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| 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 | | |

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|----------------|------------------|
| Quotation No.: | 2023-10-184 |
| Date : | October 26, 2023 |

Project: **PURCHASE OF POLO SHIRTS FOR THE 10TH FOUNDING ANIVERSARY CELEBRATION OF PSHS-CALABARZONRC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-FOUR THOUSAND FIVE HUNDRED (Php 64, 500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF POLO SHIRTS FOR THE 10TH FOUNDING ANIVERSARY CELEBRATION OF PSHS-CALABARZONRC**

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. 2023-10-184 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Supply and delivery (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 29-Nov. 1, 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
 - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on November 1, 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 Sarha A. Bautista, BAC Secretariat Member
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.

NAME OF COMPANY:

REPRESENTATIVE:

MOBILE NUMBERS:

EMAIL ADDRESS:


 MARY ANGEL L. GAVINA
 BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL
CAMPUS.

ROUTING SLIP

Date:

10/19/23

For/ To:

MVF, DGC, AEA, MP P, RSF

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

Due Date:

From:

JOA

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

| | |
|---|-------------------------------|
| DIVISION | |
| <input checked="" type="checkbox"/> FAD | <input type="checkbox"/> SSD |
| <input type="checkbox"/> CID | <input type="checkbox"/> OCD |
| | <input type="checkbox"/> QMSO |

REFERENCE NO.: CID-2023-623
 DATE: Oct. 19, 2023

| FROM/TO | PARTICULARS | ACTION/S TAKEN | SIGNATURE | DATE (mm/dd/yy) |
|---------|---|--|--------------------|--------------------|
| JDA | TDR for the purchase of Polo shirt for the 10th Founding Anniversary Celebration of PSHS-CALABARZONRC | signed/forwarded to BIMU | <i>[Signature]</i> | 10/19/23 |
| Ash | - do - | Sign | <i>[Signature]</i> | 10/19/20 |
| MPP | - do - | Sign | <i>[Signature]</i> | 10-20-23 |
| RSF | - do - | signed FOR; and to SP4 | <i>[Signature]</i> | 10/20/2023 |
| LFR | - do - | returned to end-user for PR & SAPP, PPMP | <i>[Signature]</i> | 10/20/2023 |
| CID | - do - | SAPP/PPMP attached | <i>[Signature]</i> | 10/26/23 |
| REE | - do + RFR | prepared & forwarded to UKF | <i>[Signature]</i> | 10-27-2023 |
| GAB | - do + RFR Notice | Received. | <i>[Signature]</i> | 10-28-2023 |
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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)**

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

SIR / MADAM:

| | |
|----------------|------------------|
| Quotation No.: | 2023 10 184 |
| Date: | October 26, 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 20 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 SUPPLY AND DELIVERY | | | | | |
| 1 | 129 | PIECES | POLO SHIRT FOR THE CELEBRATION OF THE 10TH FOUNDING ANNIVERSARY OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS ✓ CUSTOMIZED (see attachment for the design) ✓ CLOTH: PIQUE ✓ COLORS: LIGHT BLUE AND WHITE ✓ DESIGN ELEMENTS: RUBBERIZED SCREEN PRINT, VINYL PRINTS OR COMBINATION OF THE TWO ✓ DESIGN TEMPLATES: TO BE PROVIDED BY THE PROCURING ENTITY TO THE WINNING PROVIDER ✓ SIZES: TO BE PROVIDED BY THE PROCURING ENTITY TO THE WINNING PROVIDER | | |
| TOTAL | | | | | |

Delivery Term : WITHIN 20 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER AND THE TRANSMITTAL OF THE BREAKDOWN OF ORDERS BASED ON SIZE
 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

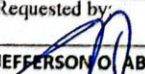
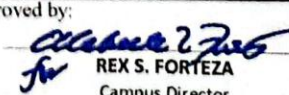
PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

Authorized Company Representative : _____
 (Signature Over Printed Name)

IMPORTANT
 1. Prices must be typewritten in ink clearly.
 2. If offering a substitute/equivalent, specify the brand and make.

Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

PURCHASE REQUEST

| Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS | | | Fund Cluster: 1101101 | | |
|---|------|---|---|-------------------------------|------------|
| Office/Section : CID | | PR No.: 2023-10-184 | | Date: October 26, 2023 | |
| | | Responsibility Center Code : 19-016-09-00014- 02 | | August 14, 2023 | |
| Stock / Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| 1 | pcs | -POLO SHIRT (FOUNDATION DAY) | 129 | 500.00 | 64,500.00 |
| | | -Cloth: Pique | | | - |
| | | -Customized with the attached design | | | - |
| | | -Color: Light Blue and white | | | - |
| | | -Sizes may vary | | | - |
| | | -Expected delivery: No later than November 3, 2023 | | | - |
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| | | | | | 64,500.00 |
| Will serve as memorabilia for celebration of the 10th founding anniversary of PSHS-CALABARZON | | | | | |
| Requested by: | | | Approved by: | | |
| Signature : | |  | Signature:  | | |
| Printed Name : | | JEFFERSON O. ABARETA | REX S. FORTEZA | | |
| Designation : | | Special Science Teacher II | Campus Director | | |



**TERMS OF REFERENCE FOR THE FOR THE PURCHASE OF
POLO SHIRTS FOR THE 10TH FOUNDING ANNIVERSARY CELEBRATION OF PSHS-
CALABARZON REGION CAMPUS**

I. BACKGROUND

The Foundation Day Celebration is an annual activity of the Philippine Science High School CALABARZON Region Campus to remember and celebrate the founding anniversary of the campus: The Foundation Day Program, which coincides with the observance of the Humanities Week, commences the week-long celebration. Various activities, performances, and subprograms participated in by students, staff, administrators, alumni, and guests are incorporated into the said program.

II. RATIONALE

The Founding Anniversary Celebration of the Philippine Science High School CALABARZON Region Campus seeks to recognize and highlight the significance of the creation of the campus to the life of the scholars, faculty, and staff and administrators. This year, being the 10th year of the campus, marks a milestone in its history. The program and other related activities also promote awareness and appreciation of the history of the campus, foster social interaction and showcase of talents among scholars, and encourage camaraderie and cooperation among various stakeholders.

III. SCOPE

The supplier must provide **129 pcs.** of **polo shirts** with the following specifications:

- Cloth: Pique
- Customized with the attached design (see attached file)
- Color: Light Blue and White
- Sizes may vary
- Expected delivery date: **no later than November 3, 2023**

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of polo shirts is **Php 64,500.00**.

V. Mode of Procurement

The mode of procurement shall be "Negotiated Procurement – Small Value Procurement".

VI. EVALUATION AND SELECTION CRITERIA

A proposal with the lowest quotation with complete documents shall be accepted.



Certificate No.: SCP000420Q

VII. PAYMENT SCHEME

The campus shall pay in full 30-45 calendar days after the delivery of items.

Prepared by:

[Signature]
JEFFERSON O. ABARETA
 Special Science Teacher II
 PSHS 10th Foundation Week Physical Arrangement Committee Member

Recommending Approval:

[Signature]
MABELLE V. FURTO
 CID Chief

Certified funds available:

[Signature] *[Signature]*
ARNEL E. AGUILA / DANICA G. CACAO
 Accountant/Budget Officer

Recommending Approval:

[Signature]
MA. THERESA P. PAGULAYAN
 FAD Chief

Approved by:

[Signature]
DIR. REX S. FORTEZA
 Campus Director

Enclosure 1 Polo shirt design



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

