## 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

2024-02-036 (3)

February 19, 2024

Project:

VAN RENTAL FOR THE SPEAKER OF ELEVATE CALABARZON 2024

The PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of TEN THOUSAND PESOS ONLY (P10,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: VAN RENTAL FOR THE SPEAKER OF ELEVATE CALABARZON 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 For the complete details of this project, please see RFQ Form No. 2024-02-036 (3) attched herewith;
  - 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 21-26 2024 from 9:00am 3:00pm without cost and from the agency website at https://cbzrc.pshs.edu.ph/small-value-procurement/
- 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 February 26, 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 and address it to Danica G. Cacao, 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.

ROMEO M. MADRONA, JR.
BAC Chairperson

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

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furnish	iy we req the same	we shall h	e glad to have your bes	numerated hereunder. If you are int	erested and in a position	to	
				days upon receipt of approved Purcl	0.1.600		
In	case of fa	ilure to mal	ke the full delivery/con	npletion within the time specified as	offered/required the Co		
Contrac	tor shall	be liable for	liquidated damages/p	enalty of one-tenth (1/10) of one pe	rcent (1%) of the Contra	oplier/ .	
Price pe	r calenda	ar day of del	ay minus the value of t	he delivered/completed portion(s) o	f the approved P.O./Cont	tract.	
Item#	QTY	UNIT		ITEM/DESCRIPTION		UNIT COST	TOTAL COST
			PRICES	MUST BE Tax (VAT) INCLUSIVE			
1	1	LOT	VAN RENTAL				
			→ ITINERARY:				
			✓ March 16, 20	024, 4:00am : Philippine Science High S	School CALABARZON		
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	/	PURCHA	PINO	_ Authorized Company Representative:			
Teleph	one.		9-8320 local 803	nepresentative .	(Signature	Over Printed Nam	10)
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IMPORT	ANT			Address :			
			in ink clearly.				
. If offer	ing a subs	stitute/equi	valent, specify	Telephone nos. :			

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# PURCHASE REQUEST

ffice/Section:		PR No.: 2011-00-036			Date: 09-	1101101	
CID		Responsibility Center Code :			Date: 02-19-2024 <del>2/16/2024</del>		
Stock / Property No.	Unit	Item Description	Quanti	ty	Unit Cost	Total Cost	
1	pieces	Plaque (Made of Glass) Height – 11 inches	2		₱3,500.00	₱7,000.0	
2	pieces	Tarpaulin (5 feet by 10 feet)	2		₱3,000.00	₱6,000.0	
3	lot	Transportation expenses/Van rental if no campus vehicle is available	2		₱10,000.00	₱20,000.0	
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inted Name : M.	ARY ANGEL L. C		els Elsand	_	REXS. FORTEZA		







Certificate No.: SCP000420Q

# TERMS OF REFERENCE VAN RENTAL

#### I. BACKGROUND OF THE PROJECT

The campus will be conducting ELEVATE CALABARZON 2024, its annual outreach activity, which is a free training for secondary school teachers across CALABARZON. With the theme "Charting the Course: Future Proofing Education by Empowering Secondary Teachers for Tomorrow's Learners' Pedagogy," the said event is to be held in person on March 16 – 17, 2024 at the PSHS – CALABARZONRC.

#### II. RATIONALE

In line with the conduct of ELEVATE CALABARZON 2024, the campus has invited distinguished guest speakers from the fields of Humanities and STEM for the plenary sessions during the opening program on March 16, 2024. Said speakers are to share to the teacher-audiences their expertise in their fields of practice to provide meaningful insights and current trends in pedagogy and content.

## III. SCOPE OF WORK AND JOB SPECIFICATIONS

Due to the unavailability of school vehicles and/or conflict with other trips on March 16, 2024, the usherette will be renting a van that will serve as the mode of transportation to pick up and drop off one of the guest speakers. The supplier must provide one (1) van (gas, toll and driver fee included in the rental fee) that can ferry/fetch/accommodate 2 persons (1 teacher and 1 guest speaker).

Date	Departure	Destination	No. of Pax		
March 16, 2024	5:00 AM - PSHS-	Block 2 Lot 4 Lynville	2 pax (1 teacher		
	CALABARZONRC,	Residence, Halayhay,	+ 1 guest		
	Sampaga, Batangas City	Tanza, Cavite	speaker)		

### IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Php 10,000, 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 including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

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







Certificate No.: SCP000420Q

- Mayor's Permit 2023
- Income/Business Tax Return/BIR 2303
- DTI/SEC Registration

#### VII. PAYMENT SCHEDULE

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.

Prepared by

PRINCES D. BULALAC SST II / Usherette

Recommending Approval:

MABELLE V. FURTO

CID Chief

Certified Funds Available:

ARNELE. AGUILA Accountant II

Recommending Approval:

MA. THERESA P. PAGULAYAN FAD Chief

Approved:

REX S. FORTEZA Campus Director

Trunkline.: (043) 779-8320

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