

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION	
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REFERENCE NO.:

CID - 2023 - 403

DATE:

July 12, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
EVI	TOR/ PR/ PMP/ SAPP- Maintenance & Calibration of Technical & Scientific Equipment	Signed/forwarded to MBA	forians	07/12/23
MBA	-do-	Signed/forwarded to DGC	forians	07/12/23
DGC	-do-	signed TOR & SAPP		7/12/23
AED	-do-	slshd for		7/12/23
MPP JMJ	-do- -do-	signed and Recd to SAV	 	7/13/23 7/13/2023

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.:
Date :

2023-07-119
July 21, 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
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
1	1	UNIT	Calibration of Laboratory Freezer, Biobase, BDF-25V268 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (-10 deg C., -20 deg. C and -25 deg. C)		
2	1	UNIT	Calibration of Laboratory Refrigerator, Biobase, BPR-5V250 Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (2 deg C., 4 deg. C & 8 deg. C)		
3	1	UNIT	Calibration of Vertical autoclave, SADA Medical, VA-SD35L model. Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least one set point temperature (121 deg. C) & Pressure (15 psi)		
4	1	UNIT	Calibration of Hot plate with stirrer, Biobase, MS.H.PRO Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 temperature set points (100 deg. C, 200 deg. C & 300 deg. C)		
5	1	UNIT	Calibration of Moisture Analyzer, OHAUS, MB95 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for weight (0.5 g, 45 g, 90g) and temperature (40 deg. C, 120 deg. C and 200 deg. C)		
6	1	UNIT	Calibration of Muffle furnace, SNOL 45 / 1200 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 set points (500 deg. C, 800 deg. C & 1150 deg. C) and 1 heat up timer set point (60mins.)		
7	1	UNIT	Calibration of Analytical balance, SHIMADZU, ATY324 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points (1g, 100g and 300g)		

Delivery Term : SEPTEMBER 15, 2023 - OCTOBER 6, 2023 (WORKING DAYS)
Delivery Time : _____
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS OR SERVICES

Very truly yours,


EDS L. ESPINO
PURCHASER

Authorized Company
Representative : _____

Telephone: 043-724-6199

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

(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. : _____

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

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Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM Quotation No.: 2023-07-119
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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).

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Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
8	1	UNIT	Calibration of Digital Viscometer, Biobase,BDV-3N Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least 2 set points for viscosity		
9	5	UNIT	Calibration of Indoplas Oxygen Regulator and Humidifier gauge capacity (4000psi). Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 2 set points (500 psi & 2000 psi)		

Delivery Term : SEPTEMBER 15, 2023 - OCTOBER 6, 2023 (WORKING DAYS)
 Delivery Time : _____
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours, PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:


 EDSEL ESPINO
 PURCHASER

Authorized Company Representative : _____
 (Signature Over Printed Name)

Telephone: 043-724-6199

IMPORTANT
 1. Prices must be typewritten in ink clearly.
 2. 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 CAMPUSFund Cluster: 1101101

Office/Section : CID		PR No.: <u>2023 - 07 - 119</u>	Date: <u>July 21, 2023</u>		
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Calibration of Laboratory Freezer, Biobase, BDF-25V268 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (-10 deg. C., -20 deg. C and -25 deg. C)	1	3,500.00	3,500.00
2	unit	Calibration of Laboratory Refrigerator, Biobase, BPR-5V250 Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (2 deg. C., 4 deg. C & 8 deg. C)	1	2,500.00	2,500.00
3	UNIT	Calibration of Vertical autoclave, SADA Medical, VA-SD35L model. Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least one set point temperature (121 deg. C) & Pressure (15 psi)	1	3,500.00	3,500.00
4	unit	Calibration of Hot plate with stirrer, Biobase, MS.H.PRO Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 temperature set points (100 deg. C, 200 deg. C & 300 deg. C)	1	3,000.00	3,000.00
5	unit	Calibration of Moisture Analyzer, OHAUS, MB95 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for weight (0.5 g, 45 g, 90g) and temperature (40 deg. C, 120 deg. C and 200 deg. C)	1	4,500.00	4,500.00
6	unit	Calibration of Muffle furnace, SNOL 45 / 1200 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 set points (500 deg. C, 800 deg. C & 1150 deg. C) and 1 heat up timer set point (60mins.)	1	4,500.00	4,500.00
7	unit	Calibration of Analytical balance, SHIMADZU, ATY324 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points (1g, 100g and 300g)	1	1,500.00	1,500.00

8	unit	Calibration of Digital Viscometer, Biobase,BDV-3N Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least 2 set points for viscosity	1	4,000.00	4,000.00
9	unit	Calibration of Indoplas Oxygen Regulator and Humidifier gauge capacity (4000psi). Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 2 set points (500 psi & 2000 psi)	5	3,500.00	17,500.00
					44,500.00

Purpose: As a requirement for ISO calibration of technical and scientific equipment in the science laboratory and school clinic.

<p>Requested by:</p> <p>Signature : </p> <p>Printed Name <u>Mr. EDUARDO V. ISABELA JR., Ms. MEGIE A. LUMANGLAS</u></p> <p>Designation : <u>SRS - I & School Nurse</u></p>	<p>Approved by: </p> <p>Mr. JORGE M. JOB Officer-in-Charge</p>
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TERMS OF REFERENCE FOR THE MAINTENANCE AND CALIBRATION OF TECHNICAL AND SCIENTIFIC EQUIPMENT

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. The curriculum was designed to equip students with the knowledge, skills, and attitudes that are deemed to be essential in preparing for a STEM-related career. This aim is realized when instruction is aided with appropriate supplies and equipment.

II. Rationale

Technical & Scientific Equipment calibration is essential to achieve accurate and quality results when performing an experiment. The accuracy of various technical and scientific equipment becomes less reliable over time. This is the result of normal wear and tear caused by regular use and external factors such as mechanical shocks or hazardous environments. This may lead to a rather quick degradation or deterioration over a longer time. Calibrating the equipment will give reliable measurements in various experiments and in compliance with ISO standards by following the laboratory management manual.

Medical Equipment Calibration is carried out to minimize the uncertainty in measurements, reducing errors and bringing measurements to an acceptable level. For clinics, the health and safety of employees and scholars remains the top priority. With this, the nurse in charge relies on the accuracy and precision of its instruments they are using to monitor patients. Therefore, the precision and accuracy of a device is of utmost importance. To serve the users and ensure that health and safety in the school isn't compromised and conforms within the ISO standards.

III. Scope of Work and Job Specifications

- The service provider should be able to provide ISO 17025 certification laboratory, calibration service report, calibration stickers from calibration laboratories accredited to ISO 17025

IV. Approved Budget for the Contract

The approved budget for the contract is **Forty-Four Thousand Five Hundred Pesos (Php 44, 500.00)**

V. Evaluation and Selection Criteria

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

VI. Payment Scheme

Payment for the maintenance and calibration services shall be made **30 to 45 calendar days** from the day the said services to the procuring entity.

VII. Delivery Term

Upon issuance of the purchase order, the service must be delivered completely from **September 15, 2023 to October 6, 2023 (Working days)**.



Enclosure No. 1

LIST OF TECHNICAL and SCIENTIFIC EQUIPMENT FOR CALIBRATION

Item No.	Qty	UNIT	ITEM, Description and Requirements	ESTIMATED UNIT COST	TOTAL COST
CALIBRATION OF THE FOLLOWING ITEMS WITH ISO 17025 ACCREDITED LAB SERVICE					
1	1	unit	Calibration of Laboratory Freezer, Biobase, BDF-25V268 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (-10 deg C., -20 deg. C and -25 deg. C)	3,500.00	3,500.00
2	1	unit	Calibration of Laboratory Refrigerator, Biobase, BPR-5V250 Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for temperature (2 deg C., 4 deg. C & 8 deg. C)	2,500.00	2,500.00
3	1	UNIT	Calibration of Vertical autoclave, SADA Medical, VA-SD35L model. Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least one set point temperature (121 deg. C) & Pressure (15 psi)	3,500.00	3,500.00
4	1	unit	Calibration of Hot plate with stirrer, Biobase, MS.H.PRO Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 temperature set points (100 deg. C, 200 deg. C & 300 deg. C)	3,000.00	3,000.00
5	1	unit	Calibration of Moisture Analyzer, OHAUS, MB95 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points for weight (0.5 g, 45 g, 90g) and temperature (40 deg. C, 120 deg. C and 200 deg. C)	4,500.00	4,500.00
6	1	unit	Calibration of Muffle furnace, SNOL 45 / 1200 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 3 set points (500 deg. C, 800 deg. C & 1150 deg. C) and 1 heat up timer set point (60mins.)	4,500.00	4,500.00



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

7	1	unit	Calibration of Analytical balance, SHIMADZU, ATY324 model Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration Sticker is included. At least 3 set points (1g, 100g and 300g)	1,500.00	1,500.00
8	1	unit	Calibration of Digital Viscometer, Biobase, BDV-3N Calibrate with ISO 17025 accredited laboratory service provider. Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. Calibration report and sticker is included. At least 2 set points for viscosity	4,000.00	4,000.00
9	5	unit	Calibration of Indoplas Oxygen Regulator and Humidifier gauge capacity (4000 psi). Provide Traceability/Reference that conforms to International Standards in the Calibration report. Calibration sticker is included. At least 2 set points (500 psi & 2000 psi)	3,500.00	17,500.00

TOTAL AMOUNT: ₱ 44,500.00

Prepared by:

[Signature]
Mr. EDUARDO V. ISABELA, JR.
Science Research Specialist I

[Signature]
Ms. MEGIE A. LUMANGLAS
School Nurse
(for Item no. 9 only)

Recommending Approval by:

[Signature]
Ms. MABELLE V. FURTO
CID Chief

[Signature]
Ms. MARY MEDIATRIX B. ARROYO
OIC - SSD Chief

Certified Funds Available by:

[Signature]
Ms. DANICA G. CACAO
Budget Officer

[Signature]
Mr. ARNEL E. AGUILA
Accountant II

Recommending Approval by:

[Signature]
Ms. MA. THERESA P. PAGULAYAN
FAD Chief

Approved by:

[Signature]
Mr. JORGE M. JOB
Officer-in-Charge