



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

Quotation No.:	2024-02-031
Date :	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](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 22, 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











**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.





**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:

*Siema Maranan*

**SIENA CATHERINE A. MARANAN**  
 Pi Week 2024 Organizer

Recommending Approval:

*Mabelle V. Furto*  
**MABELLE V. FURTO**  
 CID Chief

Certified Funds Available:

*Arnel E. Aguila*  
**ARNEL E. AGUILA**  
 Accountant II

*Danica Cacao*  
**DANICA CACAO**

Recommending Approval:

*Ma. Theresa P. Pagulayan*  
**MA. THERESA P. PAGULAYAN**  
 FAD Chief

Approved:

*Rex S. Forteza*  
**REX S. FORTEZA**  
 Campus Director