

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.:	2023-11-193
Date :	November 14, 2023

Project: **PROCUREMENT OF MEALS FOR THE RESOURCE SPEAKERS FOR PALIHANG TCS X SNK**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINE THOUSAND SEVEN HUNDRED TEN PESOS ONLY (Php9, 710.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MEALS FOR THE RESOURCE SPEAKERS FOR PALIHANG TCS X SNK**

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 November 14-16, 2023 from 8:00am – 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 November 16, 2023, 5:00pm. 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 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

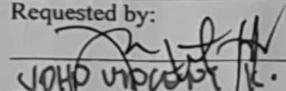
PURCHASE REQUEST

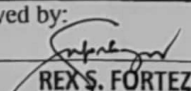
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : CID		PR No.: 2023-11-143	Date: November 14, 2023		
		Responsibility Center Code : 19-016-09-00014- 62			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	packs	PROCUREMENT OF MEAT FOR PALIHANG TCS + SHK	13	9,170 9,710	9,170 9,710
		NOV. 19 : Phase 1			
		- AM snacks (12 pax)			
		- PM snacks (12 pax)			
		- Breakfast meal (12 pax)			
		- Lunch (12 pax)			
		DEC. 3 : Phase 2			
		- AM snacks (1 pax)			
		- PM snacks (1 pax)			
		- Breakfast meal (1 pax)			
		- Lunch meal (1 pax)			
		Note: For snacks:			
		1 mineral water			
		1 serving of spaghetti or pancitanton			
		1 sandwich			
		For meals (breakfast and lunch)			
		1 rice			
		1 viand (chicken, pork or fish)			
		1 vegetable			
		1 dressing			
		2 mineral water			

Purpose: To be provided during Palihang TCS + SHK

Requested by: 
JOHN VICTOR R. FORTEZA
 Designation: CSV

Approved by: 
REX S. FORTEZA
 Campus Director



TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR THE RESOURCE SPEAKERS FOR PALIHANG TCS X SNK

I. BACKGROUND OF THE PROJECT

Palihang TCS and SnK 2023 is a two-day campus journalism training for the editors and staff of The CALABARZON Scholar and Siklab ng Katagalugan. The Day 1 is on November 19 (Phase 1: Individual Categories and Layout) and the Day 2 (Campus Paper Management and Production) is on December 3. This event aims to prepare the campus journalists for the upcoming schools press conferences. This year's theme is Ang Gampanin ng mga Pisay-CALABARZON Iskolar tungo sa Inklusibong Pamamahayag/The Role of Pisay-CALABARZON Scholars toward Inclusive Campus Journalism.

The objectives of this activity include the following:

- 1) To prepare our campus journalists who will potentially represent our school in the Division Schools Press Conference 2023, and hopefully, in the Regional Schools Press Conference in January 2024, and National School Press Conference in July 2024
- 2) To enrich the knowledge and hone the skills of our campus journalists by gaining inputs from reputable resources speakers from the academe and the industry in order to produce quality writeups that will constitute the campus papers to be issued this academic year

II. RATIONALE

Consistent with RA 7079 or the Campus Journalism Act, the PSHS CALABARZOBRC shall provide its campus journalists with opportunities to hone their talents and skills in writing by allowing them, among others, to join writing workshops and competitions. As this event will gather esteemed resources persons from the journalism industry and the academe, giving inputs about the different areas of campus journalism (i.e., news, editorial, feature, science, sports, copyreading and headline writing, photojournalism, cartooning, layout and page design, and campus paper management and production) is a task that requires these experts' energy, effort and time; hence, they shall be provided with meals and drinks for AM and PM snacks, breakfast (as some of them will stay overnight at Pisay-CALABARZON or travel as early as 4 AM to Batangas City on the day of the event) and lunch. The meals shall also include the two (2) school paper advisers who will organize the event.

III. SCOPE

For Day 1: November 19, 2023

There shall be **twelve (12) AM and twelve (12) PM snacks** which should include the following:

1 mineral water

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- 1 serving of spaghetti or pancit canton
- 1 sandwich

There shall be **twelve (12) packed meals with drinks for breakfast** to be served at 7 am, consisting of:

- 1 rice
- 1 viand (chicken, pork, or fish)
- 1 vegetable
- 1 dessert
- 1 bottle of mineral water

There shall be **twelve (12) packed meals with drinks for lunch** to be served at 11 am, consisting of:

- 1 rice
- 1 viand (chicken, pork, or fish)
- 1 vegetable
- 1 dessert
- 1 bottle of mineral water

For Day 2: December 3, 2023

There shall be **one (1) AM and one (1) PM snacks** which should include the following:

- 1 mineral water
- 1 serving of spaghetti or pancit canton
- 1 sandwich

There shall be **one (1) packed meal with drinks for breakfast** to be served at 7 am, consisting of:

- 1 rice
- 1 viand (chicken, pork, or fish)
- 1 vegetable
- 1 dessert
- 1 bottle of mineral water

There shall be **one (1) packed meal with drinks for lunch** to be served at 11 am, consisting of:

- 1 rice
- 1 viand (chicken, pork, or fish)
- 1 vegetable
- 1 dessert
- 1 bottle of mineral water



IV. APPROVED BUDGET FOR THE CONTRACT

The budget for the meals is **NINE THOUSAND SEVEN HUNDRED TEN PESOS ONLY (P9,710.00)**.

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. The quotation with the lowest quoted price, most responsive to the Terms of Reference, and complete documentary requirements shall be accepted.

VI. EVALUATION AND SELECTION OF CRITERIA

The bidder with the lowest calculated and most responsive price offer and bidding documents shall be declared the winning bidder.

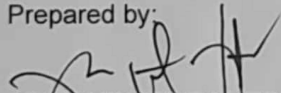
VII. DELIVERY PERIOD

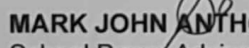
The delivery period for the first set of meals (for 12 pax) is on November 19, and for the remaining (1 pax) is on December 3.

VIII. PAYMENT SCHEME

PSHS-CALABARZONRC will not provide an advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the delivery of the item.

Prepared by:


JOHN VINCENT K. FORTEZA
School Paper Adviser
The CALABARZON Scholar


MARK JOHN ANTHONY C. REVADULLA
School Paper Adviser
Siklab ng Katagalugan

Recommending Approval:


MABELLE V. FURTO
Chief, Curriculum and Instruction Division