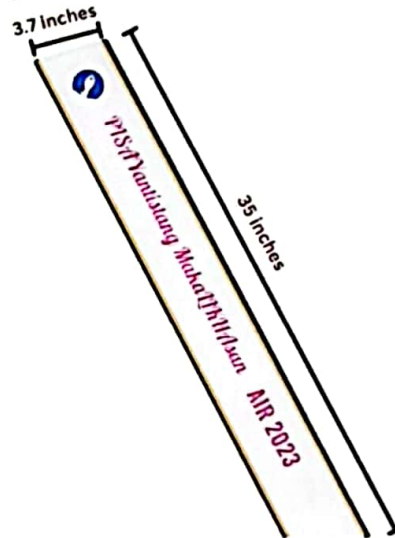
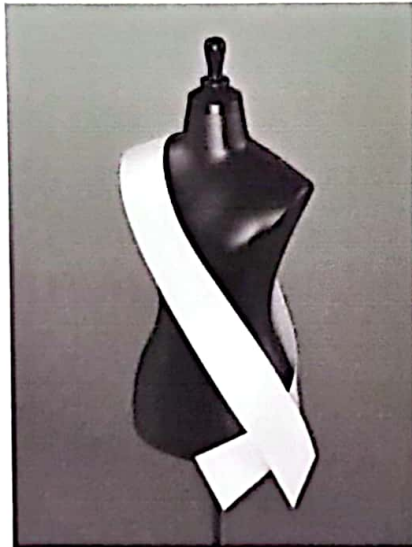
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Enclosure 1 Sash design for MaKaLIKHASan



Note: The ten (10) pageant sashes have different content which as follows:

1. PISAYantistang MakaLIKHASan AIR 2023
2. 1st Runner-up PISAYantista AIR
3. 2nd Runner-up PISAYantista AIR
4. PISAYantistang MakaLIKHASan WATER 2023
5. 1st Runner-up PISAYantista WATER
6. 2nd Runner-up PISAYantista WATER
7. PISAYantistang MakaLIKHASan EARTH 2023
8. 1st Runner-up PISAYantista EARTH
9. 2nd Runner-up PISAYantista EARTH
10. Best TRASHion Design

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### Enclosure 2 Sample Design for Crowns

