

PHILIPPINE SCIENCE HIGH SCHOOL
CAMPUS: CALABARZON

ROUTING SLIP

Date: 3/5/24

For/ To: BAC, BMU, ACU, FAD, OCD, PRU

Subject:

Other instructions (please specify)

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

Due Date: 3/15/24

From: QMSO

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: FAD-2024-010
 DATE: 3/5/24

| FROM/TO | PARTICULARS | ACTION/S TAKEN | SIGNATURE | DATE (mm/dd/yy) |
|---------|--|---|-------------|--------------------|
| QDM/GAO | TDR/PR/SAPP/PPMP Procurement of Smartphone for Anti-Sexual Harassment (ASH) Help Desk | Requested | [Signature] | 3/5/24 |
| BAC | -do- | Signed | [Signature] | 3/6/24 |
| MPP/FAD | -do- | [Signature] | [Signature] | 3/5/24 |
| BMU | -do- | Signed | [Signature] | 03/07/24 |
| AFSA | -do- | As nec | [Signature] | 3/24/24 |
| MPP | -do- | [Signature] | [Signature] | 3/7/24 |
| RF | -do- | Requested TDR, PR & SAPP; Adm SRV | [Signature] | 3/2/2023 |
| LFR | -do- | - proposal find for [unclear] | [Signature] | 3/8/24 |
| SAB | -do- | Forwarded to JKF | [Signature] | Mar. 5, 2024 |
| JKF | - do - + MR Police | allowed to [unclear] | [Signature] | 3-11-24 |

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.: | 2024-03-045 |
| Date : | March 11, 2024 |

Project: **PROCUREMENT OF SMARTPHONE FOR ANTI-SEXUAL HARASSMENT (ASH) HELP DESK AND HOTLINE**

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: **PROCUREMENT OF SMARTPHONE FOR ANTI-SEXUAL HARASSMENT (ASH) HELP DESK AND HOTLINE**

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 MARCH 11, 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 MACRH 15, 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

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

| Office/Section : | | PR No.: <u>2024 - 03 - 045</u> | | Date: <u>March 8, 2024</u> <u>March 5, 2024 <i>JLU</i></u> | |
|----------------------|------|---|----------|---|-------------------|
| FAD/GAD | | Responsibility Center Code: <u>19-016-07-00014-04</u> | | | |
| Stock / Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| 1 | pc | Smartphone | 1 | ₱10,000.00 | ₱10,000.00 |
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| | | | | | ₱10,000.00 |

Purpose: for Anti-Sexual Harassment (ASH) Help Desk and Hotline

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|---------------|---|-----------------------------|
| Requested by: | Approved by: | |
| Signature : |  | |
| Printed Name | REX S. FORTEZA | |
| Designation : | CAMPUS DIRECTOR | |
| | | QUENNIE MARICE D. MAGLASANG |
| | | GAD FOCAL PERSON |





TERMS OF REFERENCE

FOR THE PROCUREMENT OF SMARTPHONE FOR ANTI-SEXUAL HARASSMENT (ASH) HELP DESK AND HOTLINE

I. Background

In response to the growing need for fostering inclusivity and promoting a safe and respectful environment on our campus, the campus conducted a Training on Handling Sexual Harassment Cases in Academic Institutions last January 22-23, 2024. As a result of the training, the campus created a help desk for reporting sexual harassment cases.

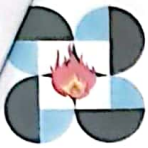
II. Rationale

In accordance with the Republic Act 11313, also known as the Safe Spaces Act, it is mandatory for an academic institution to create committees that will handle sexual harassment on campus. The first step is creating a help desk to receive reports on sexual harassment cases. Aside from physical offices which student or employees can visit, local phones installed in the offices, official email address, a smartphone exclusive for ASH Help Desk is a must to receive these complaints.

III. Scope of Work and Job Specifications

The supplier must be able to provide a smartphone with the following specifications:

- CPU Speed: 2 GHz, 1.8 GHz
- CPU Type: Octa-Core
- Size (Main Display): 171.3mm (6.7" full rectangle) / 167.3mm
- Resolution (Main Display): 720 x 1600 (HD+)
- Technology (Main Display): PLS LCD
- Color Depth (Main Display): 16M
- Memory (GB): 4
- Storage (GB): 128
- External Storage Support: MicroSD (Up to 1TB)
- Number of SIM: Dual-SIM
- USB Interface: USB Type-C
- USB Version: USB 2.0
- Wi-Fi: 802.11 a / b / g / n / ac 2.4G+ 5GHz, VHT80
- Battery Capacity (mAh, Typical): 5000
- EDD: March 29, 2024



IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is **Ten Thousand Pesos (Php 10,000.00)**, which shall include the above-mentioned scope of work.

V. Mode of Procurement

Small Value Procurement in accordance with the 2016 Revised IRR of RA 9184

VI. Evaluation and Selection Criteria

A proposal with the lowest quotation and complete documents shall be accepted.

VII. Payment Scheme

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made within 30-45 calendar days after the item's delivery.


Prepared by:


Quennie Marice D. Maglasang
GAD Focal Person

Noted:


Ma. Theresa P. Pagulayan
FAD Chief

Certified Funds Available:


Danica G. Cacao
Budget Officer


Arnel E. Aguila
Accountant

Recommending Approval:


Ma. Theresa P. Pagulayan
FAD Chief

Approved:


Mr. Rex S. Forteza
Campus Director