

ROUTING SLIP

Date: 26 SEP 2023

For To: MVF; DEC; AEA; NPP; RSF; SPU

CE HIGH SCHOOL - CALABARZON REGION CAMPUS

Subject: TOR Banners for Field Demo

Other instructions (please specify)

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-538
DATE: 26 SEP 2023

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From:

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

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
of	TOR signed by MVF; to BMU	[Signature]	26 SEP 2023
	signed	[Signature]	9.28.23
	[Signature]	[Signature]	9/28/23
	[Signature]	[Signature]	9-28-23
	signed TOR & PR; Ad to SPV	[Signature]	10/03/2023
FEE	RFR + - do - prep'd & funded prfrs to JLF	[Signature]	10-03-2023
JLF	- do - Forwarded to RSF for processing	[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 SYSTEM		REQUEST FOR QUOTATION FORM & NOTICE (GOODS)	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2023-10-159
Date :	October 4, 2023

Project: **BANNERS FOR FIELD DEMONSTRATION: COLLABORATION ACTIVITY OF PEHM (PHYSICAL EDUCATION, HEALTH AND MUSIC) AND SSVE (SOCIAL SCIENCE AND VALUES EDUCATION) UNITS FOR HUMANITIES WEEK 2023**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINE THOUSAND SIX HUNDRED PESOS ONLY (Php 9,600.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **BANNERS FOR FIELD DEMONSTRATION: COLLABORATION ACTIVITY OF PEHM (PHYSICAL EDUCATION, HEALTH AND MUSIC) AND SSVE (SOCIAL SCIENCE AND VALUES EDUCATION) UNITS FOR HUMANITIES WEEK 2023 OF PSHS-CALABARZON RC**

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:
 - 1.1 For the complete details of this project, please "ORDER" RFQ Form No. 2023-10-159 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Delivery and installation (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
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 5-9, 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 or SEC Registration
 - d. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 9, 2023, 3:00pm. 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 Ronnel S. Escalera, Member, BAC Secretariat.
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.: 2023-10-159
 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
PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY AND DELIVERY					
1	4	PIECES	"UNANG GANTIMPALA" BANNER WITH TASSEL		
2	4	PIECES	"IKALAWANG GANTIMPALA" BANNER WITH TASSEL		
3	4	PIECES	"IKATLONG GANTIMPALA" BANNER WITH TASSEL		
NOTE:					
✓ ALL BANNERS ARE MADE OF CLOTH WITH STRING HANDLES ON TWO SIDES					
✓ THE BANNER IS 27 INCHES (TALL) x 25 INCHES (WIDE)					
✓ BANNER DESIGN IS PRINTED DIRECTLY ON THE CLOTH					
✓ BORDERS OF THE UNANG GANTIMPALA BANNERS ARE OUTLINED IN GOLDEN YELLOW / GOLD AND ADORNED WITH A TASSEL OF THE SAME COLOR					
✓ BORDERS OF THE IKALAWANG GANTIMPALA BANNERS ARE OUTLINED IN GREY / SILVER AND ADORNED WITH A TASSEL OF THE SAME COLOR					
✓ BORDERS OF THE IKATLONG GANTIMPALA BANNERS ARE OUTLINED IN BROWN / BRONZE AND ADORNED WITH A TASSEL OF THE SAME COLOR					
✓ BANNER DESIGNS ARE ATTACHED FOR YOUR REFERENCE					
TOTAL					

Delivery Term : ON OR BEFORE NOVEMBER 7, 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,

**PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:**

EDSEL E. ESPINO
PURCHASER

Authorized Company
Representative :

Telephone: 043-779-8320 local 803

(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. : _____



Specification and Design

*The design is printed on a cloth banner with strings.

*The colors of the banner's outline and tassels should be the same. Unang Gantimpala has golden yellow outline, Ikalawang gantimpala has gray/ silver outline and Ikatlong Gantimpala has brown/ bronze outline.





Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q



PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : C10 PR No.: 2023-10-159 Date: October 3, 2023
Responsibility Center Code : 19-016-09-00014-02

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Banner	Banner with Tassels	12	800.00	9,600.00

Purpose: For the winners of Field Demonstration (Anniversary Week)

Requested by: KATRINA T. SAMBAND
Signature: _____
Designation : SST II

Approved by: REX S. FORTEZA
Signature: _____
Campus Director



TERMS OF REFERENCE for BANNERS for Field Demonstration: Collaboration Activity of PEHM (Physical Education, Health and Music) and SSVE (Social Science and Values Education) Units for HUMANITIES WEEK 2023 of the PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. BACKGROUND OF THE PROJECT

The Field Demonstration is a collaboration activity of PEHM (Physical Education, Health and Music) and SSVE (Social Science and Values Education) units. The objective of this activity is to showcase the festivals in the Philippines which are rich in culture. The diverse culture and interesting history of the festivals in the Philippines will be highlighted through dance moves and costumes.

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

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must be able to provide the listed materials needed for the Humanities Week Celebration following the described specifications (See Enclosure 1, page 3 of 6).

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **NINE THOUSAND SIX HUNDRED PESOS (Php 9, 600.00)**

V. MODE of PROCUREMENT

The mode of procurement shall be "Negotiated Procurement- Small Value Procurement".

VI. EVALUATION AND SELECTION OF CRITERIA

The supplier with the lowest calculated bid AND complete documents shall be accepted.

VII. PAYMENT SCHEDULE

The PSHS-CALABARZON RC will not provide advance payment nor pay a reservation fee. Full payment shall be made 30- 45 calendar days after the event.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Enclosure 1

**BANNERS NEEDED FOR THE FIELD DEMONSTRATION, HUMANITIES WEEK
CELEBRATION OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION
CAMPUS**

Qty	Unit	ITEM DESCRIPTION	Proposed unit price	Proposed total
12	pcs.	Banner for the winning batch, specifically: First place (4 sections) Second place (4 sections) Third place (4 sections)	Php 800.00	Php 9, 600.00

TOTAL: Php 9, 600.00

Page 2 of 6

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
Website: www.cbzrc.pshs.edu.ph

Tel. No.: (043) 724-6199
Fax No.: (043) 724-6199



Specification and Design

- *The design is printed on a cloth banner with strings.
- *The colors of the banner's outline and tassels should be the same. Unang Gantimpala has golden yellow outline, Ikalawang gantimpala has gray/ silver outline and Ikatlong Gantimpala has brown/ bronze outline.



27
inches

25 inches



LINGGO NG HUMANIDADES

FIELD DEMO

IKALAWANG GANTIMPALA


Page

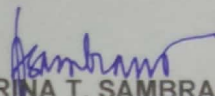




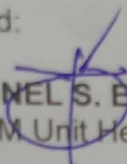
Certificate No.: SCP000420Q

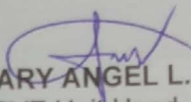
Prepared by:


JOMAR L. MOGOL
Special Science Teacher II
SSVE Unit

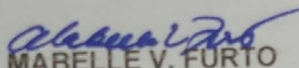

KATRINA T. SAMBRANO
Special Science Teacher II
SSVE Unit

Noted:



RONNEL S. ESCALERA
PEHM Unit Head

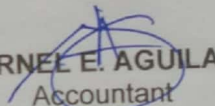

MARY ANGEL L. GAVINA
SSVE Unit Head

Recommending Approval:

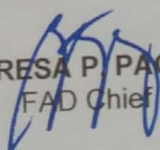

MABELLE V. FURTO
CID Chief

Certified Appropriate Funds Available:

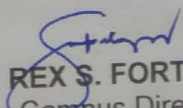

DANICA G. CACAO
Budget Officer


ARNEL E. AGULA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved by:


REX S. FORTEZA
Campus Director