

ROUTING SLIP

HIGH SCHOOL - CALABARZON REGION CAMPUS

Date: 10/20/23

For/ To: MVP, DGC, AEA, MPP, RSP

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-2023-626
DATE: Oct. 20, 2023

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
me	signed/forwarded	<i>[Signature]</i>	10/20/23
re	to DMU		
th			
ration			
IRC			
	signed	<i>[Signature]</i>	10/23/23
	<i>[Signature]</i>	<i>[Signature]</i>	10/27/23
	<i>[Signature]</i>	<i>[Signature]</i>	10-23-23
	signed and	<i>[Signature]</i>	10/28/2023
	PR; fwd to dm		
LPA	- do - returned to end-user for SAPP	<i>[Signature]</i>	10/22/23
CID	-do- SAPP	for <i>[Signature]</i>	10/25/2023
DGC	SAPP	<i>[Signature]</i>	10/25/23
MPP	SAPP	<i>[Signature]</i>	10/26/23
RSP c/o MVP	-do-	<i>[Signature]</i>	10/27/2023
EEE	-do- + RTR Prepared & forwarded to UKF	<i>[Signature]</i>	10-27-2023

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.:	2023-10-185
Date :	October 27, 2023

Project: **RENTING OF EVAPORATIVE AIRCOOLERS 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 **FORTY THOUSAND PESOS ONLY (Php 40,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **RENTING OF EVAPORATIVE AIRCOOLERS 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. 2023-10-185 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 31-Nov.6, 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 November 06, 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 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

Quotation No.: 2023-10-185
 Date: October 27, 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.

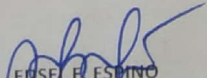
Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

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					
RENTAL					
1	16	UNITS	EVAPORATIVE AIR COOLER (AT LEAST 320WATTS) TO BE RENTED ON THE FOLLOWING DATES:		
			✓ NOVEMBER 08, 2023, FROM 7:00AM TO 9:00AM, AND		
			✓ NOVEMBER 09, 2023, FROM 8:00AM TO 5:00PM		
NOTE: RENTED UNITS MUST BE AVAILABLE AT THE VENUE TWO (2) HOURS BEFORE AND TWO (2) HOURS AFTER EVERY USE.					
TOTAL					

Delivery Term : NOVEMBER 08 & 09, 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 B. 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.





for attachments:
PL: AP/PPMP



TERMS OF REFERENCE FOR THE RENTING OF EVAPORATIVE AIR COOLERS FOR THE 10th FOUNDATION DAY CELEBRATION OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. BACKGROUND OF THE PROJECT

This year's Foundation Day Celebration is a milestone activity that marks our Campus's first decade of illustrious existence. It is the occasion where we commemorate our past, and envision the future that lies ahead. Considered as an event to cherish, it is imperative that all attendees should be made as comfortable as possible, considering the sweltering heat that characterizes Philippine summers.

II. RATIONALE

Since the IATF recommends an alfresco setting for all in-person gatherings, it is planned that the 10th Foundation Day Celebration will be held at the PSHS Gymnasium. Considering the time and climate, the heat will make that program rather uncomfortable for all attendees concerned.

It is therefore planned by the committee that evaporative air coolers will be rented by the school for the said occasion, as they prove to be the most cost-effective way to cool down an indoor venue like this.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must be able to provide and deliver the listed materials needed for the 10th Foundation Day Celebration following the described specifications:

Qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
16	units	Evaporative Air Coolers 320 watts	2,500.00	40,000.00
TOTAL				Php 40,000.00

Dates: November 8, 2023: 7:00-9:00 AM

November 9, 2023: 8:00 AM- 5:00 PM



IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the rent of the Air Coolers is FORTY THOUSAND PESOS ONLY (Php. 40,000.00).

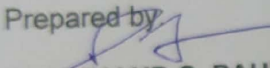
V. EVALUATION AND SELECTION OF CRITERIA

Proposal with the lowest quotation with complete documents shall be accepted.

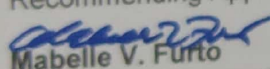
VI. PAYMENT SCHEDULE

Payment for the RENTED AIR COOLERS shall be made 30-45 calendar days from the day the said service is properly implemented according to the scope of work and specifications of the procuring entity. The PSHS-CALABARZONRC will not provide advance payment.

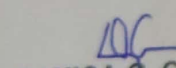
Prepared by:



FERDINAND S. PAUNIL
Committee Member

Recommending Approval by:

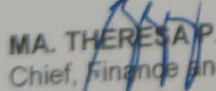

Mabelle V. Furto
Chief, Curriculum and Instruction Division

Certified funds available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Approved by:


REX S. FORTEZA
Campus Director