

CAMPUS: _____

ROUTING SLIP

Date: 12/01/23

For/ To: MVF, DGC, AEA, MPP, 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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2023-097
 DATE: DEC. 1, 2023

Due Date: _____

From: MCR

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

IS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
APP	Signed/forwarded	[Signature]	12/01/23
ay,	to BMU		
gay:			
reach			
CALA-			
for			
	Citizen + PWDR		
JMJ	- do -	[Signature]	12/01/23
DGC	- do -	[Signature]	12/01/23
AEA	- do -	[Signature]	12/1/23
MPP	- do -	[Signature]	12/4/23
RSF c/o MJM	- do -	[Signature]	12/7/2023
	signed TOR		
	signed (RSM)		
	signed TOR, etc.		
	signed TOR; ad		
	to RMU		
LFR	PR 2023-12-208 - proposal	[Signature]	12/17/23
	& fwd to RMU		
JUCF	- do -	[Signature]	12/12/23
	Posted on		
	Philbops		

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.:	2023-12-208
Date :	DEC 12, 2023

Project: **PROCUREMENT OF AID SUPPLIES AND GOODS FOR TATAK PISAY, PUSONG MAPAGBIGAY: A COMMUNITY OUTREACH PROGRAM OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS FOR SENIOR CITIZENS AND PWD'S**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED SIX THOUSAND PESOS (Php106,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF AID SUPPLIES AND GOODS FOR TATAK PISAY, PUSONG MAPAGBIGAY: A COMMUNITY OUTREACH PROGRAM OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS FOR SENIOR CITIZENS AND PWD'S**

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 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 December 12-December 15, 2023 from 8:00am – 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/SEC Registration
 - d. BIR 2303 or OCR Number
 - e. 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.)
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on December 15, 2023, 8:00am. 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.


 MARY ANGEL L. GAVINA
 BAC Chairperson

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CMD		PR No.: 2023-12-208	Date: December 7, 2022 October 21, 2022 <i>μ</i>		
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Sacks	Rice (5 kilos per sack)	100	P300.00	P30,000.00
2	Packs	Spaghetti Pasta (1kg per pack) Spaghetti Sauce (1kg per pack)	100	P200.00	P20,000.00
3	Boxes	Cheese Bar (160 grams per box)	100	P60.00	P6,000.00
4	Bottles	Soft Drinks (1.5 Liters per bottle)	100	P80.00	P8,000.00
5	Pieces	Eco Bag (at least 18 inches x 18 inches per bag)	100	P20.00	P2,000.00
6	Cans	Sardines (155 grams per can)	200	P25.00	P5,000.00
7	Cans	Tuna (155 grams per can)	200	P30.00	P6,000.00
8	Pieces	Noodles (Pancit Canton)	200	P20.00	P4,000.00
9	Cans	Corned Beef (155 grams per can)	200	P35.00	P7,000.00
10	Cans	Fruit Cocktail (850 grams per can)	100	P100.00	P10,000.00
11	Cans	Condensed Milk (330 ml per can)	100	P80.00	P8,000.00
				Total	P106,000.00
Purpose: "Tatak Pisay, Pusong Mapagbigay: A Community Outreach Program for Senior Citizens and PWDs and PWD's"					
Signature : <small>Printed Name</small>		Requested by: <i>μ</i> MARK JOHN ANTHONY C. REVADULLA SST II		Approved by: <i>μ</i> REX S. FORTEZA CAMPUS DIRECTOR	
Designation :					



**TERMS OF REFERENCE
FOR THE "TATAK PISAY, PUSONG MAPAGBIGAY:
A COMMUNITY OUTREACH PROGRAM OF PHILIPPINE SCIENCE HIGH SCHOOL
CALABARZON REGION CAMPUS
FOR SENIOR CITIZENS AND PWDs**

I. BACKGROUND OF THE PROJECT

As an annual community activity of Philippine Science High School – CALABARZON, this activity aims to uphold the compassionate spirit of Christmas through sharing and providing welfare for the Senior Citizens and PWDs of Batangas City.

II. RATIONALE

"Tatak Pisay, Pusong Mapagbigay: A Community Outreach and GAD Program for Senior Citizens and PWD" is an annual community outreach activity of the Philippine Science High School-CALABARZON Region Campus which is inherent to the mandate of PSHS system of rendering service to the people within Batangas Province. This is derived from what the campus can contribute to the community, and from what they can gain in terms of cultivation of the right attitudes and desirable behavior for the others and community's welfare.

This activity is in line with the Year-End Sharing and Thanksgiving Event despite the current inflation situation. This activity involves gift-giving for for Senior Citizens of Brgy. Sampaga, Batangas City on December 19, 2023, followed by the same event for Persons with Disabilities from Batangas City East Central School on December 20,2023.

To avoid the influx of people and to adhere to health safety protocols, some committee members will turn the aid supplies over to the respective beneficiary representatives or coordinators and let them distribute the essential goods to the beneficiaries at their most convenient time or by scheduled batch.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier should be able to provide the following essential goods that will be distributed during the conduct of the program.

Item	Quantity	Price	Total
Rice (5 kilos per sack)	100 sacks	P300.00	P30,000.00
Spaghetti Pasta (1kg per pack) Spaghetti Sauce (1kg per pack)	100 packs	P200.00	P20,000.00
Cheese Bar (160 grams per box)	100 boxes	P60.00	P6,000.00
Soft Drinks (1.5 Liters per bottle)	100 bottles	P80.00	P8,000.00
Eco Bag (at least 18 inches x 18 inches per bag)	100 pieces	P20.00	P2,000.00
Sardines (155 grams per can)	200 cans	P25.00	P5,000.00
Tuna (155 grams per can)	200 cans	P30.00	P6,000.00



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Certificate No.: SCP000420Q

Noodles (Pancit Canton)	200 pieces	P20.00	P4,000.00
Corned Beef (155 grams per can)	200 pieces	P35.00	P7,000.00
Fruit Cocktail (850 grams per can)	100 cans	P100.00	P10,000.00
Condensed Milk (330 ml per can)	100 cans	P80.00	P8,000.00
			Grand Total: P106,000.00

IV. APPROVED BUDGET FOR THE CONTRACT

The budget for the Community Outreach Program is P106,000.00.

V. MODE OF PROCUREMENT

The mode of procurement shall be ^{small-value-procurement} "shopping" as per 2018 Revised Implementing Rules and Regulations of RA 9184. Quotation with the lowest bid with complete documents shall be accepted.

VI. EVALUATION AND SELECTION OF CRITERIA

The delivered items shall undergo inspection and acceptance procedure.

VI. PAYMENT SCHEDULE

The PSHS-CALABARZON Region Campus will not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days after the delivery.

Prepared by:

MARK JOHN ANTHONY C. REVADULLA
Committee Chair

Recommending Approval by:

MABELLE V. FURTO
Chief, Curriculum and Instruction Division

JORGE M. JOB
Chief, Student Services Division

Certified funds available:

DANICA G. CACAO
Budget Officer

ARNEL E. AGUILA
Accountant II



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DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Recommending Approval:


MA. THERESA PAGULAYAN
Chief, Finance and Administration Division

Approved by:


REX S. FORTEZA
Campus Director

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