

**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.:	2024-01-016
Date :	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:**

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. 2024-01-016 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 January 24-26 2024 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 January 26, 2024, 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](mailto: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**













Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP0004200

## **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.





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PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

### 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:

Noted by:

**MA. THERESA P. PAGULAYAN**  
FAD Chief/Supervising Administrative Officer  
Date:

Certification of Availability of Funds:

**ARNEL E. AGUILA**  
Accountant  
Date:

**DANICA G. CACAO**  
Budget Officer  
Date:

Approving Authority:

**REX S. FORTEZA**  
Campus Director  
Date:

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
**CAMPUS: CALABARZON REGION CAMPUS**

**ACTIVITY PROPOSAL FORM**

AP No.: EC-2024-033-001  
(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;
2. Involve the faculty and staff in the identification of priority projects, programs and activities of the campus;
3. 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



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

**INTENDED PARTICIPANTS:**

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



22.	Research and IS Unit Head			✓
23.	Information System Analyst			✓
24.	Librarian			✓
25.	Guidance Services Associate I			✓
26.	Registrar			✓
27.	Dormitory Manager		✓	
<b>TOTAL</b>			<b>12</b>	<b>15</b>

**LINE-ITEM BUDGET:**

Items	Qty.	Source of Funds		TOTAL	Remarks
		PSHS	Other sources*		
Meals	27	660.00	-	Php 17,820.00	
<b>TOTAL</b>				<b>Php 17,820.00</b>	

\*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:

Noted by:

  
**MA. THERESA P. PAGULAYAN**  
 FAD Chief/Supervising Administrative Officer  
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