

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-2023-531
 DATE: 26 SEP 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
QDM	TOR/PR - Crown for Annamities Week	TOR signed by MVE; to BMU	[Signature]	26 SEP 2023
DCC AEN	- do - - do -	Signed Cash-ed	[Signature]	9.28.23 9/28/23
MOP RIF	- do - - do -	signed for & PR; and no sru	[Signature]	9-29/23 10/03/2023
EEE	RFQ - do -	prepared & funded to JICF	[Signature]	10-04-2023
JICF	- do -	Forwarded to RSE	[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:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-10-165
Date:	October 4, 2023

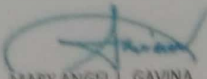
Project:

PURCHASE OF CROWN FOR THE HUMANITIES WEEK 2023

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **SIX THOUSAND PESOS ONLY (Php 6,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASE OF CROWN FOR THE HUMANITIES WEEK 2023 OF PSHS-CALABARZON REGION CAMPUS

TERMS OF REFERENCE:

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufacturers 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. 2023-10-165 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>.
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 5, 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 Ramel 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

SIR / MADAM:

Quotation No.:
Date :

2023-10-165
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
			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>		
1	3	PIECES	CROWN		
			✓ MATERIALS: COMBINATION OF METAL AND BLUE RHINESTONES		
			✓ COLOR SILVER AND BLUE		
			✓ 1 PIECE CROWN THAT'S 6 INCHES TALL		
			✓ 1 PIECE CROWN THAT'S 3 INCHES TALL		
			✓ 1 PIECE CROWN THAT'S 2 INCHES TALL		
			NOTE:		
			THE PICTURE IN THE ATTACHMENT IS JUST TO SHOW AN EXAMPLE		
			OF WHAT IS NEEDED. SUPPLIERS MAY OFFER OTHER DESIGNS IF		
			THEY WISH TO, THEY JUST NEED TO ATTACH A SAMPLE PICTURE		
			OF THE DESIGN THEY ARE OFFERING.		
			TOTAL		

Delivery Term : ON OR BEFORE OCTOBER 27, 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

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.





Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q



Sample only (open for other designs)

PURCHASE REQUEST

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

Fund Cluster: **1101101**


Office/Section : CID		PR No.: 2023-10-165	Date: October 3, 2022 September 22, 2023		
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Crown	3	₱2,000.00	₱6,000.00
		Material: Metal with Blue Rhinestones			
		Color: Silver and Blue			
		Height: 6 inches; 3 inches; 2 inches			
		EDD: October 27, 2023			
					₱6,000.00

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

Requested by:

Approved by:

Signature :

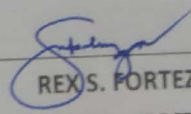


QUENNIE MARICE D. MAGLASANG

Printed Name :

Special Science Teacher

Designation :



REX S. FORTEZA
CAMPUS DIRECTOR



TERMS OF REFERENCE FOR THE PURCHASE OF CROWN 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 3 pcs. of crown with the following specifications:

- Material: Metal with Blue Rhinestones
- Color: Silver and Blue
- Size:
 - Height
 - 6 inches (Ms. Pisay-CALABARZON)
 - 3 inches (1st Runner-Up)
 - 2 inches (2nd Runner-Up)
- Expected delivery date: not later than October 27, 2023

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of the sash is Php 6,000.00.

V. MODE OF PROCUREMENT

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



VI. EVALUATION AND SELECTION CRITERIA

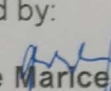
A proposal with the lowest quotation and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Business Permit
- PhilGeps Registration Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement
-


VII. PAYMENT SCHEME

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


Prepared by:

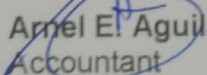

Quennie Marice D. Maglasang
Special Science Teacher

Noted:

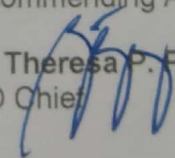

Mabelle V. Furto
CID Chief

Certified Funds Available:

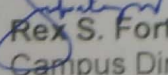

Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Rex S. Forteza
Campus Director



Certificate No.: SCP000420Q



Sample only (open for other designs)