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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 - CALABARZON REGION CAMPUS

#### DOCUMENT TRACKING FORM

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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.:** 

2023-10-163

Date

**OCTOBER 4, 2023** 

Project:

#### **PURCHASE OF SASH FOR THE 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 (Php9, 600.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASE OF SASH FOR THE HUMANITIES WEEK 2023

#### **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".
- iers 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 4-7, 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/SEC Registration
- d. BIR 2303 orOCR Number
- 5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on October 7, 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 ontract 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 / M	ADAM:				Quotation No.: Date :		2023-10-163 October 3, 2023
Ma	v we real	uest for quot	ation on materials enum	erated hereunder. If you are inte	erested and in a position to		
			glad to have your best pr	• • •			
Del	ivery with	hin	calendar days	upon receipt of approved Purch	ase Order (PO).		
In c	ase of fa	ilure to make	the full delivery/comple	tion within the time specified as (	offered/required, the Suppli	e .	
				ilty of one-tenth (1/10) of one per delivered/completed portion(s) o			
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Item#	QTY	UNIT		ITEM/DESCRIPTION	·	IIT COST	TOTAL COST
			PRICES M	UST BE Tax (VAT) INCLUSIV	<u>E</u>		
1	16	PIECES	SASH FOR THE WINNE	ERS OF MR. AND MS. PISAY - CAL	ABARZON		
			✓ MATERIAL: SATIN				
			✓ COLORS				
			→ BASE CLOTH:	ROYAL BLUE			
			→ TEXT: WHITE				
		-	-> PIPING: GOLD				
			✓ LENGTH x WIDT	H: 72 INCHES x 4 INCHES			
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Very tru	ly yours,		^		PRICES IN THE		
		~ ()	()		CERTIFIED TR	UE AND CO	DRRECT:
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Email Address

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/2022

**CS** CamScanner



## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS





Certificate No.: SCP000420Q



Sample only

Base Cloth Color: Royal Blue Text: White Piping: Gold

#### List of Awards:

- 1. Mr. Photogenic
- 2. Ms. Photogenic
- 3. Mr. People's Choice
- 4. Ms. People's Choice
- 5. Best in Theme Wear (male)
- 6. Best in Theme Wear (female)
- 7. Best in School Uniform (male)
- 8. Best in School Uniform (female)
- 9. Best in Formal Wear (male)
- 10. Best in Formal Wear (female)
- 11. Mr. Pisay-CALABARZON 2nd Runner-Up
- 12. Ms. Pisay-CALABARZON 2nd Runner-Up
- 13. Mr. Pisay-CALABARZON 1st Runner-Up
- 14. Ms. Pisay-CALABARZON 1st Runner-up
- 15. Mr. Pisay-CALABARZON
- 16. Ms. Pisay-CALABARZON

Page 3 of 3

Trunkline.: (043) 779-8320 Tel/Fax. No.: (043) 724-6199

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



## **PURCHASE REQUEST**

Office/Section :		PR No.: 2023 - 10 - 163		Date: October	2 2022		
CID		Responsibility Center Code: 19-016-09-0014	Date: 0 Chiber 3, 2023 -September 22, 2023				
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost		
1	pcs	Sash for Pageant	16	<b>₱</b> 600.00	<b>₱</b> 9,600.0		
		Material: Satin					
		Color: Royal Blue (base cloth); White (text); Gold (piping)					
		Width: 4 inches					
		Length: 72 inches/4 yards					
		EDD: October 77, 2023		-			
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					₱9,600.0		
Purpose: F	or the Mr. an	d Ms. Pisay-CALABARZON as part of the celebration of the	e Humaniti	es Week 2023			
_							
_							
	Reque	sted by:	App	roved by:			
Signature :	•	2.1.	••				
Printed Name :	OUFNNIE	MARICE D. MAGLASANG		REXIS. FORTEZA			
THILL INAMIC .	ZOLIAIAIE	MICHIES WI MINGERSONIES					





Certificate No.: SCP000420Q

## TERMS OF REFERENCE FOR THE PURCHASE OF SASH 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 16 pcs. of sash with the following specifications:

- Material: Satin
- Color: royal blue (base cloth), white (text), gold (piping)
- Size:
  - Width: 4 inches; Length: 72 inches/2yards
- 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 9,600.00.

#### V. MODE OF PROCUREMENT

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

Page 1 of 3

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## **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 and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive

- **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. Fdi CID Chief

Certified Funds Available:

Danica G. Cacao **Budget Officer** 

Recommending Approval:

agulayan Ma. The

Approved:

Website:

Campus Director

Page 2 of 3

Trunkline.: (043) 779-8320 Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Tel/Fax. No.: (043) 724-6199 www.cbzrc.pshs.edu.ph





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