

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: HRU-2023-083
 DATE: June 30, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
QSU	Activity Proposal Terms of Reference's Purchase Request for the Goods and Services needed in the Conduct of In-Service Training 2023	Adopted AP, TOR's PR for review and signing of AGCacao		June 30, 2023
DGC	- do -	signed & forwarded to AEA		06/30/2023
KEA	- do -	R/jk		6/30/2023
FEE	- do -	signed for NIPP and-ed to JMA		07-03-2023
JMA	- do -	signed and sent to SBU		7/3/2023
FEE	- do - + RFR	prep-ed and sent-ed to LTR for scanning and sending to JMA		07-06-2023

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.: 2023-07-110 (3)
Date: July 5, 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 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					
1	1	LOT	TEAM BUILDING ACTIVITY PACKAGE FOR 125 PARTICIPANTS		
			→ ACTIVITY DATE: AUGUST 11, 2023		
			→ ACTIVITY VENUE: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS PREMISES		
			→ PACKAGE SHALL INCLUDE:		
			✓ ONE-DAY LONG CUSTOMIZED PROGRAM FOR 125 TEACHING AND NON-TEACHING PERSONNEL OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
			✓ PROGRAM / ACTIVITY FACILITATORS		
			✓ PROVISION AND SET UP OF ACTIVITY MATERIALS		
			→ OTHER DETAILS:		
			✓ A COMPLETE PROGRAM / ACTIVITY PROPOSAL MUST BE SUBMITTED TOGETHER WITH THE PRICE QUOTATION FOR THE PROJECT		
			✓ CONTRACT SHALL BE AWARDED TO THE SERVICE PROVIDER WHO PROPOSED MORE VALUE FOR THE MONEY. IT SHALL BE DETERMINED BASED ON THE NUMBER AND COMPOSITION OF FACILITATORS, THE NUMBER AND QUALITY OF ACTIVITIES AND HOW EFFECTIVE CAN THEY BE IN THE ACHIEVEMENT OF THE GOALS SET FORTH BY THE TEAM BUILDING ACTIVITY.		
			✓ TRANSPORTATION OF THE FACILITATORS AND THE MATERIALS FOR THE ACTIVITY WILL NOT BE SHOULDERED BY THE PROCURING ENTITY		
			✓ NO DOWN PAYMENT SHALL BE MADE; PAYMENT WILL EITHER BE IN THE FORM OF A CHECK OR BANK TRANSFER		
			TOTAL		

Delivery Term : AUGUST 11, 2023
 Delivery Time : -
 Payment Term : WITHIN 15-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


 EDSEL J. 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)


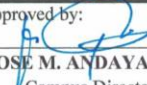
Company Name :
 Address :
 Telephone nos. :
 T.I.N. :

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

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD		PR No.: 2023-07-110	Date: June 30, 2023 July 5, 2023		
		Responsibility Center Code : 19-016-09-00014- 04			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
(1)	Lot	Food, Beverage and Nourishment on August 8-11, 2023 -130 set meals for Breakfast, AM Snacks, Lunch, and PM Snacks for four (4) days -Breakfast must consist of: 2 Viands (1 Pork/Beef and 1 Chicken/Fish), Any egg dish, soup, fried rice, and any fruits -AM Snacks must consist of: 1 Pasta dish and 1 Juice/Soda -Lunch must consist of: 2 Viands (1 Pork/Beef and 1 Chicken/Fish), Vegetable dish, rice, dessert, and juice/soda -PM Snacks must consist of: Hearty serving of sandwiches and 1 Juice/Soda *AM and PM Snacks should be packed *Breakfast and Lunch should be on assisted buffet *Free-flowing coffee should be served all day	1	343,200.00	343,200.00
(2)	Piece	Token of Appreciation for the Resource Speakers -Taal Balisong No. 29 with Frame and Personalized Name Plate	7	1,300.00	9,100.00
(3)	Lot	Team Building Activity Package on August 11, 2023 -Good for 125 participants -With facilitators -With customized program of activities for one (1) day -Set up of activity materials *The activity must be conducted inside the campus premises of PSHS - CALABARZON RC *Complete proposal must be submitted together with the price quotation * Contract shall be awarded to the proposal with the most offered value based on number of facilitators, number and quality of activities to be conducted in relation to the purpose of the team building *No down payment shall be made *Payment will either be in form of check or bank transfer *Transportation of the facilitators will not be shouldered by the procuring entity	1	50,000.00	50,000.00
(4)	Packs	A4 Specialty Paper to be used for the Issuance of Certificate of Participation to the In-Service Training 2023 Participants	20	30.00	600.00
(5)	Piece	4 x 11 Feet of Tarpaulin to Serve as Event Banner for the In-Service Training 2023	1	880.00	880.00
TOTAL					403,780.00
Purpose:		Purchase request for the goods and services needed in the conduct of In-Service Training with the theme "Sustaining Efficiency: Creating a Well-Rounded Workforce" on August 8-11, 2023 at PSHS - CALABARZON RC, Sitio Sampaga West, Barangay Sampaga, Batangas City			
Requested by:		Approved by:			
Signature :					
Printed Name :	JERALD ELGEN S. UNTALAN		JOSE M. ANDAYA, D.T.		
Designation :	Administrative Officer V		Campus Director		



TERMS OF REFERENCE
FOR THE GOODS AND SERVICES NEEDED IN THE CONDUCT OF IN-SERVICE
TRAINING 2023

I. BACKGROUND

The Philippine Science High School – CALABARZON Region Campus is dedicated in nurturing and developing the scientific, technological, and mathematical skills of exceptionally talented Filipino students. It is also renowned for its commitment to academic excellence and research. As an institution that values continuous improvement and professional growth, the PSHS – CALABARZON RC recognizes the importance of providing annual in-service training to its faculty and staff. It aims to enhance the employee's knowledge, skills, and pedagogical approaches, ensuring that they remain at the forefront of educational advancements and best practices. In-Service Training 2023 is set to be held on August 8-11, 2023 at Philippine Science High School – CALABARZON Region Campus, Sitio Sampaga West, Barangay Sampaga Batangas City.

II. RATIONALE

The theme for this year's InSeT is "*Sustaining Efficiency: Creating a Well-Rounded Workforce*". It stems for the institution's pursuit of excellence and its desire to foster culture of continuous improvement. By focusing on efficiency, holistic development, adaptability, collaboration, and continuous professional growth, the training program such as *ISO Awareness Training, Training on Fire Safety and Emergency Procedures, Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Leave Benefits for Non-Teaching Government Personnel and Equivalent Benefits for Teachers, Nurturing Responsible Use of Artificial Intelligence (AI) Among Students, Business Writing: Clarity and Style in Creating Stronger Written Communication, Stress Management Training, and Team Building Activity* aims to equip the faculty and staff with the necessary skills and knowledge to create an engaging, efficient, and well-rounded learning environment for the students of PSHS – CALABARZON Region Campus.

III. SCOPE

The supplier must provide the following:

- **1 LOT OF FOOD, BEVERAGE AND NOURISHMENT ON AUGUST 8-11, 2023**
 - 130 set meals for Breakfast, AM Snacks, Lunch, and PM Snacks for four (4) days
 - Breakfast must consist of:
 - 2 Viands (1 Pork/Beef and 1 Chicken/Fish)
 - Any egg dish
 - Soup
 - Fried rice
 - Any fruits
 - AM Snacks must consist of:
 - 1 Pasta dish
 - 1 Juice/Soda
 - Lunch must consist of:
 - 2 Viands (1 Pork/Beef and 1 Chicken/Fish)



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

- Vegetable dish
- Rice
- Dessert
- Juice/Soda
- PM Snacks
 - Hearty serving of sandwiches
 - Juice/Soda

**AM and PM Snacks should be packed*

**Breakfast and Lunch should be on assisted buffet*

**Free-flowing coffee should be served all day*

- **1 LOT OF ACCOMMODATION FOR THE RESOURCE SPEAKER FROM AUGUST 8-9, 2023**
 - Single occupancy room from August 8-9, 2023
 - With 24/7 security to ensure safe and secure premises
 - Proximity to avoid morning traffic rush and lessen travel time from accommodation to the school
- **7 PIECES OF TOKEN OF APPRECIATION FOR THE RESOURCE SPEAKERS**
 - Taal Balisong No. 29 with Frame and Personalized Name Plate
- **1 LOT OF TEAM BUILDING ACTIVITY PACKAGE ON AUGUST 11, 2023**
 - Good for 125 participants
 - With Facilitators
 - With Customized Program of Activities for one (1) day
 - With Set Up of Activity Materials

**The activity must be conducted inside the campus premises of PSHS – CALABARZON RC*

**Complete proposal must be submitted together with the price quotation*

**Contract shall be awarded to the proposal with the most offered value based on number of facilitators, number and quality of activities to be conducted in relation to the purpose of the team building*

**No down payment shall be made*

**Payment will either be in form of check or bank transfer*

**Transportation of the facilitators will not be shouldered by the procuring entity*

- **20 PACKS OF A4 SPECIALTY PAPER TO BE USED FOR THE ISSUANCE OF CERTIFICATE OF PARTICIPATION TO THE IN-SERVICE TRAINING 2023 PARTICIPANTS**
- **1 PIECE OF 4 x 11 FEET OF TARPULIN TO SERVE AS EVENT BANNER FOR THE IN-SERVICE TRAINING 2023**



Certificate No.: SCP000

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is Four Hundred Eight Thousand One Hundred Eighty Pesos ONLY (Php 408,180.00), details as follows:

ITEMS	TOTAL
1 Lot of Food, Beverage and Nourishment on August 8-11, 2023	343,200.00
1 Lot of Accommodation for the Resource Speaker from August 8-9, 2023	4,400.00
7 Pieces of Token of Appreciation for the Resource Speakers	9,100.00
1 Lot of Team Building Activity Package on August 11, 2023	50,000.00
20 Packs of A4 Specialty Paper to be used for the Issuance of Certificate of Participation to the In-Service Training 2023 Participants	600.00
1 Piece of 4 x 11 Feet of Tarpaulin to Serve as Event Banner for the In-Service Training 2023	880.00
TOTAL	<u>408,180.00</u>

V. MODE OF PROCUREMENT

The procurement mode to be used in the item shall be as follows:

- *Food* - Negotiated Procurement / Small Value Procurement
- *Accommodation* - Lease of Venue
- *Token of Appreciation* - Negotiated Procurement / Small Value Procurement
- *Team Building Activity Package* - Negotiated Procurement / Small Value Procurement
- *A4 Specialty Paper* - 52.1 B – Shopping
- *Tarpaulin (4 x 11 Feet)* - Negotiated Procurement / Small Value Procurement

These are all in accordance with the IRR of RA 9184

VI. GENERAL EVALUATION AND SELECTION CRITERIA

The project shall be awarded to the supplier with the lowest calculated and most responsive bid for the item specified in the project. Offers beyond the ABC shall automatically be disqualified. Suppliers who also fail to submit reproduced copies of their pertinent business documents (Mayor's Permit for the current year, BIR Form 2303, SEC / DTI Registration and PhilGEPS Certificate of Registration) and other documentary requirements as stated in the IRR shall also be disqualified from the bid.

Other criteria for evaluation unique to each item may appear in *III. Scope* of this terms of reference.



VII. PAYMENT TERMS

The Philippine Science High School – CALABARZON Region Campus will not provide advance payment to the qualified supplier. Payment shall be facilitated upon successful provision of the goods and services required from the supplier.

Prepared by:


JERALD ELGENE S. UNTALAN
Administrative Officer V

Certification of Availability of Funds:


DANICA G. CACAO
Administrative Officer IV
Budget Officer II


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer
FAD Chief

Approved by:


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