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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.: Date

2024-02-031 February 19, 2024

Project:

PROCUREMENT OF FOOD MEALS FOR THE ORGANIZERS OF PI WEEK 2024

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of NINE HUNDRED NINETY PESOS ONLY (Php 990.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF FOOD MEALS FOR THE ORGANIZERS OF PI WEEK 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. 2024-02-031 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 February 20-22, 2024 from 9:00am – 3:00pm without cost and from https://www.philgeps.net.
- 4. Upon submission of the RFQ, please attach the following documentary requirements:
- 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 22, 2024, 3:00pm. Suppliers are not required to attend the Opening
- 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
- 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

PSHS-00-F-PRU-06-Ver02-Rev01-03/05/20

ALIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

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

IR / M	R / MADAM:			Quotation No.: Date :		2024-02-031 February 16, 2024	
Del Del In c	he same, ivery wit ase of fa tor shall	, we shall be hin ilure to mak be liable for	glad to have your best pri calendar days te the full delivery/complet liquidated damages/pena	erated hereunder. If you are interested and in a position ices. Is upon receipt of approved Purchase Order (PO). Ition within the time specified as offered/required, the Sulty of one-tenth (1/10) of one percent (1%) of the Contribelivered/completed portion(s) of the approved P.O./Co	upplier/ .		
tem#	QTY	UNIT		ITEM/DESCRIPTION	UNIT COST	TOTAL COST	
			PRICES MU	IST BE Tax (VAT) INCLUSIVE			
1	1	LOT	PM SNACK SETS FOR	THE NINE (9) ORGANIZERS OF THE PI (3.14)		-	
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5.4	WEI	1774	14, 2024 WITH THE FOL				
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	ruly your		1	PRICES	IN THE ABOVE OF	FER ARE	
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Tele	phone	2: 043	-779-8320 local 803	(Signa	ature Over Printed	Name)	
IMPORTANT 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify			Company Name : Address : Telephone nos. :				
th	e brand o	ind make.		T.I.N. :	The Control	was like the said	

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/2022



PURCHASE REQUEST

		CIENCE HIGH SCHOOL - CALABARZON	Fund Cluster:	1101101		
Office/Section:		PR No.: $2024 - 02 - 031$ Responsibility Center Code: $19 - 016 - 09 - 00019 - 02$			Date: February 14,2024	
	CID	Responsibility Center Code:	19-016-09-00014	1-02	January	29, 2024
Stock / Property No.	Unit	Item Desc		Quantity	Unit Cost	Total Cost
1	1	PM SNACKS (any kind of refreshm	9	₱110.00	₱990.00	
		46				
- Street					2234	400
				As idea		
					RELIANCE.	
Line Service						
						Heat
						7,44
					2.00	
		•				
		TOTAL				P990.00
Purpose:	To provide foo	od and refreshments for the organizers	Pi Week 2024 on March 14, 20	24.		
	Demon II	of a separate service	And the second s	A		
Signature :	Requested by:			Approved b	y. 1/2	
Printed Nam Designation		SIENA CATHERINE A. MARV SST III	ANAN		CAMPUS DIRECT	





Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR THE FOOD MEALS FOR THE ORGANIZERS OF THE PI WEEK 2024

I. BACKGROUND OF THE PROJECT

Pi Week 2024 is dedicated to spreading appreciation and showcasing applications of mathematics. This week will be held from March 11 to 14, 2024. It includes an exhibit, booth, seminar, and quiz bee. This activity caters for all students, faculty, and staff of Pisay CALABARZON

II. RATIONALE

The first three digits of pi are 3.14; thus, it is the interest of the Mathematics Unit of PSHS CALABARZON Region Campus to conduct this activity. This week-long activity aims to promote deeper appreciation of mathematics and to foster a positive and fun attitude towards the subject through activities that would encourage students' creativity and make the students aware of the careers that rely heavily on mathematics.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must provide the meals for nine (9) organizers with the following specifications:

Requirements for meals shall include the following:

MARCH 14, 2024

For the nine (9) organizers of Pi Week 2024:

PM SNACKS (any kind of refreshments, drinks)

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is PhP 990.00 which shall include the above-mentioned scope.

V. MODE of PROCUREMENT

The mode of procurement shall be "Small Value Procurement" in accordance with the updated 2016 Revised IRR of RA 9184.

VI. EVALUATION AND SELECTION OF CRITERIA

Proposal with the lowest bid and with complete documents shall be accepted.

Page 1 of 2

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





DEPARTMENT OF SCIENCE AND TECHNOLOGY





Certificate No.: SCP000420Q

VII. PAYMENT SCHEDULE

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 15-30 calendar days once services have been fully rendered.

Prepared by:

Camaranan SIENA CATHERINE A. MARANAN

Pi Week 2024 Organizer

Recommending Approval:

alasea Va MABELLE V. FURTO

CID Chief

Certified Funds Available:

Accountant

Recommending Approval:

PAGULAYAN MT/24

FAD Chief Approved:

Campus Director

Page 2 of 2

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

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City