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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.: Date : 2023-11-193 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:

 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.

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

a. Bit 2505 biock Humber

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.

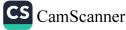
6. Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to John Vincent K. Forteza, BAC Secretariat Chairperson.

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.



PSHS-00-F-PRU-06-Ver02-Rev01-03/05/20



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTA	TION FORM & NOTICE
(GO	ODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR / MADAM:

Quotation No. Date

November 14, 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 Suppli-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	PACKED SNACKS AND MEALS FOR THE RESOURCE SPEAKERS FOR				
1000			PALIHANG TCS X SNK				
			→ PACKED AM AND PM SNACKS				
			1 SERVING OF PASTA / PANCIT, 1 SERVING SANDWICH AND				
			1 BOTTLE MINERAL WATER				
			→ PACKED BREAKFAST AND LUNCH MEALS				
			1 SERVING OF RICE, 1 SERVING VIAND (CHICKEN, PORK OR				
			FISH), 1 SERVING VEGETABLE, 1 SERVING DESSERT AND 1				
			BOTTLE MINERAL WATER				
			TO BE SERVED ON NOVEMBER 19, 2023 (PHASE 1)				
			✓ 12 SETS BREAKFAST				
			✓ 12 SETS AM SNACK				
			✓ 12 SETS LUNCH				
			✓ 12 SETS PM SNACK				
1000			TO BE SERVED ON DECEMBER 03, 2023 (PHASE 2)				
			✓ 1 SET BREAKFAST				
			✓ 1 SET AM SNACK				
			✓ 1 SET LUNCH				
			✓ 1 SET PM SNACK				
_							
			And the second	_			
			TOTAL				
Deliver	v Term	: NOV	EMBER 19 AND DECEMBER 03, 2023				
Deliver	y Time	: <u>-</u>					
Paymer	nt Tern		HIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURE	D GOOD/S AND/OR S	SERVICE/S		
Very trul	v vours.		PRICES	S IN THE ABOVE OF	FER ARE		

Very truly yours

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.

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

Authorized Company Representative :

Company Name : Address :

Telephone nos. : T.I.N. : CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)



Appendix 60

PURCHASE REQUEST

Office/Section :		PR No.: 2023 - 11 - 193		Date:	
CID		Responsibility Center Code : 19-016-09-00014- 62		November	14,2023
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	gacks	Procurement of meals pr Palihany	13	9,190	9,170
1	1	7(5+ J)K		9,70 fr	9,710 1
					/
		Norv. 19: Phase 1			
		- AM mader (12 pap)			
		- pm macks (12 pap) - Break (pst meal (12 pap)			
		- Break (pst meal (12 pap)			
		- unch (12 page)			
	the second	DEC. 3 : phase 2			
		- AM mack (1 Pax)			
		- AM mack (1 pax) - pm mades (1 pax)			
		- Breakfast meal (1 pap)			
	N.	- Breakfast meal (1 pap) - Lunch Meal (1 pap)			
		Note: For macks:			
		2 mineral water			
		1 serving of spaghetti ur purciticanton			
		1 randwhich			
		For meals (breakfast end winch)			
		1 rice	M. CL.S		
		1 viand (chicken, park or fich)			
		2 reactable			
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Republic of the Philippines **DEPARTMENT OF SCIENCE AND TECHNOLOGY** PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



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 journalusts 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

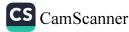
For Day 1: November 19, 2023

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

1 mineral water

Page 1 of 4

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





Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No: SCP0004200

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

Page 2 of 4

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Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

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 Raper Adviser The CALABARZON Scholar

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

Recommending Approval:

ala Va MABELLE V. FURTO

Chief, Curriculum and Instruction Division

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph Page 3 of 4

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

