

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.:	2023-10-176
Date	October 16, 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 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 SUPPLY AND DELIVERY		
1	1	LOT	NOURISHMENTS AND REFRESHMENTS* DURING THE CONDUCT OF THE SECOND SURVEILLANCE AUDIT OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS' QUALITY MANAGEMENT SYSTEM ON NOVEMBER 20 AND 21, 2023		
			* (SNACKS AND MEALS ARE PACKED, DRINKS ARE BOTTLED OR CANNED FRUIT OR CARBONATED DRINKS THAT ARE AT LEAST 350ML)		
			→ INCLUSIONS FOR NOVEMBER 20, 2023 : 15 SETS OF EACH		
			✓ AM SNACK: PASTA / NOODLES AND DRINKS		
			✓ LUNCH: RICE, VEGETABLE DISH, MAIN COURSE, DESSERT AND DRINKS		
			✓ PM SNACK: NOODLES / SANDWICH AND DRINKS		
			✓ DINNER: RICE, VEGETABLE DISH, MAIN COURSE, DESSERT AND DRINKS		
			→ INCLUSIONS FOR NOVEMBER 21, 2023 : 15 SETS OF EACH		
			✓ AM SNACK: PASTA / NOODLES AND DRINKS		
			✓ LUNCH: RICE, VEGETABLE DISH, MAIN COURSE, DESSERT AND DRINKS		
			✓ PM SNACK: NOODLES / SANDWICH AND DRINKS		
			✓ DINNER: RICE, VEGETABLE DISH, MAIN COURSE, DESSERT AND DRINKS		
			TOTAL		

Delivery Term : NOVEMBER 20 & 21, 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. : _____

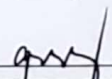
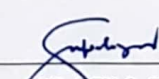
T.I.N. : _____



PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID QMS		PR No.: 2023-10-176	Date: October 17, 2023 October 13, 2023		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	The supplier must be able to provide the following meals for 15 pax on November 20, 2023: •AM Snacks (pasta/noodles and drinks) •Lunch (rice, 1 serving of vegetables, 1 main course, dessert, and drinks) •PM Snacks (noodles/sandwich and drinks) •Dinner (rice, 1 serving of vegetables, 1 main course, dessert, and drinks) *for the drinks, preferably bottled fruit juice or carbonated drinks; at least 350 mL; bottled or canned) *includes delivery	15	₱660.00	₱9,900.00
2	pax	The supplier must be able to provide the following meals for 15 pax on November 21, 2023: •AM Snacks (pasta/noodles and drinks) •Lunch (rice, 1 serving of vegetables, 1 main course, dessert, and drinks) •PM Snacks (noodles/sandwich and drinks) •Dinner (rice, 1 serving of vegetables, 1 main course, dessert, and drinks) *for the drinks, preferably bottled fruit juice or carbonated drinks; at least 350 mL; bottled or canned) *includes delivery	15	₱660.00	₱9,900.00
					₱19,800.00
Purpose: Surveillance Audit of PSHS-CALABARZONRC					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : QUENNIE MARICE D. MAGLASANG			MR. REX S. FORTEZA		
Designation : SST/Campus Document Controller			CAMPUS DIRECTOR		



TERMS OF REFERENCE

FOR THE PROCUREMENT OF MEALS FOR THE SURVEILLANCE AUDIT OF THE QUALITY MANAGEMENT SYSTEM OF THE PSHS-CALABARZON REGION CAMPUS

I. Background

On May 28, 2018, Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. In order to comply with this requirement, the campus shall need the services of a certifying body for a third-party audit certification.

II. Rationale

The campus is expected to obtain continuous certification of the ISO 9001:2015 to comply with Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 dated May 28, 2018.

III. Scope of Work and Job Specifications

The supplier must be able to provide the following meals for **15 pax** on November 20-21, 2023:

- AM Snacks (pasta/noodles and drinks)
- Lunch (rice, 1 serving of vegetables, 1 main course, dessert, and drinks)
- PM Snacks (noodles/sandwich and drinks)
- Dinner (rice, 1 serving of vegetables, 1 main course, dessert, and drinks)

*for the drinks, preferably bottled fruit juice or carbonated drinks; at least 350 mL; bottled or canned)

*includes delivery

IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is **Nineteen Thousand Eight Hundred Pesos (Php 19,800.00)** which shall include the above-mentioned scope of works.

V. Mode of Procurement

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



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VI. Evaluation and Selection Criteria

A proposal with the lowest quotation with complete documents shall be accepted.

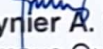
VII. Payment Scheme

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made within 30-45 calendar days after the services have been fully rendered.


Prepared by:


Quennie Marice D. Maglasang
Campus Document Controller

Noted:


Reynier A. Olivares
Campus Quality Management Representative

Certified Funds Available:


Danica G. Cacao
Budget Officer

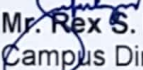

Arnel E. Aguila
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

10-16-23

Approved:


Mr. Rex S. Forteza
Campus Director

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.: 2023-10-176
Date : October 18, 2023

Project:

PROCUREMENT OF MEALS FOR THE SURVEILLANCE AUDIT OF THE QUALITY MANAGEMENT SYSTEM OF THE PSHS-CALABARZON REGION CAMPUS

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINETEEN THOUSAND EIGHT HUNDRED PESOS ONLY (Php19, 800.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MEALS FOR THE SURVEILLANCE AUDIT OF THE QUALITY MANAGEMENT SYSTEM OF THE PSHS-CALABARZON REGION CAMPUS**

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 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 18-23, 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 or OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 23, 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