

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.:	2023-05-097
Date :	May 31, 2023

Project:

PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (SECOND QUARTER) FOR CAMPUS BUILDING AND FACILITIES

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-SIX THOUSAND NINETY-NINE PESOS ONLY (Php66,099.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (SECOND QUARTER) FOR CAMPUS BUILDING AND FACILITIES.**

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. 2023-05-097 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Delivery and (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 June 3-June 7, 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 June 7, 2023, 4:00pm. 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 Kendra L. Inumerable, 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

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

Quotation No.: 2023-05-097
 Date: May 31, 2023

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.

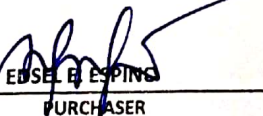
Delivery within 30 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Suppl. 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 AND DELIVERY					
1	4	BOTTLES	GLASS CLEANER, at least 500ml		
2	13	BOTTLES	MULTI-PURPOSE BLEACH FOR HOME AND LAUNDRY, at least 3,785ml		
3	13	PIECES	FEATHER DUSTER		
4	13	BOTTLES	MURIATIC ACID, HOUSE-HOLD GRADE, 14-16% HCl. 1gallon		
5	3	BOTTLES	LIQUID SOSA, at least 500ml		
6	13	PIECES	DURABLE MOP HANDLE, MADE OF WOOD, SPRING-TYPE, at least 4ft		
7	8	PIECES	WALIS TAMBO, MAKAPAL		
8	11	PIECES	DUST PAN, BLACK, PLASTIC		
9	14	PACKS	TRASH BAG, XL, at least 37" x 40", 100s per pack		
10	350	PACKS	DETERGENT POWDER, KALAMANSI SCENT, at least 57grams		
11	200	SACHETS	LIQUID FRABRIC CONDITIONER, ANTI-BACTERIAL (at least 36ml)		
12	16	BOTTLES	FURNITURE POLISH, at least 1L		
13	80	PIECES	SCRUBBING PAD, HEAVY-DUTY, at least 75mm x 100mm x 8mm		
14	150	PIECES	BATHROOM DEODORIZER, LEMON SCENT, at least 100grams		
15	6	BOTTLES	DISHWASHING LIQUID, 1gallon		
16	11	BOTTLES	ANTI-BACTERIAL LIQUID HANDSOAP, 1gallon		
17	13	BOTTLES	BATHROOM CLEANER, 1gallon		
18	8	PIECES	DUST MOP REFILL, 36"		
19	200	PIECES	LIHA, #120		
20	30	PIECES	FLANNEL DUST CLOTH		
TOTAL					

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF THE PURCHASE ORDER
 Delivery Time : -
 Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED ITEMS

Very truly yours,


 EDSEL B. ESPINO
 PURCHASER

Telephone: 043-724-6199 loc 803

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

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.

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

Quotation No.: 2023-05-097
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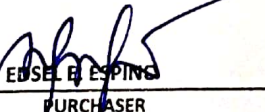
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4	13	BOTTLES	MURIATIC ACID, HOUSE-HOLD GRADE, 14-16% HCl. 1gallon		
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6	13	PIECES	DURABLE MOP HANDLE, MADE OF WOOD, SPRING-TYPE, at least 4ft		
7	8	PIECES	WALIS TAMBO, MAKAPAL		
8	11	PIECES	DUST PAN, BLACK, PLASTIC		
9	14	PACKS	TRASH BAG, XL, at least 37" x 40", 100s per pack		
10	350	PACKS	DETERGENT POWDER, KALAMANSI SCENT, at least 57grams		
11	200	SACHETS	LIQUID FRABRIC CONDITIONER, ANTI-BACTERIAL (at least 36ml)		
12	16	BOTTLES	FURNITURE POLISH, at least 1L		
13	80	PIECES	SCRUBBING PAD, HEAVY-DUTY, at least 75mm x 100mm x 8mm		
14	150	PIECES	BATHROOM DEODORIZER, LEMON SCENT, at least 100grams		
15	6	BOTTLES	DISHWASHING LIQUID, 1gallon		
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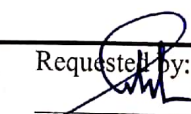
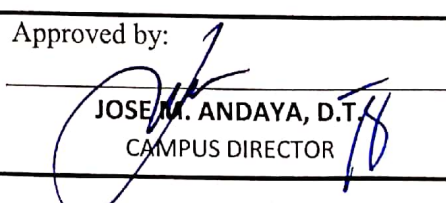
PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD / GSU		PR No.: <u>2023 - 05 - 097</u>	Date: <u>May 31, 2023</u>		
		Responsibility Center Code : <u>19-016-09-00014- 04</u>			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Glass Cleaner (500ml)	4.00	P 139.00	P 556.00
	pcs	Multi-Purpose Bleach for Home and Laundry (3,785ml)	13.00	P 155.00	P 2,015.00
	pcs	Feather duster	13.00	P 75.00	P 975.00
	pcs	Muriatic Acid for Bathroom Cleaning	13.00	P 271.00	P 3,523.00
	pcs	Liquid sosa (500ml)	3.00	P 100.00	P 300.00
	pcs	DURABLE MOP HEAD HANDLE WITH WOODEN HANDLE SPRING TYPE 4 FEET	13.00	P 110.00	P 1,430.00
	pcs	Walis Tambo (Makapal)	8.00	P 235.00	P 1,880.00
	pcs	Dust pan (Black Plastic)	11.00	P 75.00	P 825.00
	packs/100s	Trashbag (Black, XXL-37"x40"x100s)	14.00	P 700.00	P 9,800.00
	pcs	Detergent Powder (57g, Kalamansi)	350.00	P 7.00	P 2,450.00
	pcs	Liquid Fabric Conditioner Antibac (36ml)	200.00	P 9.00	P 1,800.00
	pcs	Furniture polish (1L)	16.00	P 480.00	P 7,680.00
	pcs	Heavy duty Scrubbing Pad 75mm x 100mm x 8mm	80.00	P 30.00	P 2,400.00
	pcs	Bathroom deodorizer (Lemon, 100grams)	150.00	P 59.00	P 8,850.00
	pcs	Dishwashing Liquid (1gal)	6.00	P 187.00	P 1,122.00
	pcs	Antibacterial Liquid Handsoap (1 gal)	11.00	P 713.00	P 7,843.00
	pcs	Bathroom Cleaner (1 Gal)	13.00	P 480.00	P 6,240.00
	pcs	Dust Mop Refill (36", Luxury)	8.00	P 370.00	P 2,960.00
	pcs	Liha #120	200.00	P 12.00	P 2,400.00
	pcs	Clean and Bright Flannel Dust Cloth	30.00	P 35.00	P 1,050.00
TOTAL					P 66,099.00

Purpose: TERMS OF REFERENCE FOR THE PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (SECOND QUARTER) FOR CAMPUS BUILDINGS AND FACILITIES

Requested by:  <u>MHELVIN E. MAGDALENA</u> RESIDENT ENGR -GSU	Approved by:  <u>JOSE M. ANDAYA, D.T.</u> CAMPUS DIRECTOR
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TERMS OF REFERENCE FOR THE PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (SECOND QUARTER) FOR CAMPUS BUILDINGS AND FACILITIES

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide the best facilities and equipment to its employees, students and guests to ensure an environment that is safe and conducive to optimum learning and work.

The General Services Unit (GSU) is tasked to ensure cleanliness and sanitation of the Campus buildings and facilities. With the resumption in-person classes, proper disinfection and cleaning become one of the key components of a COVID-19 free office and learning venue. Continuous replenishment and purchase of cleaning supplies and implements is necessary for the uninterrupted disinfection and cleaning of the Campus premises.

II. Rationale

This school year 2022-2023, the Campus is operating on 100% capacity for both students and employees, notwithstanding the continuous threat of the Covid-19 virus. To maintain and ensure that the Campus is Covid-19 free despite the mandatory daily presence of its employees and students from various parts of the CALABARZON Region and other regions, proper cleaning and disinfection of the Campus facilities are requisites in its daily operation.

The Campus intends to procure various cleaning tools, supplies materials and agents to replenish its stock and to facilitate a continuous and uninterrupted cleaning and disinfection activities of the Campus custodians.

III. Scope of Work and Job Specifications

Qualified supplier (1) must be able to provide the cleaning and disinfection materials with the following specifications:

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
Prices are inclusive of applicable government taxes					
1	4	pcs	Glass Cleaner (500ml)	139.00	556.00
2	13	pcs	Multi-Purpose Bleach for Home and Laundry (3,785ml)	155.00	2,015.00
3	13	pcs	Feather duster	75.00	975.00
4	13	pcs	Muriatic Acid for Bathroom Cleaning	271.00	3,523.00

5	3	pcs	Liquid sosa (500ml)	100.00	300.00
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7	8	pcs	Walis Tambo (Makapal)	235.00	1,880.00
8	11	pcs	Dust pan (Black Plastic)	75.00	825.00
9	14	packs/100s	Trashbag (Black, XXL-37"x40"x100s)	700.00	9,800.00
10	350	pcs	Detergent Powder (57g, Kalamansi)	7.00	2,450.00
11	200	pcs	Liquid Fabric Conditioner Antibac (36ml)	9.00	1,800.00
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14	150	pcs	Bathroom deodorizer (Lemon, 100grams)	59.00	8,850.00
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19	200	pcs	Liha #120	12.00	2,400.00
20	30	pcs	Clean and Bright Flannel Dust Cloth	35.00	1,050.00
			TOTAL		66,099.00

IV. Approved Budget

The approved budget for the proposed procurement of cleaning agents and materials is Sixty-Six Thousand Ninety-Nine Pesos (**Php 66,099.00**).

V. Mode of Procurement

The applicable mode of procurement is "Small Value Procurement" pursuant to the 2016 Revised Implementing Rules and Regulations of RA 9184.

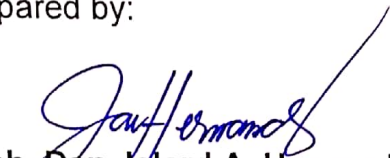
VI. Payment Scheme


The PSHS-CALABARZONRC will not provide advance payment on purchasing the items. Full payment shall be made within 30 to 45 days after receipt of complete delivery of items based on the required specifications.

VII. Delivery Term


All the items must be delivered within **Fifteen (15) calendar days** after issuance of Notice to Proceed or Contract.

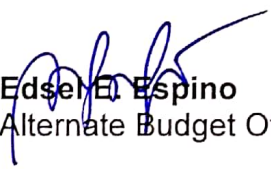
Prepared by:


Arch. Dan Jelard A. Hernandez
Resident Architect / GSU


Engr. Mhelvin E. Magdalena
Resident Engineer / GSU

Certificate of Availability of Funds:

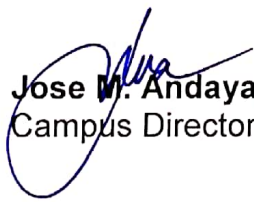

Arnel B. Aguila
Accountant


Edsel E. Espino
Alternate Budget Officer

Recommending Approval:


Ma. Theresa P. Pagulayan
Supervising Administrative Officer

Approved by:


Jose W. Andaya, D.T.
Campus Director