

ROUTING SLIP

Date: 26 SEP 2023

For/ To: MVF; DCC; AEA; MPP; RST; SPU

CE HIGH SCHOOL - CALABARZON REGION CAMPUS

- Subject: TOR/PR- Sculpting of the perpetual trophy
for Humanities week
- Action
 - Approval
 - Comment
 - Discuss with me
 - Endorsement
 - File
 - Give Status
 - Handle
 - Information
 - Initial / Clearance
 - Note & File
 - Note & Return
 - Prepare Draft / Reply
 - Review
- Other instructions (please specify):

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-536
DATE: 26 SEP 2023

Due Date:
From: JKF

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

RS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
c	TOR signed by	[Signature]	26 SEP 2023
for	MVF; to BMU	[Signature]	
	signed	[Signature]	9-28-23
	[Signature]	[Signature]	9/28/23
	[Signature]	[Signature]	9-19-23
	[Signature]	[Signature]	10/03/2023
	signed	[Signature]	10-03-2023
	Endorsed to	[Signature]	10/04/2023

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 - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: CID-2023-536
 DATE: 26 SEP 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
JKF	Sculpting of the Perpetual Trophy for Humanities Week	JOR signed by MVE; to BMU	<i>[Signature]</i>	26 SEP 2023
OCC AEA	-do-	signed ackd	<i>[Signature]</i>	9-28-23 9/28/23
MPP KF	-do-	signed ackd PR; RD N	<i>[Signature]</i>	9-19-23 10/03/2023
EEF	RFD -do-	prep'd & funded to JKF	<i>[Signature]</i>	10-03-2023
JKF	RFQ -do-	Endorsed to BAC for processing	<i>[Signature]</i>	10/04/2023

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:	Sitlo Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-10-162
Date :	OCTOBER 4, 2023

Project:

SCULPTING OF THE PERPETUAL TROPHY , TROPEYO NG HUMANIDADES, FOR LINGGO NG HUMANIDADES 2023

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TWENTY THOUSAND PESOS ONLY (Php20, 000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SCULPTING OF THE PERPETUAL TROPHY , TROPEYO NG HUMANIDADES, FOR LINGGO NG HUMANIDADES 2023

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:
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 October 4-7, 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/SEC Registration
 - d. BIR 2303 orOCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 7, 2023, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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

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		

Quotation No.:	2023 10 162
Date:	October 3, 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 _____ 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
<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
1	1	PIECE	TROPEYO NG HUMANIDADES		
			✓ MATERIAL: MAHOGANY WOOD		
			✓ HAS RUBBER FEET		
			✓ REFER TO THE ATTACHED SHEET FOR THE TROPHY'S DIMENSIONS, DETAILS AND DESIGN ELEMENTS		
TOTAL					

Delivery Term : ON OR BEFORE NOVEMBER 5, 2023

Delivery Time : _____

Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


EDSEL E. ESPINO
 PURCHASER

Telephone: **043-779-8320 local 803**

IMPORTANT

1. Prices must be typewritten in ink clearly.

2. If offering a substitute/equivalent, specify the brand and make.

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

Company Name : _____

Address : _____

Telephone nos. : _____

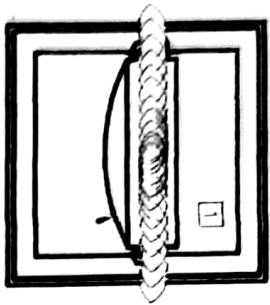
T.I.N. : _____

Email Address : _____



410
390

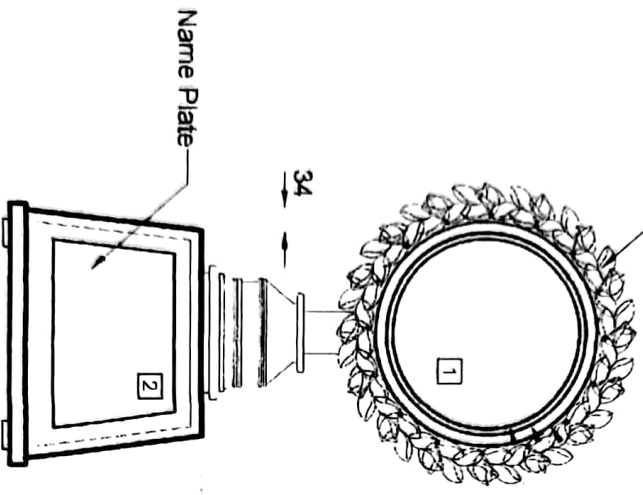
TOP VIEW



R332

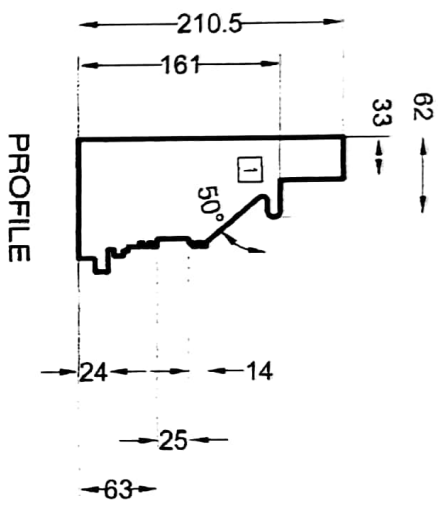
Ø350
Ø316
Ø296

Leaf and vine motif



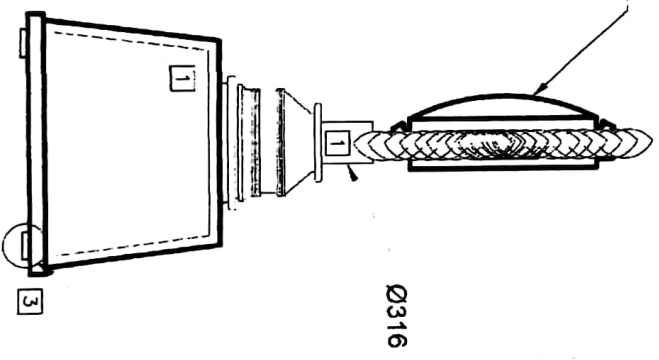
FRONT VIEW

34
300
461
749



PROFILE

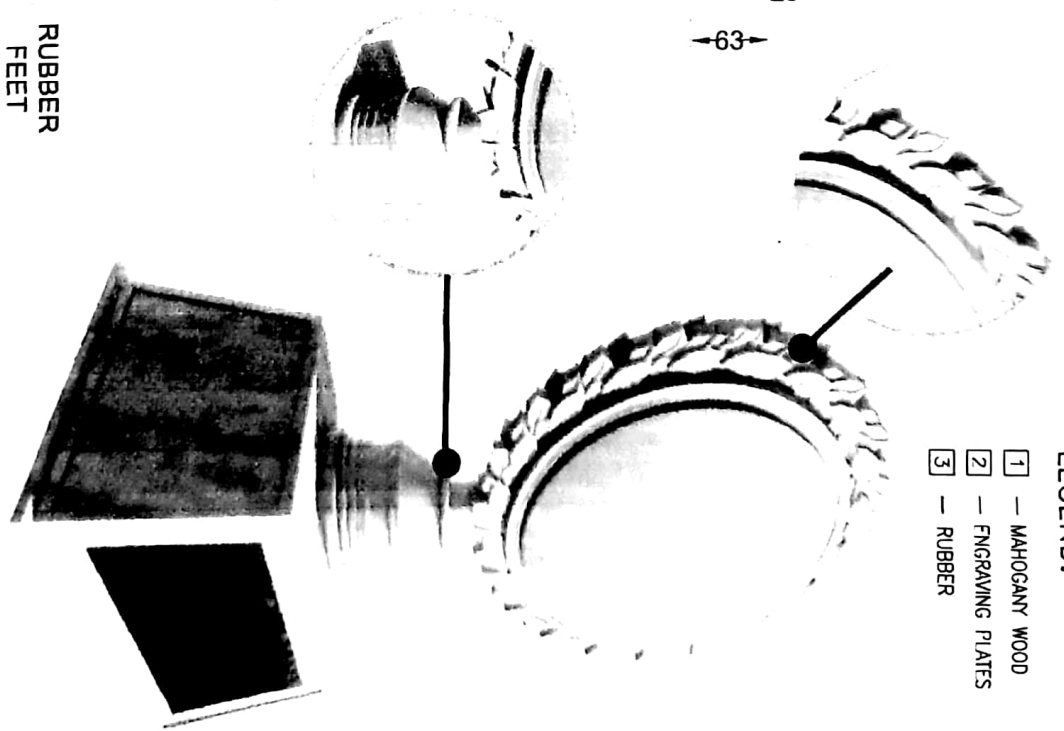
Convex shape



RIGHT SIDE VIEW

Ø316

RUBBER FEET



LEGEND:

- 1 - MAHOGANY WOOD
- 2 - ENGRAVING PLATES
- 3 - RUBBER

NOTE: ALL DIMENSIONS ARE IN MILLIMETERS

		DEPARTMENT OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION - CMAR-US FABRICATION LABORATORY		APPROVAL FORTENZA, JVK	DATE 09/18/2023
PERPETUAL TROPHY		PERPETUAL TROPHY		APPROVAL ROA/EV	DATE 09/18/2023
D.T. AS 1	S.M. 1	K.V. 0	J.H. 1		
MAIL TAGS MAHOGANY OR SIMILAR					

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID		PR No.: 2023-16-162		Date: October 3, 2023	
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Trophy ng Humanidades	1	₱20,000.00	₱20,000.00
		Material : Mahogany wood with Rubber Feet			
		Dimensions : (Please see attached design for reference)			

Purpose: To be given as a perpetual trophy during trophy ng Humanidades 2023

Signature: <small>PRINT NAME</small>	Requested by:	Approved by:
	JOHN VINCENT F. FORTEZA <i>Chairman, Trophy ng Humanidades 2023</i>	REX S. FORTEZA <i>Campus Director</i>



**TERMS OF REFERENCE FOR THE SCULPTING OF THE PERPETUAL TROPHY,
TROPEYO NG HUMANIDADES, FOR LINGGO NG HUMANIDADES 2023**

I. BACKGROUND OF THE PROJECT

Linggo ng Humanidades is an annual event that provides an opportunity to highlight the importance and relevance of the humanities in contemporary society. It aims to celebrate, promote, and advocate for the humanities while fostering intellectual curiosity, cultural appreciation, and community engagement. It also serves as a platform for interdisciplinary exploration and collaboration, inspires creativity, artistic expression, and innovation, fostering a deeper understanding of the interconnectedness of knowledge.

II. RATIONALE

This year's *Linggo ng Humanidades* on November 8-10, 2023 is an inter-batch competition where the six batches of students will compete with one another in all the major and minor events of the said celebration. The batch with the highest total points shall be declared "Pinakamahusay na Batch" and be awarded the perpetual trophy to be called *Tropeyo ng Humanidades*. This perpetual trophy will be used in the next years of celebrating *Linggo ng Humanidades*.

III. SCOPE

Tropeyo ng Humanidades shall have the following specifications:

Material: Mahogany Wood

With Rubber Feet

Dimensions: (Please see the attached blueprint for reference.)

IV. APPROVED BUDGET FOR THE CONTRACT

The budget for **THE SCULPTING OF THE PERPETUAL TROPHY, TROPEYO NG HUMANIDADES, FOR LINGGO NG HUMANIDADES 2023** is **TWENTY THOUSAND PESOS ONLY (Php20,000.00)**.

V. MODE OF PROCUREMENT

The mode of procurement shall be **NEGOTIATED PROCUREMENT-SMALL-VALUE PROCUREMENT** as per 2016 Revised Implementing Rules and Regulations of RA 9184. The quotation with the lowest quoted price, most responsive to the Terms of Reference, and complete documentary requirements shall be accepted.

VI. EVALUATION AND SELECTION OF CRITERIA

The bidder with the lowest calculated and most responsive price offer shall be declared the winning bidder.



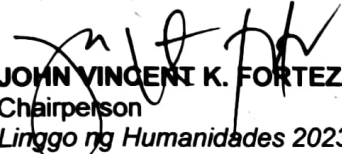
VII. PICK-UP PERIOD

The perpetual trophy shall be picked up on or before November 4 or 5, 2023.

VIII. PAYMENT SCHEME

PSHS-CALABARZONRC will not provide an advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the pick-up of the item.

Prepared by:


JOHN VINCENT K. FORTEZA
Chairperson
Linggo ng Humanidades 2023

Recommending Approval:


MABELLE V. FURTO
Chief, Curriculum and Instruction Division

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

10/5/23

Approved by:


REX S. FORTEZA
Campus Director