

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.: 2023-12-205
Date : December 5, 2023

GENTLEMEN:

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 _____ working 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/ 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	FUEL AND AUTOMOTIVE MAINTENANCE SERVICE PROVIDER WHO CAN PROVIDE THE RELATED REQUIREMENTS OF PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS FOR ITS SERVICE VEHICLES SUCH AS, BUT NOT LIMITED TO FUEL, OIL, VEHICLE PARTS, ACCESSORIES AND MAINTENANCE AND OTHER RELATED ADD-ON SERVICES (TUNE-UP, CHANGE OIL, AUTO-ELECTRICAL REPAIRS,ETC)		
			> FUEL PRICES (PER LITER) AS OF _____		
			- GASOLINE, UNLEADED (in Php) _____		
			- GASOLINE, PREMIUM (in Php) _____		
			- DIESEL, UNLEADED (in Php) _____		
			- DIESEL, PREMIUM (in Php) _____		
			> AUTOMOTIVE SERVICES BEING OFFERED: _____		


			> RELATED ADD-ON SERVICES BEING OFFERED: _____		

			> CASH BOND AMOUNT (in Php) _____		
			> BILLING CYCLE / BILLING PERIOD _____		
			> OTHERS: SHALL BE WITHIN A 5-KM DISTANCE FROM THE PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS LOCATED AT SITIO SAMPAGA WEST, BARANGAY SAMPAGA, BATANGAS CITY		
			TOTAL		

Delivery Term : UPON DEMAND / UPON REQUEST
Delivery Time : _____
Payment Term : WITHIN 15-30 CALENDAR DAYS UPON THE RECEIPT OF EACH BILLING STATEMENT

Very truly yours,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:



PURCHASER
Telephone: (043) 779-8320 local 802

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.

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Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-12-205
Date :	December 13, 2023

Project:

PROCUREMENT OF FUEL AND AUTOMOTIVE SERVICE PROVIDER FOR 2024

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIVE HUNDRED THOUSAND PESOS ONLY (Php 500,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF FUEL AND AUTOMOTIVE SERVICE PROVIDER FOR 2024.**

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. 2023-12-205 on the "ASSOCIATED COMPONENTS" link found on this posting;

1.2 Delivery and (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 14-18 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. 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 December 18, 2023, 4:00pm. 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 Amy U. Aclan, BAC Secretariat.

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



TERMS OF REFERENCE FOR THE PROCUREMENT OF FUEL AND AUTOMOTIVE SERVICE PROVIDER FOR 2024

I. Background

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS – CALABARZONRC) has been striving to provide the best facilities and services to its students and employees. Among these are transportation services through the available vehicles of the campus and provision of standby power generator set during power outages.

Transportation service is one of the regular requirements of personnel and staff of the campus, as there are many Campus functions requiring the use of vehicle such as submission of financial transaction documents to the servicing bank, liaising to counterpart government and public offices, procurement activities, and attendance to official functions among others. Now that the face-to-face classes had already resumed, there are also school activities requiring provision of transport service to teachers and students. The provision of adequate transportation facility has become mandatory and essential in the day-to-day operation of the Campus.

II. Rationale

The PSHS-CALABARZON Region Campus has the following equipment that regularly require fuel and several services for maintenance:

Vehicle Type	Fuel Requirement
One unit SUV	Gasoline
One unit mini-bus/coaster	Diesel
One unit commuter van	Diesel
One unit MPV	Diesel
Generator set	Diesel

In addition, the Campus has also acquired mechanical tools such as grass cutters that require fuel oil to function.

III. Scope of Work, Specification and Requirements

The prospective supplier/service provider shall be able to provide fuel, oil, vehicle parts, accessories and maintenance services (tune-up, change oil, auto-electrical repairs, etc.) to the aforementioned vehicles and machinery. The location of the prospective supplier/service provider should not be farther than five (5) kilometers from the campus site at Sitio Sampaga West, Bgy_ Sampaga, Batangas City.

Another consideration in determining the best offer shall be the related add-on services that the prospective supplier/provider may offer.

IV. Cost Estimate

Considering the historical data on 2023 expenses for fuel and budget level in the National Expenditure Program, cost estimate is at **Five Hundred Thousand Pesos (P500,000.00)**.

V. Mode of Procurement

The appropriate mode of procurement shall be Negotiated Procurement - Small Value Procurement pursuant to the Revised Implementing Rules and Regulations of RA No. 9184.

VI. Payment Scheme

Payment shall be based on semi-monthly or monthly billing, considering the actual prevailing price during the time of fuel withdrawal or service availment to be sent by the supplier/provider to the campus and shall be paid by the latter following the government terms.



Prepared by:


EDSEL E. ESPINO
Procurement, Supply and Property Officer

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, PAD

Approved:

REX S. FORTEZA
Director III

PURCHASE REQUEST

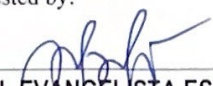

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :	PR No.: 2023-12-205	Date:
FAD	Responsibility Center Code : 19-016-09-00014-04	December 05, 2023

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	FUEL AND AUTOMOTIVE SERVICE PROVIDER FOR FY 2024	1	P500,000.00	P500,000.00
					P500,000.00

Purpose: TO PROVIDE FUEL AND AUTOMOTIVE PARTS AND SERVICES AS REQUIRED BY THE CAMPUS FOR FISCAL YEAR 2024

Requested by: Signature :  Printed Name : EDSEL EVANGELISTA ESPINO Designation : SUPPLY AND PROPERTY OFFICER	Approved by:  REX S. FORTEZA CAMPUS DIRECTOR
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