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DIVISION

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REFERENCE NO.: CID-2024-004  
 DATE: 11 JAN 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MLG	TOR/PR/APP/PPMP- Purchase of Polo Shirts for ELEVATE 2024	forwarded to BMU thru FMC		10 JAN 2023 <del>1 JAN 2023</del>
DCL AEM	- do - - do -	signed signature		01/10/24 01/10/24
MPP RSE	- do - - do -	signed signed PR; Rd to SA		1/10/24 1/11/24
LFK	- do -	proposal of fund to BAC		1/11/2024

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.: 2024-01-011  
Date : 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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY &amp; DELIVERY</b>					
1	77	PIECE	POLO SHIRT -MADE OF 100% COTTON -CUSTOMIZED WITH THE ATTACHED DESIGN -SIZES MAY VARY		

Delivery Term : ON OR BEFORE MARCH 14, 2024  
 Delivery Time : \_\_\_\_\_  
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

**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.:	2024-01-011
Date :	January 12, 2024

Project:

**PURCHASE OF POLO SHIRTS FOR ELEVATE CALABARZON 2024**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FORTY SIX THOUSAND TWO HUNDRED PESOS ONLY (Php 46,200.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF POLO SHIRTS FOR ELEVATE CALABARZON 2024 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. 2024-01-011 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 15-16 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 16, 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

# PURCHASE REQUEST

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

Fund Cluster: **1101101**

Office/Section : <b>CID</b>		PR No.: <b>2024-01-011</b>	Date: <b>January 11, 2024</b>		
		Responsibility Center Code : <b>19-016-09-00014 - 02</b>	<b>12/21/2023</b>		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pieces	Polo Shirt •Made of 100% cotton •Customized with the attached design (see attached file) •Sizes may vary	77	P600.00	P46,200.00
					<b>P46,200.00</b>
<b>Purpose:</b> For the ELEVATE CALABARZON 2024					
Requested by:			Approved by:		
Signature : 			Signature : 		
Printed Name : <b>MARY ANGEL L. GAVINA/ CLADYS M. FALCUNAYA</b>			Printed Name : <b>REX S. FORTEZA</b>		
Designation : <b>SPECIAL SCIENCE TEACHERS</b>			Designation : <b>CAMPUS DIRECTOR</b>		



## TERMS OF REFERENCE FOR THE FOR THE PURCHASE OF POLO SHIRTS 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 **77 pcs. of polo shirts** with the following specifications:

- Made of 100% cotton
- Customized with the attached design (see attached file)
- Sizes may vary
- Expected delivery date: **no later than March 14, 2024**

### IV. APPROVED BUDGET FOR THE CONTRACT

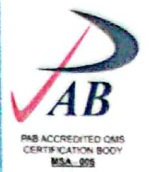
The approved budget for the purchase of polo shirts is **Php 46,200.00**

### V. Mode of Procurement

The mode of procurement shall be "Negotiated Procurement – Small Value Procurement".

### VI. EVALUATION AND SELECTION CRITERIA

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



Certificate No.: SCP000420Q

**VII. PAYMENT SCHEME**

The campus shall pay in full 30-45 calendar days after the delivery of items.

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. FAGULAYAN**  
 Supervising Administrative Officer

Approved by:

  
**REX S. FORTEZA**  
 Campus Director



Enclosure 1 Polo shirt design



