

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.:	2023-03-047
Date :	March 9, 2023

Project:

PURCHASE OF MEDALS AND PLAQUES FOR THE STEM WEEK 2023 CELEBRATION
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The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-FIVE THOUSAND ONE HUNDRED FIFTY PESOS ONLY (65,150.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF MEDALS AND PLAQUES 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 For the complete details of this project, please "ORDER" RFQ Form No. 2023-03-047 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Supply and delivery (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 11-14, 2023 from 9:00am – 3:00 P.M. 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. 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 March 14, 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 Sarha A. Bautista, 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


ROUTING SLIP

Date: 03 MAR 2023

For/ To: MVF; AEA; MPP; Dr. JMA; EEE; BAC

- Subject:
- Action
 - Approval
 - Comment
 - Discuss with me
 - Endorsement
 - File
 - Give Status
 - Handle
 - Information
 - Initial / Clearance
 - Note & File
 - Note & Return
 - Prepare Draft / Reply
 - Review

Other instructions (please specify)



Due Date:

From: AVR (CID-2023-123)

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: (03 MAR 2023) CID-2023-123
 DATE: 03 MAR 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
AVR	TOR/PR- Medals x Plaques for the STEM Week	TOR signed x forwarded to AEA thru JNL	for 	03 MAR 2023
AVR MPP	-do-	Signa		3/07/23
	-do-	"		3/8/23
LFR	PR, TOR, AFO	- prepared & forwarded to BAC		3/10/23
JLF	- do -	- enclosed to GAB for processing		3/10/23
GAB	- do -	Received For Posting.		10 MAR 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.

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REQUEST FOR QUOTATION FORM & NOTICE
 (GOODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
 Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.: 2023-03-047
 Date: March 9, 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
PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY					
1	51	PIECE	MEDAL (FOR FIRST PLACE) -MATERIAL: ACRYLIC -DIAMETER: 70 MM -WITH GOLD RIBBON -SINGLE FACE ONLY, WITH BOX		
2	50	PIECE	MEDAL (FOR SECOND PLACE) -MATERIAL: ACRYLIC -DIAMETER: 70 MM -WITH SILVER RIBBON -SINGLE FACE ONLY, WITH BOX		
3	44	PIECE	MEDAL (FOR THIRD PLACE) -MATERIAL: ACRYLIC -DIAMETER: 70 MM -WITH BRONZE RIBBON -SINGLE FACE ONLY, WITH BOX		
4	12	PIECE	PLAQUE -10 INCHES IN HEIGHT -MATERIAL: ACRYLIC -WITH BOX		
<i>*PLEASE SEE ATTACHED DESIGN AND LAYOUT OF THE ITEMS BEING PROCURED</i>					

Delivery Term : ON OR BEFORE MARCH 31, 2023
 Delivery Time : _____
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


 EUSEBIO ESPINO
 PURCHASER

PRICES IN THE ABOVE OFFER ARE
 CERTIFIED TRUE AND CORRECT:

Authorized Company
 Representative : _____

(Signature Over Printed Name)

Telephone: 043-724-6199

Company Name : _____
 Address : _____

Telephone nos. : _____
 T.I.N. : _____

IMPORTANT

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



TERMS OF REFERENCE FOR THE PURCHASE OF MEDALS AND PLAQUES 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 medals to recognize the winners of the following activities: PANTAS, E-Sports, Skills Competition, Amazing Race, Research Fair (PitchTok), and Research Fair (Exhibit).

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
51	pcs	First Place Medal (See Enclosure 1 for design, acrylic material, diameter 70 mm with gold ribbon, single face only, with box)	350.00	17,850.00
50	pcs	Second Place Medals (See Enclosure 1 for design, acrylic material, diameter 70 mm with silver ribbon, single face only, with box)	350.00	17,500.00
44	pcs	Third Place Medals (See Enclosure 1 for design, acrylic material, diameter 70 mm with bronze ribbon, single face only, with box)	350.00	15,400.00
12	pcs	Plaques for MaKaLIKHASan competition (See Enclosure 2 for design and text, acrylic plaque, with box)	1200.00	14,400.00

TOTAL: PHP 65,150.00

IV. Estimated Budgetary Requirement

The total estimated cost requirement is **Sixty-Five Thousand One Hundred Fifty Pesos (PHP 65,150.00)**



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

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:

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



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Certificate No.: SCP000420Q

Recommending Approval:

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

Approved by:

for Myra A. Angeles
DR. JOSE M. ANDAYA
Campus Director
031091223



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Certificate No.: SCP000420Q

Enclosure 1 Medal Design





Enclosure 2 Plaque design for MaKaLIKHASan

