

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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REFERENCE NO.: RHM-2023-086  
DATE: JUNE 29, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
BDP	TOE, UAPP, PRMP for the supply and delivery of materials for improvement of ventilation of rooms at the GRH	Prepared & forwarded to UMW		6/29/23
JMJ	- do -	signed & forwarded to ATM		6/29/23
DGC	- do -	signed & forwarded to AEA		06/29/23
AFPA	- do -	signed for		6/29/23
MPP	- do -	signed		6/29/23
JMJ	- do -	signed and fwd to SM		6/29/2023

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.

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

**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.: 2023-07-113  
 Date: July 6, 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 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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
<b>Supply and Delivery</b>					
1	200	pieces	1/2 in x 1 in x 12ft Liston		
2	10	kilograms	Finishing Nail 1"		
3	2000	pieces	Black Screw 1" Wood		
4	2000	pieces	Black Screw 2" Wood		
5	10	pieces	Aluminum Insect Screen 0.23mm x 1.2mtrs x 5mtrs		
6	2	pieces	4" Diamond Cutting Disc, Concrete		
7	2	pieces	7 1/4" x 24T Circular Saw Blade		
8	100	pieces	Liha #120		
9	5	bags	Skimcoat Superfine White		
10	2	pieces	Flat Latex White, 16L		
11	2	pieces	Semi Gloss Latex White, 16L		
12	3	cu.m.	Whitesand		
13	10	pieces	Masonry DrillBit #6		
14	30	boxes	Tox #6		
15	3	gallons	Clear Gloss Varnish		
16	5	pieces	Paint Brush 4"		
17	5	pieces	Paint Roller #7		
18	1	gallons	Lacquer Thinner		
19	1	liter	Paint Thinner		
TOTAL					

Delivery Term : WITHIN 30 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASER ORDER  
 Delivery Time : -  
 Payment Term : WITHIN 15-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,

  
 EDSTM B. ESPINO  
 PURCHASER

Telephone: 043-779-8320 local 803

PRICES IN THE ABOVE OFFER ARE  
 CERTIFIED TRUE AND CORRECT:

Authorized Company  
 Representative :

(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. : \_\_\_\_\_

PURCHASE REQUEST


Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : SSD		PR No.: 2023 - 09 - 113	Date: July 6, 2023		
		Responsibility Center Code : 19-016-09-00014- 03			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	1/2 in X 1 in X 12 ft Liston	200.00	137.00	27,400.00
2	Kgs	Finishing Nail 1"	10.00	100.00	1,000.00
3	pcs	Black Screw 1" Wood	2,000.00	1.00	2,000.00
4	pcs	Black Screw 2" Wood	2,000.00	2.00	4,000.00
5	pcs	Aluminum Insect Screen 0.2mm X 1.2mtr x 5 mtrs	10.00	1,575.00	15,750.00
6	pcs	4" Diamond Cutting Disc Concrete	2.00	115.60	1,156.00
7	pcs	7 1/4" X 24T Circular Saw Blade	2.00	714.00	1,428.00
8	pcs	Liha # 120	100.00	21.00	2,100.00
9	bags	Skincoat Superfine White	5.00	709.00	3,545.00
10	pcs	Flat Latex White 16L	2.00	2,980.00	5,960.00
11	pcs	Semi Gloss Latex White 16L	2.00	3,419.00	6,838.00
12	cum	Whitesand	3.00	1,733.00	5,199.00
13	pcs	Masonry Drill Bit #6	10.00	32.00	320.00
14	box	Tox #6	30.00	26.00	780.00
15	Gal	Clear Glass Varnish	3.00	2,289.00	6,867.00
16	pcs	Paint Brush 4"	5.00	137.00	685.00
17	pcs	Paint Roller #7	5.00	95.00	475.00
	Gal	Lacquer Thinner	1.00	420.00	420.00
	L	Paint Thinner	1.00	473.00	473.00
<b>TOTAL</b>					<b>86,396.00</b>

Purpose: For the improvement of ventilation in rooms of the Girls residence Hall

Requested by:  
 Signature: BELLA D. PASIA  
 Designation: DORMITORY MANAGER

Approved by:  
  
JOSE M. ANDAYA, D.T.  
 CAMPUS DIRECTOR



**TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF MATERIALS FOR THE IMPROVEMENT OF VENTILATION IN ROOMS OF THE GIRLS RESIDENCE HALL**

**I. Background**

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with the aim of preparing its students for STEM-related careers in and around the CALABARZON region. In order to provide accessible education to every student in and around the CALABARZON region every PSHS campus must establish a residence hall or a dormitory for male students and for female student.

**II. Rationale**

The Philippine Science High School –CALABARZON Region Campus has its own dormitories for boys and girls. However, due to climate change, there is a spike in the heat index during the summer months creating the need to improve the ventilation in the rooms at the Girls Residence Hall by boring specified exhaust openings with minimal screen cover making it possible to install exhaust fans in the near future if needed.

**III. Scope of Work and Job Specifications**

The winning supplier must provide and deliver the necessary items with the following specifications or better.

Item	Quantity	Unit	Proposed Amount (Php)
1/2 in x 1 in x 12ft Liston	200.00	pcs	27,400.00
Finishing Nail 1"	10.00	kgs	1,000.00
Black Screw 1" Wood	2,000.00	pcs	2,000.00
Black Screw 2" Wood	2,000.00	pcs	4,000.00
Aluminum Insect Screen 0.23mm x 1.2mtrs x 5mtrs	10.00	pcs	15,750.00
4" Diamond Cutting Disc, Concrete	2.00	pcs	1,156.00
7 1/4" x 24T Circular Saw Blade	2.00	pcs	1,428.00
Liha #120	100.00	pcs	2,100.00
Skimcoat Superfine White	5.00	bags	3,545.00
Flat Latex White, 16L	2.00	pcs	5,960.00
Semi Gloss Latex White, 16L	2.00	pcs	6,838.00
Whitesand	3.00	cum	5,199.00
Masonry DrillBit #6	10.00	pcs	320.00
Tox #6	30.00	box	780.00
Clear Gloss Varnish	3.00	Gal	6,867.00
Paint Brush 4"	5.00	pcs	685.00
Paint Roller #7	5.00	pcs	475.00
Lacquer Thinner	1.00	Gal	420.00
Paint Thinner	1.00	L	473.00



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: AJA18-0197

Total	86,396.00
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**Note: All prices must be Tax (VAT) inclusive for supply and delivery**

**IV. Approved Budget for the Contract**

The approved budget for the contract is Eighty-Six Thousand Three Hundred Ninety-Six Pesos (Php 86,396.00).

**V. Evaluation and Selection Criteria**

Proposal with the lowest calculated bid with complete documents and correct specifications shall be accepted.

**VI. Payment Scheme**

Payment for the procured items shall be made 30-45 calendar days after all the materials are completely delivered.

Prepared by:

  
**Bella D. Pasia, RN**  
Girls Residence Hall Head

  
**Engineer Mhelvin E. Magdalena**  
Resident Engineer

Recommending Approval:

  
**JORGE M. JOB**  
Chief, Student Services Division

Certified Funds Available:

  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

  
**MA. THERESA P. PAGULAYAN**  
Finance and Administrative Division, Chief

6/29/23

Approved By:

  
**JOSE M. ANDAYA, D.T.**  
Director III