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.: Date : 2024-01-016 January 23, 2024

Project:

PROCUREMENT OF MEALS FOR BUDGET PREPARATION WORKSHOP FOR CY 2025

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SEVENTEEN THOUSAND EIGHT HUNDRED TWENTY PESOS ONLY (Php 17,820.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF MEALS FOR BUDGET PREPARATION WORKSHOP FOR CY 2025 OF PSHS-CALABARZON REGION CAMPUS

TERMS OF REFERENCE:

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 Secreta	ariat.
6. Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to Ronnel S. Escalera, Member, BAC Secreta	ariat.
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 or	
	f 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 an contract award, without thereby incurring any liability to the affected supplier or suppliers.	ny time prior to



BAC Chairperson

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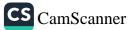


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Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CA				GH SCHOOL CALABA	ALABARZON REGION CAMPUS					
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1	1	LOT		ND PM SNACKS (NO	N WORKSHOP FOR CY 2025 (FOR 27 PACKS) DODLES/PASTA OR SANDWICH AND BOTTLED/CANNED JUICE					
10.20	Barland		-PACKED LUNC	H (STEAMED RICE, 2	VIANDS; 1 MEAT DISH AND 1 SEAFOOD DISH, 1 VEGETABLE					
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Very tru	ily yours,		0		PRICES IN THE ABOVE CERTIFIED TRUE AND					
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2. If off	fering a su	ubstitute/eq	uivalent, specify	Telephone no	DS. :					
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PURCHASE REQUEST

Intity Name: Office/Section :	FILIFFINE	SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS		Fund Cluster:	1101101
		PR No.: 2024 - 01 - 016	Date: Janu	UN 28,2010	
FAD)	Responsibility Center Code : 19-016-09-00014-04	Date: January 28,2024 January 22,2024 p		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	Meals for 27 pax: *Packed AM and PM snack (noodle/pasta or sandwich and bottled/canned juice or soft drinks) *Packed Lunch (steamed rice, 2 viands - 1 meat dish and 1 seafood dish, 1 vegetable dish, dessert, bottled/canned juice or soft drinks)	1		₽17,820.00
		none follows			
			-	1	
				<u>.</u>	
					-
				TOTAL:	₽17,820.00
Purpose:	For PSHS-C/	ALABARZON Region Campus Budget Preparation Workshop for CY 2	2025 on Feb		
	Request			proved by:	
Signature : rinned Name Designation :	DANICA Budget C	G. CACAO	Cam	S. FORTEZA	





Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR BUDGET PREPARATION WORKSHOP FOR CY 2025

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) is a government science high school, and part of the PSHS System. PSHS Campuses are mandated to provide scholarship with emphasis on subjects pertaining to sciences to prepare its students in science career.

The National Budget Call signals the preparatory stage for the drafting of the National Expenditure Program for 2025. This is issued to request agencies to start preparing their budget proposals for 2025. It defines the budget framework, sets the economic and fiscal targets, enumerates the priority thrusts and programs, and harmonizes the guidelines, forms and instruction for budget preparation.

II. Rationale

In connection with the Annual Budget Call as required by the Department of Budget and Management (DBM), and part of the legislative requirements for the budget approval process, the PSHS System is required to submit its proposed target and estimated expenditures. To properly address the needs and funding requirements of the Campus performance targets and activities that have to be undertaken in 2025, a carefully planned budget proposal has to be crafted. The activity is an avenue for the unit heads to present the program/activities/projects that they planned to pursue in 2025 along with the cost estimates for the said plans. It will involve a lot of discussion to ensure that everyone is headed to the same destination as we have the same goal of providing premier high school STEM education.

III. Specifications and Requirements

Conduct of the Budget Preparation Workshop 2025 will require nourishment and beverages to the participants and the qualified supplier must be able to provide meals for them on February 6, 2024. Each meal must consist of the following:

- Packed AM and PM snack (noodle/pasta or sandwich and bottled/canned juice or soft drinks)
- Packed Lunch (steamed rice, 2 viands 1 meat dish and 1 seafood dish, 1 vegetable dish, dessert, bottled/canned juice or soft drinks)

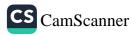
IV. Approved Budget for the Contract

The total approved budget for the contract is Php17,820.00

V. Mode of Procurement

The applicable mode of procurement is NEGOTIATED PROCUREMENT - Small Value Procurement (NP-SVP) pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph





Republic of the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



VI. Payment Terms

The PSHS-CALABARZONRC will not provide advanced payment to the qualified supplier. Payment shall be facilitated upon successful provision of the meals and receipt of billing by the supplier.

Prepared by:

DANICA G. CACAO Administrative Officer IV Date:

Certification of Availability of Funds:

RNEL E. AGUI Accountant Date:

Approving Authority:

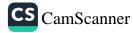


Noted by:

PAGULAYAN MA. T FAD Chief/Supervising Administrative Officer Date:

DANICA G. CACAO Budget Officer Date:

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website: www.cbzrc.pshs.edu.ph Trunkline.: (043) 779-8320 Tel/Fax. No.: (043) 724-6199



PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM CAMPUS: CALABARZON REGION CAMPUS

ACTIVITY PROPOSAL FORM

AP No.: <u>F(-2024-033-00</u>) (EC/CC-YYYY-NNN-VV)

TITLE OF ACTIVITY:

BUDGET PREPARATION WORKSHOP FOR CY 2025

RATIONALE:

The Department of Budget has released the Annual Budget Call containing the parameters, and policy guidelines and procedures for the government agencies in the preparation and submission of their budget proposals for CY 2025. To properly address the needs and funding requirements of the Campus performance targets and activities that have to be undertaken in 2025, a carefully planned budget proposal has to be crafted. This can be addressed through a workshop wherein all the units within the Campus are represented to discuss their office's needs and activities that have to be implemented in line with the thrusts of the PSHS System and the current Administration. The outputs of a budget preparation workshop will be an essential tool towards coming up with a comprehensive budget proposal that will ensure continuity of the programs and projects of the Campus centered towards provision of scholarship and related services to its scholars.

BRIEF DESCRIPTION OF ACTIVITY:

The Budget Preparation Workshop for CY 2025 is an avenue for the heads of the different offices to present the program/activities/projects that they plan to implement in CY 2025 along with the cost estimates of said plans. It will entail discussions, critiquing and harmonization of plans and programs to ensure that the goals and aspirations of providing premier high school STEM education to the scholars will be attained at the most economical cost and beneficial on the part of the Government.

OBJECTIVES:

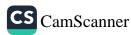
The Budget Preparation Workshop for CY 2025 aims to:

- 1. Involve all the units and offices in the Campus in the formulation of the campus budget;
- Involve the faculty and staff in the identification of priority projects, programs and activities of the campus;
- Identify and prioritize key operational improvements and initiatives; and
- 4. Effective target setting.

VENUE:

Audio Visual Room of PSHS - CALABARZON Region Campus, Sitio Sampaga West, Barangay Sampaga, Batangas City

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DURATION AND SCHEDULE:

The activity will be on February 6, 2024. The following is the tentative schedule.

TIME	DESCRIPTION
9:00AM - 9:30AM	Registration of Participants
9:30AM - 10:00AM	Opening Program -Opening Prayer (Multimedia) - Welcome Remarks (Director Rex S. Forteza)
10:00AM - 12:00PM	Presentation of PAPs/PPMP and Critiquing - CID Chief - SSD Chief - FAD Chief
12:00PM - 1:00PM	Lunch Break
1:00PM - 3:00PM	Continuation of Presentation
3:00PM - 3:30PM	Presentation of GAA 2024 (Budget Officer) and Indicative APP 2024 (Supply, Property and Procurement Officer)
3:30PM - 3:45PM	Closing Remarks (Ma. Theresa P. Pagulayan)

INTENDED PARTICIPANTS:

	Particulars/Decignation	Male	Female
No.	Particulars/Designation	√	
1.	Campus Director		1
2.	CID Chief	1	
3.	SSD Chief		1
4.	FAD Chief		1
5.	Budget Officer	1	
6.	Accountant	√	
7.	Senior Resident Engineer	1	
8.	Supply, Property and Procurement Officer	✓ ✓	
9.	Human Resource Management Officer		√
10.	Asst. CID Chief for Academic Affairs		1
1.	Asst. CID Chief for Student Affairs		1
2.	Computer Science Unit Head		1
3.	Technology and Engineering Unit Head		
	Physics Unit Head	1	
5.	PEHM Unit Head		1
6.	Soc Sci and Val Ed Unit Head	1	
7.	English Unit Head	1	
3.	Chemistry Unit Head		1
).	Biology and Agriculture Unit Head	1	
	Mathematics Unit Head		1
	Filipino Unit Head		

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	Research and IS Unit Head	1		
13	Information System Analyst			1
13. M	Librarian			1
5.	Guidance Services Associate I			1
16.	Registrar			1
7.	Dormitory Manager		1	1
		TOTAL	12	15

LINE-ITEM BUDGET:

Items	~	Source of Funds		TOTAL	Pamarka
tionic	Qty.	PSHS	Other sources*	IVIAL	N.S. N.S.
Meals	27	660.00	-	Php 17,820.00	
			TOTAL	Php 17,820.00	

*Note: <Indicate source of funds for outside funding; indicate if there is contribution/collection from students.

OTHER SCHOOL RESOURCES NEEDED:

- 1. ICT Equipment (laptop computer, multi-function printer, projector)
- 2. Common-use office supplies
- 3. Chairs and tables

Prepared by:

DANICA G. CACAO

Administrative Officer IV Date:

Certification of Availability of Funds:

GI Accountant

Accounta Date:

Approving Authority:

Campus Director Date

Noted by:

MA. THERESAP. PAGULAYAN FAD Chref/Supervising Administrative Officer Date:

CACAO DANICA'G. Budget Officer Date:

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