

ROUTING SLIP

Date: 11/24/23

For/ To: MUF, DCC, AEA, MPP, RJP

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

HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: CIP-2023-681  
DATE: 11/24/23

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
	routed to	<i>[Signature]</i>	
S	signatories		

Due Date: \_\_\_\_\_

From: SAB

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

**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.



DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: CID-2023-681  
 DATE: 11/21/23

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
SAB	APP, PPMP, TOR, PR Paskorus Plaques	routed to signatories	<i>[Signature]</i>	

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.:	2023-11-200
Date :	November 29, 2023

Project: **PROCUREMENT OF PLAQUES FOR THE PASKORUS 2023**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TEN THOUSAND PESOS (Php10,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF PLAQUES FOR THE PASKORUS 2023**

**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 November 30-December 4, 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
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on DEcember 4, 2023, 5:00pm. Suppliers are not required to attend the Opening of Quotations.
6. Send your RFQ with complete documentary requirements to [bac@cbzrc.pshs.edu.ph](mailto: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

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS	
Address/ Contact Details:	Barangay Sampaga West, Batangas City	

Quotation No.:	2023-11-200
Date :	November 23, 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><b>PRICES MUST BE Tax (VAT) INCLUSIVE</b></u>		
			<u><b>SUPPLY AND DELIVERY</b></u>		
1	1	LOT	WOOD AND ACRYLIC PLAQUES FOR THE PASKORUS 2023 AWARDEES		
			→ 1 PIECE 11-INCH PLAQUE FOR THE CHAMPION		
			→ 3 PIECES 10-INCH PLAQUE FOR THE SECOND PLACE, THIRD PLACE AND THE BEST MUSICAL CLASS ENSEMBLE		
			→ 3 PIECES 7-INCH PLAQUE FOR SPECIAL AWARDS AND BEST PERFORMING GROUP		
			TOTAL		
Delivery Term :			DECEMBER 18, 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,

  
 \_\_\_\_\_  
 EUSEBIO ESPINO  
 PURCHASER

Telephone: 043-779-8320 local 803

Authorized Company  
Representative : \_\_\_\_\_

**PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:**

(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**

<b>Office/Section :</b> CID-PEHM UNIT	<b>PR No.:</b> 2023-11-200 <b>Responsibility Center Code :</b> 14-016-09-00014-02	<b>Date:</b> November 23, 2023
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Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>PLAQUES FOR THE PASKORUS (wood and acrylic)</b>			10,000.00
		Champion, 11 inches	1		
		Second Place, Third Place and Best Musical Class Ensemble, 10 inches	3		
		Special Awards: Best Performing Group, 7 inches	3		
					10,000. Php

Purpose: To be utilized as an award for the outstanding choirs and ensembles of Paskorus 2023.

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Signature : <u>SARHA A. BAUTISTA</u> Designation : <u>FACULTY, PEHM UNIT</u>	Requested by: <u>SARHA A. BAUTISTA</u>	Approved by: <u>REX S. FORTEZA</u> Campus Director
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**TERMS OF REFERENCE  
 FOR THE PROCUREMENT OF PLAQUES FOR THE PASKORUS 2023**

**I. Background**

The PSHS CalabarzonRC is a specialized public school that offers a rigorous and enriched curriculum to prepare its students for careers in science, technology, engineering, and mathematics (STEM). It strives to foster a culture of excellence, innovation, and service among its learners and staff; to create a learning environment that supports the development of not only academic skills, but also musical abilities. The PSHS CalabarzonRC believes that music-making is an integral part of the curriculum, pedagogy and performance of its scholars, and seeks to nurture their musical talents and interests.

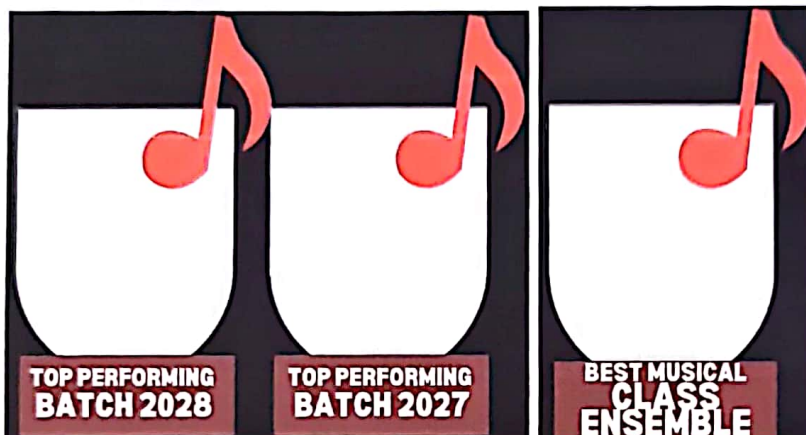
**II. Rationale**

The annual celebration of Paskorus in its ninth year at Pisay Calabarzon stands as a testament to its enduring vision. This event has evolved into a cherished tradition, aiming to celebrate and illuminate the diverse cultural heritage of the Philippines, particularly during the enchanting Christmas season. Paskorus serves more than just a musical celebration; it has become a symbolic gathering, marking an assesmby of the entire Pisay Calabarzon community. As we bid farewell to the passing year, Paskorus provides a poignant platform for reflection, camaraderie and appreciation for the shared experiences within the campus. Moreover, Paskorus had evolved into a heartwarming get-together, uniting students, teachers and staff on the students' final day in the campus. This event becomes memorable farewell, creating lasting connections and a sense of unity before embarking on new journeys.

**III. Scope of Work and Job Specifications**

The supplier must provide a TOP 3 PLAQUES and 4 consolation plaques





As this design outlines the proposed design for the plaque, we intend to adhere precisely to both the specified text and design, entrusting the faithful replication of these elements to the successful bidder.

**Materials:**

- The base will be crafted from wood, featuring acrylic text for the distinctions 'Champion,' 'Second Place,' 'Third Place', **Top-Performing Group of Batch 2029**, **Top-Performing Group of Batch 2028**, **Top-Performing Group of Batch 2027**, **Top-Performing Group of Batch 2026**
- The specific texts and accompanying designs will be provided subsequently.
- The Champion's designation will be showcased at a height of 14 inches, while First Place, Second Place, and Best Musical Class Ensemble will stand at 10 inches. The remaining distinctions will be 7 inches tall, all meticulously crafted in acrylic.

**IV. APPROVED BUDGET FOR THE CONTRACT**

The allocated budget for the contract has been approved at 10,000 PHP.

**V. MODE OF PROCUREMENT**

The authorized mode of procurement shall be "**SMALL VALUE PROCUREMENT**" in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act 9181.

**VI. EVALUATION AND SELECTION CRITERIA**

The project will be awarded to the supplier submitting the lowest bid with complete documents

**VII. PAYMENT SCHEME**

Payment will be processed within 30-45 days upon successful delivery of the specified items to the procuring entity.

**VIII. DELIVERY TERM**

All specified items shall be delivered on December 18, 2023

Prepared by:

Noted:

*S. Bautista, 21-Nov-2023*  
**SARHA A. BAUTISTA**  
PEHM Teacher

*R. Escalera*  
**RONNEL S. ESCALERA**  
PEHM Unit Head



Recommending Approval:

  
**MABELLE V. FURTO**  
CID Chief

Certified Appropriate Funds Available:

  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
FAD Chief

Approved by:

  
**MR. REX S. FORTEZA**  
Campus Director