

**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.: 2024-02-036 (3)  
Date : 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) attached 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](mailto: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







**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-CALABARZONRC, Sampaga, Batangas City	Block 2 Lot 4 Lynville Residence, Halayhay, Tanza, Cavite	2 pax (1 teacher + 1 guest 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**

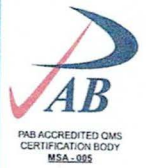
Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS




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.

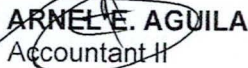
Prepared by:


  
**PRINCES D. BULALAC**  
SST II / Usherette

Recommending Approval:

  
**MABELLE V. FURTO**  
CID Chief

Certified Funds Available:

  
**ARNEL E. AGUILA**  
Accountant II

  
**DANICA B. CACAO**  
Budget Officer

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
FAD Chief

Approved:

  
**REX S. FORTEZA**  
Campus Director