

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.:	2024-01-005
Date :	January 4, 2023

Project:

**OUTSOURCING OF OFFICIATING OFFICIALS FOR BASKETBALL AND VOLLEYBALL FOR PISAY
COMMUNITY GAMES**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTY-ONE THOUSAND FIVE HUNDRED PESOS ONLY (Php 61,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **OUTSOURCING OF OFFICIATING OFFICIALS FOR BASKETBALL AND VOLLEYBALL FOR PISAY COMMUNITY GAMES 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. 2024-01-005 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 5-9, 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 09, 2024. 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

ROUTING SLIP

Date: 03 JAN 2024

For: MUF, AEA, DBC, MP, RSF, SPV, DAC

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

- Subject: LRA / RP / PMP
- Other instructions (please specify):
OFFICIALS
PISM COMMUNITY GAMES
SEASON 1
- Action
 - Approval
 - Comment
 - Discuss with me
 - Endorsement
 - File
 - Give Status
 - Handle
 - Information
 - Initial / Clearance
 - Note & File
 - Note & Return
 - Prepare Draft / Reply
 - Review

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2024-002
DATE: 03 JAN 2023

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
IP-	forwarded to DSC	[Signature]	03 JAN 2023
SI	signed	[Signature]	01/3/2024
	signed	[Signature]	1/3/24
	signed	[Signature]	1/3/2024
	signed	[Signature]	1/3/2024
LRA	- do - preparation & fwd to BAC	[Signature]	1/4/2024

Due Date: _____
From: _____
PHS-00-F-RMU-01-Ver02-Rev1-10/18/20

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.

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

SIR/MADAM

Quotation No.:
Date:

2024-01-005
January 04, 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 _____ 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 & DELIVERY					
1	1	LOT	OFFICIATING OFFICIALS FOR PISAY CommUNITY GAMES		
			-FOR BASKETBALL		
			-CAN PROVIDE THE COMPLETE NUMBER OF OFFICIATING OFFICIALS, INCLUDING TABLE OFFICIALS		
			-OFFICIATE TWENTY-ONE (21) GAMES THROUGHOUT THE ENTIRE DURATION OF THE TOURNAMENT FROM FEBRUARY -MAY 2024		
			-IDENTIFY THE MOST VALUABLE PLAYER (MVP) AND MYTHICAL FIVE FOR BASKETBALL		
			NUMBER OF OFFICIATING OFFICIALS: FOUR (4) (2 REFEREES, 2 TABLE OFFICIALS)		
			NUMBER OF GAMES: TWENTY-ONE (21) GAMES		
			ESTIMATED RATE PER GAME: 1500		
			-FOR VOLLEYBALL		
			-CAN PROVIDE THE COMPLETE NUMBER OF OFFICIATING OFFICIALS, INCLUDING TABLE OFFICIALS		
			-OFFICIATE TWENTY (20) GAMES THROUGHOUT THE ENTIRE DURATION OF THE TOURNAMENT FROM FEBRUARY -MAY 2024		
			-IDENTIFY THE MOST VALUABLE PLAYER (MVP) AND MYTHICAL SIX FOR VOLLEYBALL		
			NUMBER OF OFFICIATING OFFICIALS: FOUR (4) (2 REFEREES, 2 TLINe JUDGES)		
			NUMBER OF GAMES: TWENTY (20) GAMES		
			ESTIMATED RATE PER GAME: 1500		

Delivery Term : FEBRUARY -MAY 2024
 Delivery Time : _____
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

EDSEL E. ESPINO
PURCHASER

Authorized Company Representative :

Telephone: 043-779-8320

(Signature Over Printed Name)

IMPORTANT

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

Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

TERMS OF REFERENCE FOR THE OUTSOURCING OF OFFICIATING OFFICIALS FOR THE Pisay Community Games Season 1

I. Background

This sports fest includes a wide range of sports and activities, allowing students, faculty, personnel, and parents with varying abilities and interests to participate such as basketball, volleyball, and badminton. This inclusivity promotes diversity and celebrates the unique talents and skills of all members of the school community. It plays a significant role in the overall development of students, personnel, parents, and the school community in general, and the relationships between parents and the school. They promote physical fitness, character development, teamwork, and unity, making them an integral part of the educational experience.

II. Rationale

Officiating officials in any sport undertake an important role in the staging of competitions. They facilitate and guide the participants to ensure that the competition is conducted safely and fairly. This would also be a big help for the organizers in attaining the objectives of this event successfully and with no bias.

III. Scope

The scope of work is as follows:

For Basketball

1. Provide the complete number of officiating officials, including table officials.
2. Officiate twenty-one (21) games throughout the entire duration of the tournament from February-May 2024.
3. Identify the most valuable player (MVP) and mythical 5 for basketball.

Number of officiating officials: 4 (2 referees, 2 table officials)

Number of games: 21 games

Estimated rate per game: 1500

For Volleyball

1. Provide the complete number of officiating officials, including table officials.
2. Officiate twenty (20) games throughout the entire duration of the tournament from February to May 2024.
3. Identify the most valuable player (MVP) and mythical 6 for volleyball.

Number of officiating officials: 4 (2 referees, 2 line judges)



Number of games: 20 games
Estimated rate per game: 1500

IV. **Approved Budget for the Contract**

The approved budget for the contract (ABC) is **sixty-one thousand five hundred pesos** (Php 61,500.00), which shall include the above-mentioned scope.

V. **Mode of Procurement**

Negotiated procurement (Highly Technical Consultancy)

VI. **Evaluation and Selection Criteria**

Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Mayor's/Business Permit
- Philgeps Certificate
- Professional License

VII. **Payment Scheme**

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.



Prepared by:


RICHARD A. INUMERABLE
Organizer

Noted:


Mabelle V. Furto
Chief, Curriculum and Instructions Division

Certified Funds Available:


Danica G. Cacao
Budget Officer


Arnel E. Agulla
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
Supervising Administrative Officer

Approved:


Rex S. Forteza
Campus Director



Certificate No.: SCP000420Q

Rex S. Forteza
Campus Director III
Philippine Science High School- CALABARZON Region Campus
Sitio Sampaga West, Brgy. Sampaga, Batangas City, Batangas

Thru: Bids and Award Committee

Dear Sir,

Warm Greetings!

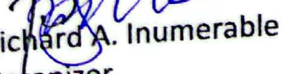
This letter justifies the term of reference for outsourcing the officiating officials for the upcoming Director's Cup: Pisay CommUNITY games from February to May 2024. The officiating officials are part of any sports competition that could help the organizers in facilitating the games to attain the success of the sports event. Since we don't have enough employees who are knowledgeable enough in sports officiating, outsourcing officiating officials is the other option to support the need for manpower in facilitating this event.

The hiring of officiating officials will follow the same procedures and will require them to submit the minimum supporting documents, such as an official receipt of their service, a certificate of accreditation, and other documents that would satisfy the evaluation criteria stated in the terms of reference. We will also ensure that these officiating officials have experience and knowledge in government transactions.

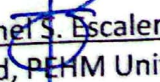
Rest assured that these officials will follow our standard procedure and will be paid based on the stated payment scheme.

I'm looking forward to your immediate response and consideration. Thank you, and God Bless!

Sincerely,


Richard A. Inumerable
Organizer

Noted by:


Ronnel S. Escalera
Head, PEHM Unit