

Date: \_\_\_\_\_

For/ To: 10/17/23  
MWF, DSC, AEA, MPP, RCF

ROUTING SLIP

HIGH SCHOOL - CALABARZON REGION CAMPUS

- Subject: \_\_\_\_\_
- Other instructions (please specify): \_\_\_\_\_
- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-605

DATE: Oct. 17, 2023

Due Date: \_\_\_\_\_

From: AHD

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

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
P-	Signed / forwarded	<i>Joriana</i>	10/17/23
eic	to DTRU		
gion	-		
	<u>Rish</u>	<i>[Signature]</i>	10/17/23
	signed	<i>[Signature]</i>	10/17/23
	MWH	<i>[Signature]</i>	10-17-23
	signed and fwd	<i>[Signature]</i>	10/18/2023
	to SPU		
<u>EEE</u>	- do - RFR	<i>[Signature]</i>	10-18-2023
	prepared & included	<i>[Signature]</i>	
	to BAC & Head	<i>[Signature]</i>	

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.

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2023-10-180
Date :	October 18, 2023

Project: **PURCHASE OF LEIS FOR THE 10TH FOUNDATION DAY PROGRAM OF PSHS CALABARZON REGION CAMPUS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **ONE THOUSAND FIVE HUNDRED PESOS ONLY (Php 1,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASE OF LEIS FOR THE 10TH FOUNDATION DAY PROGRAM OF 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 For the complete details of this project, please "ORDER" RFQ Form No. 2023-10-180 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 19-23, 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 or SEC Registration
  - d. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 23, 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](mailto: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

**SIR / MADAM:**

Quotation No.:	2023-10-180
Date:	October 18, 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 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.

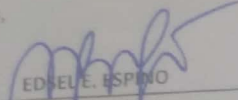
Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u> <u>SUPPLY AND DELIVERY</u>		
1	6	PIECES	LEI ✓ WITH ROYAL BLUE AND GOLD SLING ✓ LENGTH OF LANYARD IS 30" ✓ WIDTH OF LANYARD IS 3" ✓ WITH SCHOOL LOGO ON THE MEDALLION		
			TOTAL		

Delivery Term : AUGUST 29, 2023

Delivery Time : -

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

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

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. SCP0004200

**TERMS OF REFERENCE  
FOR THE PURCHASE OF LEIS FOR THE 10<sup>TH</sup> FOUNDATION DAY PROGRAM  
OF PSHS CALABARZON REGION CAMPUS**

**I. Background**

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with aim of preparing its students for STEM-related careers. This school year, PSHS CALABARZON Region Campus will hold its 10<sup>th</sup> Founding Anniversary celebration on November 7, 2023 with a program to be participated by the administration, faculty and staff, students and guests.

**II. Rationale**

To honor the guests of the program, handmade leis are given as a gesture of gratitude and welcome for their presence at the ceremony. The invited guests for the 10<sup>th</sup> Founding Anniversary program shall be given leis to wear during the ceremony.

**III. Scope and Specification**

The supplier must be able to provide six (6) pieces of leis for the program guests at least five (5) days before the Foundation Day (November 2, 2023) (Date of Event: November 7, 2023).

**IV. Approved Budget for Contract**

The approved budget for the provision of leis for the guests is Php 1,500.00.

Item	Quantity	Unit Cost	Total Costs
Lei	6 pcs	250.00	1500.00

**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.

**VI. Payment Scheme**

The PSHS-CALABARWON will not provide advance payment. Full payment shall be made within 30-45 days after delivery.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Prepared by:

*Abigail M. Ocampo*  
ABIGAIL M. OCAMPO  
Program and Invitation

Noted:

*Mabelle V. Furto*  
MABELLE V. FURTO  
CID Chief/Steering Committee Member

Certified Appropriate Funds Available:

*DG*  
DANICA G. CACAO  
Budget Officer

*Arnel E. Agula*  
ARNEL E. AGULA  
Accountant II

Recommending Approval:

*MA. THERESA P. PAGULAYAN*  
10/17/23  
MA. THERESA P. PAGULAYAN  
FAD Chief

Approved:

*Rex S. Forteza*  
10/18/23  
REX S. FORTEZA  
Campus Director

Type text here