

ROUTING SLIP

Date: 04 DEC 2023

For/ To: DGC ; AEA ; MPP ; RCF

Subject: TOP FOR CLEANING & DISINFECTING MANUAL

- 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: MEM

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

HS SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: GSA-2023-076
 DATE: 04 DEC 2023

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
	prepare of	[Signature]	12/04/23
ATL	forwarded		
2023	to RMU		
	signed	[Signature]	12/06/23
	for	[Signature]	12/7/23
	signed	[Signature]	12/7/2023
EEE	- do - RFR	prepared, signed & forwarded to JKJ	12-14-2023

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.

After each differing pe

Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2023-112-1217
Date:	December 18, 2023

Project: **PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS FOR CAMPUS BUILDINGS AND FACILITIES**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **FORTY THOUSAND FOUR HUNDRED FORTY-THREE PESOS ONLY (Php 40,443.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS FOR CAMPUS BUILDINGS AND FACILITIES OF PSHS-CALABARZON REGION CAMPUS**

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. 2023-12-217 on the "ASSOCIATED COMPONENTS" link found on this posting.
 - 1.2 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 19-21, 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 December 21, 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 Ronnel S. Escalera, Member, 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

Office/Campus: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS
 Address/Contact Details: Barangay Sampaga West, Batangas City

GENTLEMEN:

Quotation No.: 003-13-217
 Date: December 11, 2023

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.

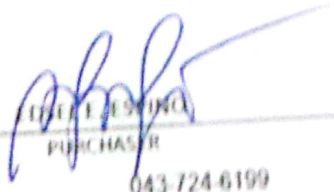
Delivery within 15 calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/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
PRICES MUST BE Tax (VAT) INCLUSIVE Supply and Delivery					
1	3	GALLONS	GLASS CLEANER		
2	13	GALLONS	MULTI-PURPOSE CLEANER		
3	13	GALLONS	TOILET BOWL CLEANER		
4	5	PIECES	WALIS-PANG AGIW (SOOT SWEEPER)		
5	9	PIECES	WALIS-TAMBO (SOFT BROOM)		
6	6	PIECES	WALIS-TINGTING WITH HANDLE (BROOMSTICK WITH HANDLE)		
7	13	BUNDLES	TRASHBAG (BLACK, XXL, 37"X40", 200#/BUNDLE)		
8	5	LITERS	FURNITURE POLISH		
9	13	GALLONS	DISHWASHING LIQUID, LEMON		
10	13	GALLONS	LIQUID HANDSOAP, LEMON		
11	3	GALLONS	TUB AND TILE CLEANER		
12	3	GALLONS	SINK DE-CLOGGER		

Delivery Term : WITHIN 15 CALENDAR DAYS AFTER THE RECEIPT OF PURCHASE ORDER
 Delivery Time :
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


 PURCHASER
 Telephone: 043-724-6199

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT.

(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.

TERMS OF REFERENCE FOR THE PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (LAST QUARTER 2023) FOR CAMPUS BUILDINGS AND FACILITIES

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide the best facilities and equipment to its employees, students and guests to ensure an environment that is safe and conducive to optimum learning and work.

The General Services Unit (GSU) is tasked to ensure cleanliness and sanitation of the Campus buildings and facilities. With the resumption in-person classes, proper disinfection and cleaning become one of the key components of a COVID-19 free office and learning venue. Continuous replenishment and purchase of cleaning supplies and implements is necessary for the uninterrupted disinfection and cleaning of the Campus premises.

II. Rationale

This school year 2022-2023, the Campus is operating on 100% capacity for both students and employees, notwithstanding the continuous threat of the Covid-19 virus. To maintain and ensure that the Campus is Covid-19 free despite the mandatory daily presence of its employees and students from various parts of the CALABARZON Region and other regions, proper cleaning and disinfection of the Campus facilities are requisites in its daily operation.

The Campus intends to procure various cleaning tools, supplies materials and agents to replenish its stock and to facilitate a continuous and uninterrupted cleaning and disinfection activities of the Campus custodians.

III. Scope of Work and Job Specifications

Qualified supplier (1) must be able to provide the cleaning and disinfection materials with the following specifications:

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
Prices are inclusive of applicable government taxes					
1	3	Gal	Glass Cleaner (1 Gal)	254.00	762.00
2	13	Gal	Multi-Purpose Cleaner (1 Gal)	224.00	2,912.00
3	13	Gal	Toilet Bowl Cleaner (1 Gal)	216.00	2,808.00
4	5	pcs	Walis pang agiw / Ceiling Broom (Regular)	120.00	600.00
5	9	pcs	Walis Tambo (Special)	160.00	1,440.00



Certificate No. SCP0004200

6	6	pcs	Walis Tingting / Stick Broom with handle	125.00	750.00
7	13	bundle	Trashbag (Black, XXL-37"x40"x200s/bundle)	1,600.00	20,800.00
8	5	liter	Furniture polish (1L)	258.00	1,290.00
9	13	Gal	Dishwashing Liquid (1 Gal, Lemon)	260.00	3,380.00
10	13	Gal	Liquid Handsoap (1 Gal, Lemon)	235.00	3,055.00
11	3	Gal	Tub and Tile Cleaner (1 Gal)	503.00	1,509.00
12	3	Gal	Sink Declogger (1 Gal)	379.00	1,137.00
			TOTAL		40,443.00

IV. Approved Budget

The approved budget for the proposed procurement of cleaning agents and materials is Forty Thousand Four Hundred Forty Three Pesos (**Php 40,443.00**).

V. Mode of Procurement

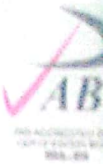
The applicable mode of procurement is "Small Value Procurement" pursuant to the 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

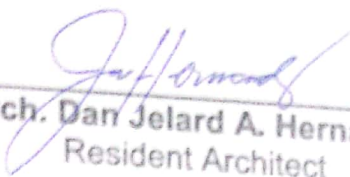
The PSHS-CALABARZONRC will not provide advance payment on purchasing the items. Full payment shall be made within 30 to 45 days after receipt of complete delivery of items based on the required specifications.


VII. Delivery Term

All the items must be delivered within **Fifteen (15) calendar days** after issuance of Notice to Proceed or Contract.




Prepared by:


Arch. Dan Jelard A. Hernandez
Resident Architect

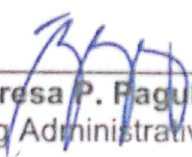

Mhelvin E. Magdalena
Resident Engineer

Certificate of Availability of Funds:

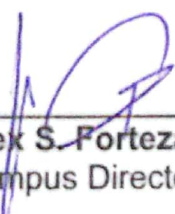

Arnel E. Aguila
Accountant


Danica G. Cacao
Budget Officer

Recommending Approval:


Ma. Theresa P. Fagulayan
Supervising Administrative Officer

Approved by:


Rex S. Forteza
Campus Director