

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION	
<input type="checkbox"/> FAD	<input type="checkbox"/> SSD
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REFERENCE NO.: CID-2023-533

DATE: 26 SEP 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
QDM	TOR/PR- Flower Banquet for Humanities Week	TOR signed; to BMU	[Signature]	26 SEP 2023
DGC AEN	-do- do.	signed, signed	[Signature]	9-28-23 9/28/23
MPP	do	[Signature]	[Signature]	9-29-23
RIF	-do-	signed MR. B PR; R. D. P SKY	[Signature]	10/03/2023
EEE	RFR - do -	Prepared & finalized to WKF	[Signature]	10-04-2023
UICF	- do -	Forwarded to KLT	[Signature]	10-4-23

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.

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

SIR / MADAM:

Quotation No.: 2023 10 164
 Date: October 3, 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.

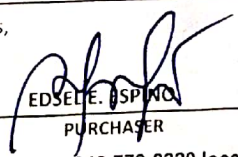
Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

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
PRICES MUST BE Tax (VAT) INCLUSIVE					
1	6	SETS	FLORAL BOUQUET		
			✓ EACH ARRANGEMENT MUST HAVE ROSES, LILIES AND GERBERAS		
			✓ COLOR PALETTE: WHITE, PINK AND BLUE		
			→ 1 (MALE)FLORAL BOUQUET AND 1 (FEMALE)FLORAL BOUQUET FOR THE WINNERS OF MR. AND MS. PISAY CALABARZON.		
			• EACH BOUQUET MUST HAVE AT LEAST 6 ROSES, 2 LILIES AND 3 GERBERAS IN IT		
			• THE FLOWERS, ADORNMENTS, ARTS AND CRAFT MATERIALS TO BE USED IN THE BOUQUET MUST BE IN WHITE, PINK AND BLUE		
			→ 1 (MALE)FLORAL BOUQUET AND 1 (FEMALE)FLORAL BOUQUET FOR THE 1ST RUNNERS-UP OF MR. AND MS. PISAY CALABARZON.		
			• EACH BOUQUET MUST HAVE AT LEAST 4 ROSES, 2 LILIES AND 2 GERBERAS IN IT		
			• THE FLOWERS, ADORNMENTS, ARTS AND CRAFT MATERIALS TO BE USED IN THE BOUQUET MUST BE IN WHITE, PINK AND BLUE		
			→ 1 (MALE)FLORAL BOUQUET AND 1 (FEMALE)FLORAL BOUQUET FOR THE 2ND RUNNERS-UP OF MR. AND MS. PISAY CALABARZON.		
			• EACH BOUQUET MUST HAVE AT LEAST 2 ROSES, 1 LILY AND 1 GERBERA IN IT		
			• THE FLOWERS, ADORNMENTS, ARTS AND CRAFT MATERIALS TO BE USED IN THE BOUQUET MUST BE IN WHITE, PINK AND BLUE		
			TOTAL		

Delivery Term : ON OR BEFORE NOVEMBER 09, 2023, AT ELEVEN O'CLOCK IN THE MORNING
 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

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.

Sample only (open for other designs)



Sample for the male floral bouquet



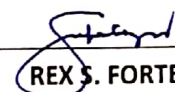
Sample for the female floral bouquet

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Office/Section : CID		PR No.: 2023-16-164	Fund Cluster: 1101101		
		Responsibility Center Code : 19-016-09-00014-02	Date: October 3, 2023 September 22, 2023		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Floral Bouquet	6	₱1,500.00	₱9,000.00
		Flower Variety: Roses, Lilies, and Gerberas			
		Color: White, Pink, and Blue			
		Quantity:			
		Mr. and Ms. Pisay: 6 roses, 2 lilies, 3 gerberas			
		1st Runner-Up: 4 roses; 2 lilies; 2 gerbera			
		2nd Runner-Up: 2 roses; 2 lily; 1 gerbera			
		EOO: November 9, 2023 11:00 Am			
					₱9,000.00

Purpose: For the Mr. and Ms. Pisay-CALABARZON as part of the celebration of the Humanities Week 2023

<p>Requested by:</p> <p>Signature : _____</p> <p>Printed Name : QUENNIE MARICED. MAGLASANG</p> <p>Designation : Special Science Teacher</p>	<p>Approved by:</p> <p style="text-align: center;">  REX S. FORTEZA CAMPUS DIRECTOR </p>
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TERMS OF REFERENCE FOR THE PURCHASE OF FLORAL BOUQUET FOR THE HUMANITIES WEEK 2023

I. BACKGROUND

The first ever Mr. and Ms. Pisay CALABARZON will be held on November 9, 2023, as part of the Humanities Week Celebration of the PSHS-CALABARZON Region Campus. In this event, 12 candidates (male and female) from each batch will battle for the crown of Mr. and Ms. Pisay CALABARZON.

II. RATIONALE

Humanities Week Celebration 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, and inspires creativity, artistic expression, and innovation, fostering a deeper understanding of the interconnectedness of knowledge.

III. SCOPE

The supplier must provide **6 pcs.** of **floral bouquets** with the following specifications:

- Flowers must-have varieties like roses, lilies, and gerberas in the shades of white, pink, and blue
- Quantity of flowers may vary according to the following awards:
 - Mr. and Ms. Pisay-CALABARZON (male and female)
 - 6 roses; 3 lilies; 3 gerberas
 - 1st Runner-Up (male and female)
 - 4 roses; 2 lilies; 2 gerberas
 - 2nd Runner-up (male and female)
 - 2 roses; 1 lily; 1 gerbera
- Expected delivery date: **November 9, 2023, 11:00 AM**

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of the sash is **Php 9,000.00.**

V. MODE OF PROCUREMENT

Small Value Procurement in accordance with 2016 Revised IRR of RA 9184

VI. EVALUATION AND SELECTION CRITERIA

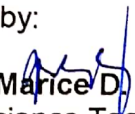
A proposal with the lowest quotation and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Business Permit
- PhilGeps Registration Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement
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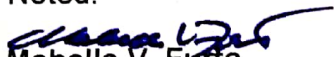
VII. PAYMENT SCHEME

The campus shall pay in full 30-45 calendar days after the product has been delivered.


Prepared by:

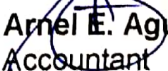

Quennie Marice D. Maglasang
Special Science Teacher

Noted:


Mabelle V. Furto
CID Chief

Certified Funds Available:

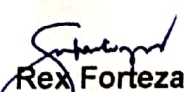

Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Rex Forteza
Campus Director