

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.:	2023-12-219
Date :	DECEMBER 14, 2023

Project:

PRINTING OF ANNUAL REPORT 2022

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **EIGHTY THOUSAND PESOS ONLY (Php 80, 000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PRINTING OF ANNUAL REPORT 2022**

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. 2023-12-219 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. 18-21, 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:
 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. 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 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: CALABARZON

ROUTING SLIP

Date: 13 DEC 2023

For/ To: MVE; AEA (MPP) DGC; MPP; RSF; SPU

- Subject: TOR-
- Action
 - Approval
 - Comment
 - Discuss with me
 - Endorsement
 - File
 - Give Status
 - Handle
 - Information
 - Initial / Clearance
 - Note & File
 - Note & Return
 - Prepare Draft / Reply
 - Review

Other instructions (please specify)

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Due Date:

From:

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

NICE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: C10-2023-715
 DATE: 13 DEC 2023

Other instructions (please specify)

Rev1-10/18/20

INITIALS	DESCRIPTION	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
JKF	TDR/PR/APP/PPMP- 2023 Annual Report Production of the RSHS-CALABARZON	Forwarded to BMU	[Signature]	13 DEC 2023
OGC	-do-	signed	[Signature]	12/13/23
AFD	-do-	RSM	[Signature]	12/13/23
MPP	-do-		[Signature]	12/14/23
RSE	-do-	signed TX and SAPP; and to SPU	[Signature]	12/14/2023
EDE	-do- RFR	prepared, signed & included to JKF	[Signature]	12-14-2023
SAB	-do-	Received for Posting	[Signature]	12-15-2023

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.



TERMS OF REFERENCE FOR THE 2022 ANNUAL REPORT REPRODUCTION OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. BACKGROUND OF THE PROJECT

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** annually publishes a report of its accomplishments across divisions, copies of which are forwarded to responsible offices for report submission, documentation, and safekeeping purposes.

II. RATIONALE

This year, **PSHS-CALABARZONRC** aims to assert its continuous growth as a community established since 2013. Its noteworthy successes are shared by excellent and honor-driven students, employees, administrators, and other stakeholders. The compilation of achievements is carefully drafted and put together to be reproduced and distributed to the academic community, other PSHS campuses, and other relevant institutions.

III. SCOPE

PSHS-CALABARZONRC aims to produce 100 copies of its Annual Report 2022 with the following specifications:

- a. Paper Size: 8.5" x 11" (Letter Size)
- b. Number of Pages: 50-80
- c. Cover Pages: 240 gsm; 4 pages; soft bound; fully-colored
- d. Inside Pages: 100 gsm; ~~84~~ pages; fully-colored
- e. Proof: PDF copy *46-76 pp. ftr*

IV. APPROVED BUDGET FOR THE CONTRACT

The budget for the reproduction of Annual Report 2022 is **EIGHTY THOUSAND PESOS ONLY (Php80,000.00)**. The said amount shall cover the printing of 100 copies of the report, each of which consists of 50-80 pages.

V. MODE OF PROCUREMENT

The mode of procurement shall be **SMALL-VALUE PROCUREMENT** as per 2016 Revised Implementing Rules and Regulations of RA 9184. The quotation with the lowest quoted price, most responsive to the Terms of Reference, and complete documentary requirements shall be accepted.

VI. EVALUATION AND SELECTION OF CRITERIA

The supplier with the lowest and most responsive bid shall be declared as the winning bidder. The delivered items shall undergo inspection and acceptance procedures.



VII. PAYMENT SCHEME

PSHS-CALABARZONRC will not provide an advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the delivery of items.

VIII. DELIVERY PERIOD

The printed copies shall be delivered within 30 days from the receipt of the purchase order.

Prepared by:


JOHN VINCENT K. FORTEZA
Chairperson, Documentation Committee AY 2022-2023

Recommending Approval:


MABELLE V. FURTO
Chief, Curriculum and Instruction Division

Certified Funds Available:

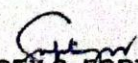

DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Approved by:


REX S. FORTEZA
Campus Director