

ROUTING SLIP

Date: 19 FEB 2024

For/ To: MVF; DGC; AEA; MPP; RSF

Subject: TOR/PR/SAPP/
PPMP - Van Rental

Other instructions (please specify)

- Action (RSPC 2024)
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From: MCR / JKF

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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

REFERENCE NO.: CID-2024-058
 DATE: 19 FEB 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yr)
MCR/JKF	TOR/PR/APP/PPMP- Van Rental (RSRC)	TOR forwarded to BMU	for [Signature]	
OGC AED	- do - do	signed RSRC for	[Signature]	02/21/24 02/21/24
MPP RIF	- do - do	signed RSRC; Ed to SK	[Signature]	2/21/24 2/21/24
EEE to KLI	- do - + RFR	prepared, signed and forwarded to KLI	[Signature]	02-21-2024
JKF	- do -	endorsed to BAC canvasser	[Signature]	2-22-24

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.:	2024-02-038
Date :	February 22, 2024

Project: **VAN RENTAL FOR THE SCHOOL PAPER AWARDING OF REGIONAL SCHOOLS PRESS CONFERENCE 2024**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **TEN THOUSAND PESOS ONLY (Php10,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **VAN RENTAL FOR THE SCHOOL PAPER AWARDING OF REGIONAL SCHOOLS PRESS CONFERENCE 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 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 FEBRUARY 24, 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/SEC Registration
 - d. BIR 2303 or OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on FEBRUARY 24, 2024, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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.



 ROMEO M. MADRONA JR.
 BAC Chairperson



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VAN RENTAL FOR THE SCHOOL PAPER AWARDING OF REGIONAL SCHOOLS PRESS CONFERENCE 2024

I. BACKGROUND OF THE PROJECT

The student publication teams, The CALABARZON Scholar and Siklab ng Katagalugan, of the Philippine Science High School – CALABARZON Region Campus have qualified for the Regional Schools Press Conference 2024, specifically for the school paper competitions where the region's best school papers in the sections of News, Editorial, Feature, Science, Sports, and Layout and Page Design will be recognized on March 1, 2024 in Calamba City, Laguna.

II. RATIONALE

The school abides by the Republic Act 7079 or the Campus Journalism Act which states that all academic institutions in the country shall provide learning opportunities for the students to enhance their campus journalism skills. As such, it intends to participate in the Regional Schools Press Conference 2024 from February 27 to March 2, 2024.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

Since no school driver is available on March 1, it is deemed necessary to rent a van to ferry 15 people (13 students and 2 school paper advisers) from Pisay-CALABARZON to Calamba City, and vice-versa. The rental fee shall be inclusive of the following: gas, toll, and driver fee. Following is the schedule of the trip:

Date	Departure	Destination	No of Pax
March 1, 2024	05:00 am; PSHS – CALABARZONRC, Brgy. Sampaga, Batangas City	Calamba Elementary School, Calamba City, Laguna	15 pax (2 teachers, 13 students)

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Ten Thousand Pesos Only (10,000.00) to cover all the aforementioned.

V. EVALUATION AND SELECTION CRITERIA

The mode of procurement for this project is Negotiated Procurement – Small Value Procurement. The bidder with the lowest and most responsive bid shall be declared winner.

VI. PAYMENT SCHEME

The campus shall not provide advance payment nor pay a reservation fee. The full payment shall be made within 30 to 45 days after the services have been fully rendered.

Prepared by:


MARK JOHN ANTHONY C. REVADULLA
School Paper Adviser

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Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
Website: www.cbzrc.pshs.edu.ph

Trunkline.: (043) 779-8320
Tel/Fax. No.: (043) 724-6199



Republic of the Philippines


DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No. 120110142013

Recommending Approval


MABELLE V. FURTO
CID Chief

Certified Funds Available:


DANICA G. CACAO
Bduget Officer


ARNEL E. AGULA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director

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