

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.:	2023-11-203
Date :	November 30, 2023

Project:

VAN RENTAL (WITH DRIVER)

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SEVEN THOUSAND PESOS ONLY(Php 7, 000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **VAN RENTAL (WITH DRIVER)**

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. 2023-11-203 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 DEC. 1-4, 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 DEC. 4, 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: _____
Name of Representative: _____
Mobile/Office Phone: _____
Email Address: _____


MARY ANGEL L. GAVINA
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL
CAMPUS: _____

ROUTING SLIP

Date: 11/23/23

For/ To: MUF, DGC, AEA, MPP, RCF

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: AVIR

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.: 2023-11-203
 Date: November 30, 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 Supplier 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					
1	1	LOT	VAN RENTAL (WITH DRIVER)		
			✓ TO FERRY PSHS CALABARZON REGION CAMPUS' DELEGATION TO UP MOLECULAR BIOLOGY AND BIOTECHNOLOGY SOCIETY'S BIOSCIENCES QUIZ BEE		
			✓ NUMBER OF PASSENGERS: 10PAX (9 STUDENTS AND 1 TEACHER)		
			✓ DATE OF TRAVEL: DECEMBER 09, 2023		
			✓ ITINERARY OF TRAVEL:		
			→ 5:00AM - LEAVES PSHS CALABARZON REGION CAMPUS AT SITIO SAMPAGA WEST, BRGY. SAMPAGA, BATANGAS CITY TO GO TO THE UNIVERSITY OF THE PHILIPPINES - DILIMAN CAMPUS IN QUEZON CITY		
			→ 5:00PM - LEAVES THE UNIVERSITY OF THE PHILIPPINES - DILIMAN CAMPUS IN QUEZON CITY TO GO BACK TO PSHS CALABARZON REGION CAMPUS AT SITIO SAMPAGA WEST, BRGY. SAMPAGA, BATANGAS CITY		
			NOTE: PRICE OFFER MUST BE INCLUSIVE OF ALL TRANSPORTATION-RELATED EXPENSES (GAS, TOLL, DRIVER'S FEE, ETC)		
TOTAL					

Delivery Term : DECEMBER 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 E. ESPINO
 PURCHASER

Telephone: 043-779-8320 local 803

IMPORTANT

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

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. :

TERMS OF REFERENCE

VAN RENTAL

I. BACKGROUND OF THE PROJECT

In response to the invitation sent by the UP Molecular Biology and Biotechnology Society, the school expressed its intention to participate in the Biosciences Quiz Bee. Participating to this kind of activity boosts the confidence of students to partake in any academic competition especially as a preparation to events such as the Philippine Biology Olympiad and National Biology Olympiad. Moreover, students and teachers create linkage with other science high schools in the Philippines.

II. RATIONALE

The UP Molecular Biology and Biotechnology Society annually conducts the Biosciences Quiz Bee as a medium to promote the importance of science and technology, most especially the field of molecular biology and biotechnology, to the general public.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

Due to the unavailability of school vehicles on the said dates, there is a need to rent a van that will serve as the mode of transportation to the venue. The supplier must provide one (1) van (gas, toll and driver fee included in the rental fee) that can ferry/fetch/accommodate 10 persons (1 teacher and 9 students).

Date	Departure	Destination	No. of Pax
December 9, 2023	5:00 AM PSHS-CALABARZONRC, Sampaga, Batangas City	University of the Philippines Diliman, Quezon City	10 pax (1 teacher + 9 students)
	5:00 PM – UP Diliman	PSHS-CALABARZONRC, Sampaga, Batangas City	

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Php 7,000.00 which shall include the above-mentioned scope.

V. MODE of PROCUREMENT

The mode of procurement shall be "Small Value Procurement" in accordance with the updated 2016 Revised IRR of RA 9184.

VI. EVALUATION AND SELECTION OF CRITERIA

Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Mayor's Permit 2023
- Income/Business Tax Return/BIR 2303
- DTI/SEC Registration

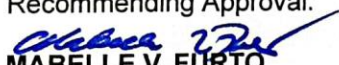
VII. PAYMENT SCHEDULE

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.

Prepared by:



AVRIL LEY ANN R. LLAVE
SST III / Biology Coach

Recommending Approval:


MABELLE V. FURTO
CID Chief

Certified Funds Available:

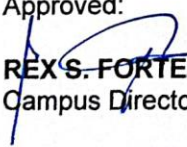

ARNEL E. AGUILA
Accountant II


DANICA C. CACAO
BUDGET OFFICER

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director