

ROUTING SLIP

Date: _____

For/ To: JAV, RSE, MPP, DEC, AEA, BAC

Subject: DR, CR, Supplemental
 APP & PAPP for B2020
 presentation program

Other instructions (please specify)

Action

Approval

Comment

Discuss with me

Endorsement

File

Give Status

Handle

Information

Initial / Clearance

Note & File

Note & Return

Prepare Draft / Reply

Review

Due Date: _____

From: REG UNIT

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

COL - CALABARZON REGION CAMPUS

TRACKING FORM

REFERENCE NO.: _____

DATE: 1/8/24

ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
Signed & forwarded to JMV	[Signature]	
Signed & forwarded to Doc	[Signature]	1/8/24
Signed DR & SAPP	[Signature]	01/08/2024
Approved	[Signature]	01/8/24
Approved	[Signature]	1/9/2024
Prepared & sent to BAC	[Signature]	1/11/24
Endorsed to Cansasser	[Signature]	1-12-24

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.

DOCUMENT TRACKING FORM

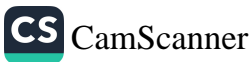
DIVISION

<input type="checkbox"/>	FAD	<input checked="" type="checkbox"/>	SSD
<input type="checkbox"/>	CID	<input type="checkbox"/>	OCB
<input type="checkbox"/>		<input type="checkbox"/>	QMSO

REFERENCE NO.: _____
 DATE: 1/8/24

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
REG/NBS	TDR PR, Supplemental APP & PRMP for Batch 2020 pre-confirmation orientation program for SY 2024-2025	Signed & forwarded to JMJ	<i>[Signature]</i>	
JMJ	- do -	signed & forwarded to DDC	<i>[Signature]</i>	1/8/24
BMU/ACU	- do -	signed TDR & SAPP	<i>[Signature]</i>	01/08/2024
AFEP	- do -	RG mod	<i>[Signature]</i>	01/08/24
MPP	- do -	sd	<i>[Signature]</i>	1/8/24
RIF	- do -	signed max PR; md to SPU	<i>[Signature]</i>	1/9/2024
LEP	- do -	- proposal & md to BAC	<i>[Signature]</i>	1/11/24
JLF	- do -	Endorsed to Cawasser	<i>[Signature]</i>	1-12-24

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.



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.:	2024-01-009 (1)
Date :	January 12, 2024

Project: **PROCUREMENT OF MATERIALS AND SERVICES FOR PRE-CONFIRMATION ORIENTATION PROGRAM OF INCOMING GRADE 7 STUDENTS FOR SY 2024-2025 (BATCH 2030) - PACKED MEALS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TEN THOUSAND FIVE HUNDRED SIXTY PESOS ONLY (Php10,560.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MATERIALS AND SERVICES FOR PRE-CONFIRMATION ORIENTATION PROGRAM OF INCOMING GRADE 7 STUDENTS FOR SY 2024-2025 (BATCH 2030) - PACKED MEALS**

TERMS OF REFERENCE:

- 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:
 - Delivery and installation (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
- Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
- 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 12-15, 2024 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](https://www.philgeps.net).
- Upon submission of the RFQ, please attach the following documentary requirements:
 - Mayor's Permit
 - PhilGEPS Registration Number
 - DTI/SEC Registration
 - BIR 2303 or OCR Number
- The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on January 15, 2023, 8:00am. Suppliers are not required to attend the Opening of Quotations.
- Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to John Vincent K. Forteza, BAC Secretariat Chairperson.
- 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.
- 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

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

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

Quotation No.: 2024-01-009 (1)
 Date: January 11, 2024

SIR/MADAM

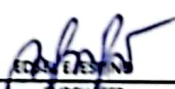
May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

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	PACKED MEALS FOR THE PRE-CONFIRMATION ORIENTATION PROGRAM OF INCOMING GRADE 7 STUDENTS FOR SY 2024-2026 (BATCH 2030) -FOR 32 PAX -AM SNACKS (1 SANDWICH/PASTA, 1 BEVERAGE) -LUNCH (1 RICE, 1 MEAT, 1 VEGETABLE, 1 BEVERAGE) NOTE: BOTTLED FRUIT JUICE OR CARBONATED DRINKS, AT LEAST 360 ML; BOTTLED OR CANNED IS THE PREFERRED DRINKS FOR ALL THE SET MEALS AND SNACKS		

Delivery Term : JANUARY 20, 2024
 Delivery Time : _____
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

 EDAN E. ERAZO
 PURCHASER
 Authorized Company Representative : _____
 Telephone: 043-724-6199
 Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____
 PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:
 (Signature Over Printed Name)

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

PHSH-001-F-PRU-06-Ver02-Rev3-11/04/22



PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : SSD/REG		PR No.: 2024-01-009	Date: January 11, 2024		
		Responsibility Center Code : 19-016-09-00014- 03			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	PACKED MEALS - for 32 pax - AM snacks @ PhP110 each (1 sandwich/pasta, 1 beverage) - Lunch @ PhP220 each (1 rice, 1 viand meal, 1 vegetable, 1 beverage)	1	10,560.00	P 10,560.00
2	PCS.	TARPAULIN (8x6 ft) ***Nothing follows**	2	960.00	P 1,920.00
Total					P 12,480.00

Purpose: to be served during the pre-confirmation orientation of incoming Grade 7 scholars, Batch 2030

Requested by: Signature : _____ Printed Name : MARY MEDIATRIX B. ARROYO / NINA BLOSSOM B. GUTIERREZ Designation : Registrar Administrative Assistant II- Reg. Unit	Approved by: Signature : _____ Printed Name : REX S. FORTEZA Designation : Campus Director
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TERMS OF REFERENCE FOR THE PROCUREMENT OF MATERIALS AND SERVICES FOR PRE-CONFIRMATION ORIENTATION PROGRAM OF INCOMING GRADE 7 STUDENTS FOR SY 2024-2025 (BATCH 2030)

I. Background

The Philippine Science High School-CALABARZON Region Campus, since its establishment in 2015, has started to fulfill its vision to become a venue of academic excellence that provides materials and other means facilitative of the optimum learning of its clientele.

Thus, the Student Services Division (SSD) was set up as a service-oriented office for the students, parents, and other clientele whose major role is to make learning holistic and beneficial to the students in order to help realize the aforementioned goal of the campus.

The SSD spearheads the pre-orientation program for incoming Grade 7 scholars and their parents. This activity serves as a significant introduction to the scholarship offer and the responsibilities associated with admission and ensures that the scholars and their parents comply with the requirements and schedule set by the admission guidelines to PSHS.

II. Rationale

The PSHS-CALABARZONRC, through a pre-confirmation orientation program, aims to provide students with a comprehensive understanding of the benefits that they will receive as scholars and the expectations they must meet as members of the PSHS community.

III. Scope of Work and Job Specifications

The merchant must be able to provide the following services with the corresponding specifications:

Materials/Resources	Amount
Packed meals for thirty-two (32) PSHS personnel -AM snack @PhP110 each (1 sandwich/pasta, 1 beverage) -Lunch @PhP220 each (1 rice, 1 viand meat, 1 vegetable, 1 beverage)	PhP 10,560.00
Tarpaulin -2 pcs. 8 x 6 feet @PhP960 each	PhP 1,920.00
Total	PhP 12,480.00

IV. Approved Budget for Contract

The approved budget for the services and materials is PhP 12,480.00.



V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per the 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme


The supplier shall be paid 15-30 days after delivery/completion of service.

Prepared by:



Mary Mediatrix B. Arroyo
Registrar I

Recommending Approval


Jorge M. Job
SSD Chief


Nina Blossom B. Gutierrez
Administrative Assistant II- Reg. Unit

Certificate of Availability of Fund:


Danica G. Cacao
Budget Officer



Arnel E. Aguila
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

1/8/24

Approved:


Mr. Rex S. Forteza
Campus Director