

**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.:	2024-01-010
Date :	January 11, 2024

Project:

**FOR THE PURCHASE OF MEALS FOR ELEVATE CALABARZON 2024**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-SIX THOUSAND PESOS ONLY (Php66,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE PURCHASE OF MEALS FOR ELEVATE CALABARZON 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. 2024-01-010 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 January 13 - January 17, 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. 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 January 17, 2024, 12:00pm. 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 Kendra L. Inumberable, 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

SIR/MADAM

Quotation No.:  
Date :

2024-01-010  
January 11, 2024

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 \_\_\_\_\_ 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
<u>PRICES MUST BE Tax (VAT) INCLUSIVE</u>					
1	1	LOT	<b>MEALS FOR THE ELEVATE CALABARZON 2024 (FOR 75 PAX)</b>		
			<b>-MARCH 16, 2024</b>		
			-BREAKFAST (COFFEE/CHOCOLATE DRINK/ HOT DRINKS, FRIED RICE, EGG, ONE VIAND, FRUITS AS DESSERT)		
			-LUNCH (RICE, TWO VIANDS, DESSERT, COLD DRINKS)		
			<b>-MARCH 17, 2024</b>		
			-BREAKFAST (COFFEE/CHOCOLATE DRINK/ HOT DRINKS, FRIED RICE, EGG, ONE VIAND, FRUITS AS DESSERT)		
			-LUNCH (RICE, TWO VIANDS, DESSERT, COLD DRINKS)		
			<b>NOTE: BOTTLED FRUIT JUICE OR CARBONATED DRINKS, AT LEAST 350 ML; BOTTLED OR CANNED IS THE PREFERRED DRINKS FOR ALL THE SET MEALS AND SNACKS</b>		

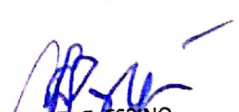
Delivery Term : MARCH 16 & 17, 2024

Delivery Time : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Payment Term :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Very truly yours,

  
EDSEL E. ESPINO  
PURCHASER

Authorized Company Representative :

\_\_\_\_\_  
(Signature Over Printed Name)

Telephone: 043-779-8320

Company Name :  
Address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone nos. :  
T.I.N. :

\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :

PR No.: 2024-01-010

Date: January 11, 2024  
-12/21/2024/μ

Responsibility Center Code : 19-014-09-00014-02

Stock / Property No.

Unit

Item Description

Quantity

Unit Cost

Total Cost

1

pax

•Breakfast (March 16, 2024)  
oCoffee/Chocolate drink/hot drinks  
oFried rice  
oEgg  
oOne Viand  
oFruits as dessert

75

₱220.00

₱16,500.00

2

pax

•Lunch (March 16, 2024)  
oRice  
oTwo viands  
oDessert  
oCold drinks

75

₱220.00

₱16,500.00

3

pax

•Breakfast (March 17, 2024)  
oCoffee/Chocolate drink/hot drinks  
oFried rice  
oEgg  
oOne Viand  
oFruits as dessert

75

₱220.00

₱16,500.00

4

pax

•Lunch (March 19, 2024)  
oRice  
oTwo viands  
oDessert  
oCold drinks

75

₱220.00

₱16,500.00

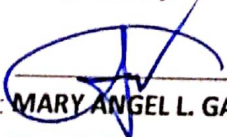
₱66,000.00

Purpose: For the ELEVATE CALABARZON 2024

Requested by:

Approved by:

Signature :

  
Printed Name : MARY ANGEL L. GAVINA/ CLADYS M. FALCUNAYA

  
REX S. FORTEZA  
CAMPUS DIRECTOR

Designation : SPECIAL SCIENCE TEACHERS



## **TERMS OF REFERENCE FOR THE PURCHASE OF MEALS FOR ELEVATE CALABARZON 2024**

### **I. BACKGROUND**

ELEVATE CALABARZON 2024 is an annual outreach activity of the Philippine Science High School CALABARZON Region Campus established in 2017 to upgrade teachers' awareness of the current issues and trends in their areas of specialization by using new and innovative approaches to enhancing content and pedagogy. Our target participants for this event are high school teachers from the Department of Education in the CALABARZON Region to keep ties with them in improving the quality of education in the region.

### **II. RATIONALE**

During the event, the Curriculum and Instruction Division (CID) is in full force in order to make the event possible. Approximately 780 teachers (maximum) from DepEd CALABARZON are expected to participate in this event. Some Pisay Teachers shall serve as resource speakers while others are on the working committee. The event shall also happen on a weekend, March 16 & 17, 2024.

### **III. SCOPE**

The supplier must provide **75 pax** of the following meals for two days (March 16 & 17, 2024):

- **Breakfast**
  - Coffee/Chocolate drink/hot drinks
  - Fried rice
  - Egg
  - One Viand
  - Fruits as dessert
- **Lunch**
  - Rice
  - Two viands
  - Dessert
  - Cold drinks

### **IV. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the consulting services is **Php 66,000.00**.


**V. EVALUATION AND SELECTION CRITERIA**

A proposal with the lowest quotation and complete documents shall be accepted.

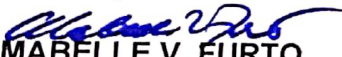
**VI. PAYMENT SCHEME**

The campus shall pay in full 30-45 calendar days after the event.


Prepared by:

  
**MARY ANGEL L. GAVINA/ CLADYS M. FALCUNAYA**  
Special Science Teachers  
Chairpersons of 2024 ELEVATE CALABARZON  
December 21, 2023

Noted by:

  
**MABELLE V. FURTO**  
CID Chief

Certified Funds Available:


  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
Supervising Administrative Officer

Approved by:

  
**REX S. FORTEZA**  
Campus Director