

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.:	2023-07-120
Date :	July 21, 2023

Project: **FOR THE ACCOMODATION OF THE RESOURCE SPEAKER FROM AUG. 8-9, 2023**

The **PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - CALABARZON REGION CAMPUS (PSHS-CBZRC)** intends to apply the sum of **FOUR THOUSAND FOUR HUNDRED PESOS ONLY (Php4,400.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE ACCOMODATION OF THE RESOURCE SPEAKER FROM AUG. 8-9, 2023.**

TERMS OF REFERENCE:

1. The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified lessors to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:
 - 1.1 The venue to be rented by the Procuring Entity shall be within Batangas City as stated in the attached TOR.
2. Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
3. Interested lessors 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; 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:

For Government Lessor

 - a. 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.)

For Private Lessor

 - 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 Price Quotation) is on July 31, 2023, 3:00pm. Lessors 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 Kendra L. Inumerable, BAC Secretariat Member.
7. The winning lessor 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 lessor or lessors.

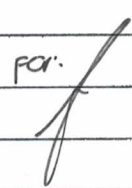

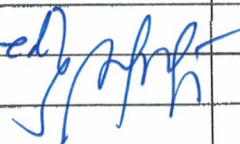

 MARY ANGEL L. GAVINA
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION
 FAD SSD
 CID OCD
 QMSO

REFERENCE NO.: HRU-2023-094
 DATE: July 20, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
HRU	PR for the services needed in the conduct of in-service training 2023 - Accommodation of Resource Speaker	forwarded to OCD	For: 	July 20, 2023
MVF (OIC)	- do -	signed and added to sign	Ar: 	20 July 2023
REE	- do - + RTR	prepped if needed to LTR		07-21-2023

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:	Barangay Sampaga West, Batangas City

Quotation No.:	2023-07-120
Date :	July 21, 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
			<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>		
1	1	LOT	ACCOMMODATION FOR THE IN-SERVICE TRAINING RESOURCE SPEAKER FROM AUGUST 8-9, 2023		
			✓ SINGLE-OCCUPANCY ROOM ON THE SAID DATES		
			✓ WITH 24/7 SECURITY TO ENSURE SAFE AND SECURED PREMISES		
			✓ IN CLOSE PROXIMITY TO THE CAMPUS TO AVOID MORNING TRAFFIC RUSH AND LESSEN TRAVEL TIME FROM THE ACCOMMODATION TO THE VENUE		
			TOTAL		

Delivery Term : AUGUST 8-9, 2023
 Delivery Time : -
 Payment Term : -

Very truly yours,

EDSEL E. 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)

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.


PURCHASE REQUEST

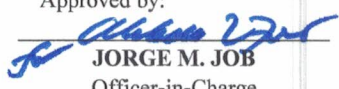
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD		PR No.: <u>2023-07-120</u>	Date: June 30, 2023 <u>July 21, 2023</u>		
		Responsibility Center Code : 19-016-09-00014- <u>04</u>			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Accommodation for the Resource Speaker from August 8-9, 2023	1	4,400.00	4,400.00
		-Single occupancy room from August 8-9, 2023			
		-With 24/7 security to ensure safe and secure premises			
		-Proximity to avoid morning traffic rush and lessen travel time from accommodation to the school			
		~Nothing follows~			
TOTAL					4,400.00

Purpose: Purchase request for the services needed in the conduct of In-Service Training with the theme "Sustaining Efficiency: Creating a Well-Rounded Workforce" on August 8-11, 2023 at PSHS - CALABARZON RC, Sitio Sampaga West, Barangay Sampaga, Batangas City

Requested by: 
Signature : _____
Printed Name : **JERALD ELGENE S. UNTALAN**
Designation : Administrative Officer V

Approved by: 
Signature : _____
JORGE M. JOB
Officer-in-Charge



**TERMS OF REFERENCE
FOR THE GOODS AND SERVICES NEEDED IN THE CONDUCT OF IN-SERVICE
TRAINING 2023**

I. BACKGROUND

The Philippine Science High School – CALABARZON Region Campus is dedicated in nurturing and developing the scientific, technological, and mathematical skills of exceptionally talented Filipino students. It is also renowned for its commitment to academic excellence and research. As an institution that values continuous improvement and professional growth, the PSHS – CALABARZON RC recognizes the importance of providing annual in-service training to its faculty and staff. It aims to enhance the employee's knowledge, skills, and pedagogical approaches, ensuring that they remain at the forefront of educational advancements and best practices. In-Service Training 2023 is set to be held on August 8-11, 2023 at Philippine Science High School – CALABARZON Region Campus, Sitio Sampaga West, Barangay Sampaga Batangas City.

II. RATIONALE

The theme for this year's InSeT is *“Sustaining Efficiency: Creating a Well-Rounded Workforce”*. It stems for the institution's pursuit of excellence and its desire to foster culture of continuous improvement. By focusing on efficiency, holistic development, adaptability, collaboration, and continuous professional growth, the training program such as *ISO Awareness Training, Training on Fire Safety and Emergency Procedures, Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Leave Benefits for Non-Teaching Government Personnel and Equivalent Benefits for Teachers, Nurturing Responsible Use of Artificial Intelligence (AI) Among Students, Business Writing: Clarity and Style in Creating Stronger Written Communication, Stress Management Training, and Team Building Activity* aims to equip the faculty and staff with the necessary skills and knowledge to create an engaging, efficient, and well-rounded learning environment for the students of PSHS – CALABARZON Region Campus.

III. SCOPE

The supplier must provide the following:

- **1 LOT OF FOOD, BEVERAGE AND NOURISHMENT ON AUGUST 8-11, 2023**
 - 130 set meals for Breakfast, AM Snacks, Lunch, and PM Snacks for four (4) days
 - Breakfast must consist of:
 - 2 Viands (1 Pork/Beef and 1 Chicken/Fish)
 - Any egg dish
 - Soup
 - Fried rice
 - Any fruits
 - AM Snacks must consist of:
 - 1 Pasta dish
 - 1 Juice/Soda
 - Lunch must of consist of
 - 2 Viands (1 Pork/Beef and 1 Chicken/Fish)



- Vegetable dish
- Rice
- Dessert
- Juice/Soda
- PM Snacks
 - Hearty serving of sandwiches
 - Juice/Soda

**AM and PM Snacks should be packed*

**Breakfast and Lunch should be on assisted buffet*

**Free-flowing coffee should be served all day*

- **1 LOT OF ACCOMMODATION FOR THE RESOURCE SPEAKER FROM AUGUST 8-9, 2023**
 - Single occupancy room from August 8-9, 2023
 - With 24/7 security to ensure safe and secure premises
 - Proximity to avoid morning traffic rush and lessen travel time from accommodation to the school
- **7 PIECES OF TOKEN OF APPRECIATION FOR THE RESOURCE SPEAKERS**
 - Taal Balisong No. 29 with Frame and Personalized Name Plate
- **1 LOT OF TEAM BUILDING ACTIVITY PACKAGE ON AUGUST 11, 2023**
 - Good for 125 participants
 - With Facilitators
 - With Customized Program of Activities for one (1) day
 - With Set Up of Activity Materials

**The activity must be conducted inside the campus premises of PSHS – CALABARZON RC*

**Complete proposal must be submitted together with the price quotation*

**Contract shall be awarded to the proposal with the most offered value based on number of facilitators, number and quality of activities to be conducted in relation to the purpose of the team building*

**No down payment shall be made*

**Payment will either be in form of check or bank transfer*

**Transportation of the facilitators will not be shouldered by the procuring entity*

- **20 PACKS OF A4 SPECIALTY PAPER TO BE USED FOR THE ISSUANCE OF CERTIFICATE OF PARTICIPATION TO THE IN-SERVICE TRAINING 2023 PARTICIPANTS**
- **1 PIECE OF 4 x 11 FEET OF TARPULIN TO SERVE AS EVENT BANNER FOR THE IN-SERVICE TRAINING 2023**



IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is Four Hundred Eight Thousand One Hundred Eighty Pesos ONLY (Php 408,180.00), details as follows:

ITEMS	TOTAL
1 Lot of Food, Beverage and Nourishment on August 8-11, 2023	343,200.00
1 Lot of Accommodation for the Resource Speaker from August 8-9, 2023	4,400.00
7 Pieces of Token of Appreciation for the Resource Speakers	9,100.00
1 Lot of Team Building Activity Package on August 11, 2023	50,000.00
20 Packs of A4 Specialty Paper to be used for the Issuance of Certificate of Participation to the In-Service Training 2023 Participants	600.00
1 Piece of 4 x 11 Feet of Tarpaulin to Serve as Event Banner for the In-Service Training 2023	880.00
TOTAL	<u>408,180.00</u>

V. MODE OF PROCUREMENT

The procurement mode to be used in the item shall be as follows:

- *Food* - Negotiated Procurement / Small Value Procurement
- *Accommodation* - Lease of Venue
- *Token of Appreciation* - Negotiated Procurement / Small Value Procurement
- *Team Building Activity Package* - Negotiated Procurement / Small Value Procurement
- *A4 Specialty Paper* - 52.1 B – Shopping
- *Tarpaulin (4 x 11 Feet)* - Negotiated Procurement / Small Value Procurement

These are all in accordance with the IRR of RA 9184

VI. GENERAL EVALUATION AND SELECTION CRITERIA

The project shall be awarded to the supplier with the lowest calculated and most responsive bid for the item specified in the project. Offers beyond the ABC shall automatically be disqualified. Suppliers who also fail to submit reproduced copies of their pertinent business documents (Mayor's Permit for the current year, BIR Form 2303, SEC / DTI Registration and PhilGEPS Certificate of Registration) and other documentary requirements as stated in the IRR shall also be disqualified from the bid.

Other criteria for evaluation unique to each item may appear in *III*. *Scope* of this terms of reference.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q


VII. PAYMENT TERMS

The Philippine Science High School – CALABARZON Region Campus will not provide advance payment to the qualified supplier. Payment shall be facilitated upon successful provision of the goods and services required from the supplier.

Prepared by:


JERALD ELGENE S. UNTALAN
Administrative Officer V

Certification of Availability of Funds:



DANICA G. CACAO
Administrative Officer IV
Budget Officer II


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer
FAD Chief

Approved by:


JOSE M. ANDAYA, D.T.
Director III
Campus Director