CAMPUS: CALABARZON	
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For/ To: MVF; AEA; MPP; Dr. JNN; EEE; BAC Subject Other instructions (please	E HIGH SCHOOL - CALABARZON REGION CAMPUS
Subject Other instructions (please specify)	
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Endorsement	DATE:0_3_MAR_2023
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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

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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)

Andrew Committee of the	
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 uotations 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. Edsei E. Espino (043) 724-6199; on March 13 to 16, 2023 from 9:00am – 3:00pm without cost and from 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
- 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/ Ca	mpus:		PHILIPPINE SCIENCE HIGH	H SCHOOL CALABARZON RE	GION CAMPUS		
Address/ Contact Details: Barangay Sampaga West, Batangas City							
SIR/MA					Quotation No.: Date :		2023-03-045 Warch 9, 2023
furnish i De In Contrac	the same, divery with case of fa tor shall b	we shall b hin ilure to ma be liable for	e glad to have your best p calenda ke the full delivery/comple r liquidated damages/pend	rices. ir days upon receipt of appr etion within the time specified alty of one-tenth (1/10) of one	roved Purchase Order (PO).  as offered/required, the Supplier/ percent (1%) of the Contract s) of the approved P.O./Contract.		
Item#	QTY	UNIT	7		SCRIPTION	UNIT COST	TOTAL COST
					Tax (VAT) INCLUSIVE		
1	10	PIECE	SASH FOR MAKALII	SUPPLY &	<u>R DELIVERY</u>		
	.0	FIECE	-MATERIAL: SAT				
			-LENGTH: 35 INC	CHES; WIDTH: 3.7 INCHES			
				SHEET FOR THE DESIGN AND	TEXT		
2	3	PIECE		LIKHASAN COMPETITION			
			-COLORS: 1) GOL	D, 2) WHITE/SILVER, 3) BLUE	CIRCUMFERENCE OF 18 INCHES		
			-HEIGHT: PREFE	SAMPLE DESIGN AND LAYOL	IT OF THE ITEMS BEING PROCURED		
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200	ry Term		ON OR BEFORE MARCH	1 31, 2023			
200000	ry Time ent Term		WITHIN 30 45 CALENDA	R DAYS AFTER THE COMPLE	ETE DELIVERY OF ITEMS		
Very tre	uly yours,	Bh	No	Authorized Company		N THE ABOVE OFFER ARE LED TRUE AND CORRECT:	
	HURCHAILR Representative :						
Telep	Telephone: 043-724-6199 (Signature Over Printed Name)						
IMPOR	RTANT			Company Name : Address :			
		typewritte	n in ink clearly.				
			uivalent, specify	Telephone nos. :			
	brand and			T.I.N. :			
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PSHS-O	O F PRU C	% Ver02 R	ev2-11/04/22				

## **PURCHASE REQUEST**

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS			Fund Cluster:	1101101	
		PR No.: 2023 - 03 - 045		Date:	
		Responsibility Center Code: 19-016-09-00014- O2		march	9.2013
Stock / Property No.	Unit	Item Description	Quantit y	Unit Cost	Total Cost
	pcs	Sash for MaKaLIKHASan competition (See Enclosure 4 for design and text). Standard size.	10	650	6500
2	pcs	Crown for MaKaLIKHASan competition (See Enclosure 5 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.)	3	2000	6000
		-			
Purpose: Medals, plaques, sash and crowns as awards for STEM Week 2023 Celebration					
Signature : Printed	AVEIL LY AN Special science	N V RECTO Teacher III	-A		Q. Ougus (A, D.T. CTOR
				03/09/	2-73







Certificate No : SCP0004200

## TERMS OF REFERENCE FOR THE PURCHASE OF SASH, AND CROWNS FOR THE STEM WEEK 2023 CELEBRATION

#### 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)

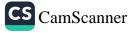
#### V. Mode of Procurement

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

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









### 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 Weel 2023, Chairperson Noted by:

MARBECEL C. FLORIDA

Assistant CID Chief for Student Affairs

Recommending Approval:

MABELLE V. FURTO

Certified Funds Available:

ARNET E. AGULA

Administrative Officer IV (Budget Officer)/OIC-Accountant

Recommending Approval:

Page 2 of 5

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MA. THERESA P. PAGULAYAN
Supervising Administrative Officer/FAD Chief

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City

www.cbzrc.pshs.edu.ph

Website:

Approved by:

DR. JOSE M. ANDAYA
Campus Director
03/09/203

Page 3 of 5

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

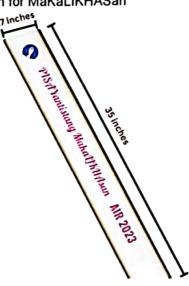






Enclosure 1 Sash design for MaKaLIKHASan





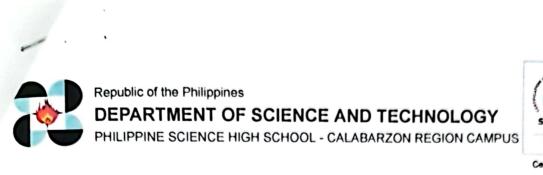
Note: The ten (10) pageant sashes have different content which as follows:

- 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

Page 4 of 5

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## **Enclosure 2 Sample Design for Crowns**





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