

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.:	2023-02-029
Date :	February 14, 2023

Project: **SEMI- ANNUAL PREVENTIVE AIRCON MAINTENANCE IN PSHS-CALABARZON RC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED FOUR THOUSAND SEVEN HUNDRED PESOS ONLY (Php 104,700.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SEMI-ANNUAL PREVENTIVE AIRCON MAINTENANCE OF PSHS-CALABARZON RC

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 For the complete details of this project, please "ORDER" RFQ Form No. 2023-02-029 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 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 February 18-21, 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. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on February 21, 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 Ronnel S. Escalera, Member, BAC Secretariat.
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

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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 30 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	54	UNIT	SEMI-ANNUAL PREVENTIVE MAINTENANCE OF AIRCONDITIONING UNITS IN PSHS-CALABAZON RC		
			A. GENERAL CLEANING OF SPLIT-TYPE WALL MOUNTED AIRCONDITIONING UNITS		
			ADMINISTRATION BUILDING		
			-ADMIN LOUNGE (1)		
			-SUPPLY OFFICE (2)		
			-CASHIER (1)		
			-QMS OFFICE (1)		
			-COA OFFICE (2)		
			-RECORDS OFFICE (2)		
			-REPRODUCTION ROOM (1)		
			-BAC OFFICE (1)		
			-GSU OFFICE (1)		
			-FAD CHIEF OFFICE (1)		
			-FAD CHIEF SECRETARY OFFICE (1)		
			-ACCOUNTANT'S OFFICE (1)		
			-BUDGET OFFICE (1)		
			-DIRECTOR'S OFFICE (1)		
			-DIRECTOR'S QUARTER (1)		
			-SERVER ROOM (1)		
			ACADEMIC BUILDING I		
			-FACULTY ROOM 105 (2)		
			-FACULTY ROOM 106 (2)		
			-SMART CLASSROOM 205 (3)		
			-GUIDANCE OFFICE (1)		
			-ROOM 102-FACULTY OFFICE (1)		
			ACADEMIC BUILDING II		
			-CID OFFICE (1)		
			-CONFERENCE ROOM (1)		
			-SSD OFFICE (1)		
			-REGISTRAR'S OFFICE (1)		

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


EDSEL V. ESPINO
PURCHASER

Authorized Company
Representative :

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

Telephone: 043-724-6199

(Signature Over Printed Name)

IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

Company Name :
Address :

Telephone nos. :
T.I.N. :



TERMS OF REFERENCE FOR THE SEMI-ANNUAL MAINTENANCE OF AIRCONDITIONING UNITS

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide quality service in terms of facilities and equipment maintenance ensure an environment that is safe and conducive to optimum learning of students and safe workplace for its employees.

The General Services Unit (GSU) is tasked to preserve the Campus facilities, equipment and buildings to maintain their excellent condition at any given time to secure the personnel and scholars and avoid any incident that may arise due to malfunctions and defects and provide a conducive workplace and learning environment. Preventive maintenance is an essential part of such preservation to do away with corrective maintenance and break down of equipment and facilities.

II. Rationale

Regular preventive maintenance is vital in ensuring that the air conditioning units (ACUs) are working in the most energy-efficient manner and in preserving its useful life.

The most recent preventive maintenance for the ACUs of the Campus was conducted on August 2022, which consisted of general cleaning of all indoor and outdoor units of the ACUs in all buildings, together with the required report especially for the units that are recommended for further works or those that are identified for corrective maintenance. The schedule is deemed to be the most appropriate time in preparation for the opening of classes in September. Ideally, ACUs have to be cleaned at least semi-annually, which in this case, the next PMS should be in February, 2023.

III. Scope of Work and Job Specifications

The external service provider must be able to perform the preventive maintenance of the ACUs of the Campus, as follows.

ITEM #	QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
<i>CODING OF THE UNITS SHALL BE BASED ON THE ATTACHED ANNEX</i>					
			General Cleaning of Split Type Wall Mounted ACU Administration Building		
			• Admin Lounge (1)		
			• Supply Officer (2)		
			• Cashier (1)		



1	54	UNITS	<ul style="list-style-type: none"> • QMS Office (1) • COA Office (2) • Records Office (2) • Reproduction Room (1) • BAC Office (1) • GSU Office (1) • FAD Chief Office (1) • FAD Chief Sec (1) • Accountant Office (1) • Budget Office (1) • Director's Secretary (1) • Director Quarter (1) • Server Room (1) <p>Academic Building I</p> <ul style="list-style-type: none"> • Faculty Room 105 (2) • Faculty Room 106 (2) • Smart Classroom 205 (3) • Guidance Office (1) • Room 102 Faculty Office (1) <p>Academic Building II</p> <ul style="list-style-type: none"> • CID Office (1) • Conference Room (1) • SSD Office (1) • Registrar Office (1) • Clinic (1) • Audio Visual Room (7) • Smart Classroom 205 (4) • Faculty Room (2) <p>Multi-Purpose Gymnasium</p> <ul style="list-style-type: none"> • Clinic (1) • Staff Lounge (1) • Music Room (1) • Lecture Room (1) • Faculty Room (1) • Fitness Room (1) <p>Advance Science and Technology Building</p> <ul style="list-style-type: none"> • Faculty Room A (1) • Faculty Room B (1) 	1,200.00	64,800.00
2	22	UNIT	<p>General Cleaning of Split Type Floor Mounted ACU</p> <p>Administration Building</p> <ul style="list-style-type: none"> • Training Room (2) • Account Sec. Office (1) <p>Activity Center</p> <ul style="list-style-type: none"> • Hall (2) • Backstage Left (Dressing Room A) (1) • Backstage Right (Dressing Room B) (1) <p>E-Learning Hub and Multimedia Center</p> <ul style="list-style-type: none"> • Auditorium (10) • Library (3) 	1,500.00	33,000.00



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

			Multi-Purpose Gymnasium <ul style="list-style-type: none">Dance Studio (2)		
3	3	UNITS	General Cleaning of Split Type Ceiling Mounted ACU Administration Building <ul style="list-style-type: none">Conference Room (2)Director's Office (1)	1,500.00	4,500.00
4	3	UNITS	General Cleaning of Window Type ACU Advance Science and Technology Building <ul style="list-style-type: none">Faculty Room ACU #1Faculty Room ACU #2Faculty Room ACU #3	800.00	2,400.00
				TOTAL	104,700.00

IV. Estimated Cost

The estimated cost of the requested procurement is One Hundred Four Thousand Seven Hundred Pesos (**Php 104,700.00**).

V. Mode of Procurement

The appropriate mode of procurement is Negotiated Procurement - Small Value Procurement pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

VI. Payment Scheme

No advance payment shall be made. Instead, claim for payment shall be processed upon the completion and acceptance of the deliverables and upon receipt of billing statement from the service provider.



ANNEX A

LIST OF AIR-CONDITIONING UNITS FOR GENERAL CLEANING IN THE CAMPUS

Administration Building	
Location	Description / Control Number
Admin Lounge	GF – LOUNGE/ITU OFFICE - ACU
Supply Office (2)	GF – SUPPLY OFFICE – ACU NO.1 GF – SUPPLY OFFICE – ACU NO.2
Cashier	GF – CASHIER - ACU
QMS Office	GF – QMS OFFICE - ACU
COA Office (2)	GF – C.O.A OFFICE – ACU NO.1 GF – C.O.A OFFICE – ACU NO.2
Training Room (2)	GF – TRAINING RM. – ACU NO.1 GF – TRAINING RM. – ACU NO.2
Records Office (2)	GF – RECORDS OFC. – ACU NO.1 GF – RECORDS OFC. – ACU NO.2
Reproduction Room	2F – REPRODUCTION ROOM - ACU
Server Room	2F – SERVER ROOM - ACU
BAC Office	2F – BAC OFFICE - ACU
HRMO Office	2F – HRMO OFFICE - ACU
FAD Chief Sec	2F – FAD CHIEF SEC. - ACU
FAD Chief	2F – FAD CHIEF - ACU
Conference Room (2)	2F – CONFERENCE RM – ACU NO.1 2F – CONFERENCE RM – ACU NO.2
Budget Office	2F – BUDGET OFFICE - ACU
Accountant Office	2F – ACCOUNTANT OFFICE - ACU
Accountant Secretary Office	2F – ACCOUNTANT SEC - ACU
Director's Secretary	2F – DIRECTOR'S SEC - ACU
Director's Office	2F – DIRECTOR'S OFFICE - ACU
Director's Quarter	2F – DIRECTOR'S QUARTER - ACU
TOTAL	25

Academic Building I	
Location	Description / Control Number
Guidance Office	GF – GUIDANCE OFFICE - ACU
Room 102 Faculty Room	GF – FACULTY RM. 102- ACU
Faculty RM.105 (2)	GF – FACULTY RM. 105- ACU NO.1 GF – FACULTY RM. 105 - ACU NO.2
Faculty RM.106 (2)	GF – FACULTY RM. 106- ACU NO.1 GF – FACULTY RM. 106 - ACU NO.2
Smart Classroom (RM.205) (3)	2F – SMART CLASSRM. 205- ACU NO.2 2F – SMART CLASSRM. 205- ACU NO.3 2F – SMART CLASSRM. 205- ACU NO.4
TOTAL	9



Academic Building II	
Location	Description / Control Number
CID Chief Office	GF – CID OFFICE - ACU
Conference Room	GF – CONFERENCE RM – ACU
SSD Chief Office	GF – SSD CHIEF OFFICE - ACU
Registrar Office	GF – REGISTRAR OFFICE - ACU
Clinic	GF – CLINIC – ACU
Audio-Visual Room (7)	GF – AUDIO VISUAL RM – ACU NO.1 GF – AUDIO VISUAL RM – ACU NO.3 GF – AUDIO VISUAL RM – ACU NO.4 GF – AUDIO VISUAL RM – ACU NO.5 GF – AUDIO VISUAL RM – ACU NO.6 GF – AUDIO VISUAL RM – ACU NO.7 GF – AUDIO VISUAL RM – ACU NO.8
Smart Classroom (RM.205) (4)	2F – SMART CLASSRM. 205 – ACU NO.1 2F – SMART CLASSRM. 205 – ACU NO.2 2F – SMART CLASSRM. 205 – ACU NO.3 2F – SMART CLASSRM. 205 – ACU NO.4
Room 301 (2)	2F – ROOM 301 – ACU NO.1 2F – ROOM 301 – ACU NO.2
TOTAL	18

Advance Science and Technology Building	
Location	Description / Control Number
G/F Faculty Room (3)	GF – FACULTY ROOM – ACU NO.1 GF – FACULTY ROOM – ACU NO.2 GF – FACULTY ROOM – ACU NO.3
4/F Faculty Room (2)	4F – FACULTY ROOM A – ACU 4F – FACULTY ROOM B – ACU
TOTAL	5

Activity Center	
Location	Description / Control Number
Event Center Hall (2)	2F – EVENT CENTER – ACU NO.1 2F – EVENT CENTER – ACU NO.2
Backstage Left (Dressing Room A)	2F – DRESSING RM. A – ACU
Backstage Right (Dressing Room B)	2F – DRESSING RM. B – ACU
TOTAL	4



E-Learning Hub and Multimedia Center	
Location	Description / Control Number
Auditorium (10)	LGF – AUDITORIUM – ACU NO.1 LGF – AUDITORIUM – ACU NO.2 LGF – AUDITORIUM – ACU NO.3 LGF – AUDITORIUM – ACU NO.4 LGF – AUDITORIUM – ACU NO.5 LGF – AUDITORIUM – ACU NO.6 LGF – AUDITORIUM – ACU NO.7 LGF – AUDITORIUM – ACU NO.8 LGF – AUDITORIUM – ACU NO.9 LGF – AUDITORIUM – ACU NO.10
Library	2F – READING AREA – ACU NO.1 2F – READING AREA – ACU NO.2 2F – READING AREA – ACU NO.4
TOTAL	13

Multi-purpose Gymnasium	
Location	Description / Control Number
Clinic	GF – CLINIC - ACU
Visitor's Lounge	GF – VISITOR'S LOUNGE - ACU
Music Room	GF – MUSIC ROOM - ACU
Dance Studio (2)	GF – DANCE STUDIO - ACU NO.1 GF – DANCE STUDIO - ACU NO.2
Lecture Room	2F – LECTURE ROOM- ACU
Faculty Room	2F – FACULTY ROOM- ACU
Fitness Room	2F – FITNESS ROOM- ACU
TOTAL	8