## 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.: Date :

2023-03-047						
March 9, 2023						

Project:

#### PURCHASE OF MEDALS AND PLAQUES FOR THE STEM WEEK 2023 CELEBRATION

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:
<ul> <li>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;</li> <li>1.2 Supply and delivery (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City</li> </ul>
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.
<ul> <li>4. Upon submission of the RFQ, please attach the following documentary requirements:</li> <li>a. Mayor's Permit</li> <li>b. PhilGEPS Registration Number</li> <li>c. DTI or SEC Registration</li> <li>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.)</li> <li>e. BIR 2303/OCR Number</li> </ul>
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.



**BAC Chairperson** 

PHILIPPINE SCIEN	ICE HIGH SCHOOL
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#### 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.

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PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM				REQUEST FOR QUOTATION FORM & NOTICE (GOODS)					
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Entity Name:	PHILIPPINE SCIE	T	OL - CALABARZON REGI	States of the local division of the local di	1	Fund Cluster:	1101101
Office/Section : CID		PR No.: 2023-03-047		Date:	h 9,2023		
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Stock / Property No.	Unit		Item Description	Q	uantit y	Unit Cost	Total Cost
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## PURCHASE REQUEST



## Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

#### 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)

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# 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:

Noted by:

MARBÉCEL C. FLORIDA Assistant CID Chief for Student Affairs

AVRIL LEY ANN V. RECTO STEM Week 2023, Chairperson

Recommending Approval:

MABELLE V. FURTO

CID Chief

Certified Funds Available:

ARNEL E AGUIL Δ Administrative Officer IV (Budget Officer)/OIC-Accountant

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Republic of the Philippines **DEPARTMENT OF SCIENCE AND TECHNOLOGY** PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Recommending Approval:

MA. THERESA P PAGULAYAN Supervising Administrative Officer/FAD Chief

Approved by:

BR. JOSE M. ANDAYA Campus Director 031091253

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Republic of the Philippines **DEPARTMENT OF SCIENCE AND TECHNOLOGY** PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Enclosure 1 Medal Design





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Enclosure 2 Plaque design for MaKaLIKHASan



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