

ROUTING SLIP

Date: 14 MAR 2024

For/ To: MVE; DEC; AEA; MPP; RSE;

- Subject:
- TOR/PR - Van Rental for
  - Action Onsite National
  - Approval Olympiad Informatics
  - Comment
  - Discuss with me
  - Endorsement
  - File
  - Give Status
  - Handle
  - Information
  - Initial / Clearance
  - Note & File
  - Note & Return
  - Prepare Draft / Reply
  - Review

Other instructions (please specify)

Due Date:

From:



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

Quotation No.:	2024-03-067
Date :	March 19, 2024

Project:

VAN RENTAL FOR THE ONSITE NATIONAL OLYMPIAD INFORMATICS

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of SEVEN THOUSAND PESOS ONLY (Php7,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: VAN RENTAL FOR THE ONSITE NATIONAL OLYMPIAD INFORMATICS

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 19, 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 MARCH 21, 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](mailto: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







## TERMS OF REFERENCE

### VEHICLE RENTAL FOR ONSITE NATIONAL OLYMPIAD INFORMATICS

#### I. BACKGROUND OF THE PROJECT

The school expressed its intention to participate in the onsite final round computer programming competition in response to the invitation from the NOI.PH organizer. The competition likely involves a series of challenging machine problems to test participants' mathematical skills, problem-solving abilities and logical reasoning.

#### II. RATIONALE

Ateneo de Manila University will host the National Olympiad for Informatics Philippines (NOI.PH) Onsite Final Round on March 23–24, 2024. Participants will have the opportunity to compete and serve as the Philippines' training pool for the International Olympiad in Informatics (IOI).

#### III. SCOPE OF WORK AND JOB SPECIFICATIONS

Due to the unavailability of school vehicles on March 23, 2024, there is a need to rent a vehicle that will serve as the mode of transportation to the venue. The supplier must provide one (1) vehicle (gas, toll and driver fee included in the rental fee) that can ferry/fetch/accommodate 2 persons (1 teacher and 1 student).

Date	Departure	Destination	No. of Pax
March 23, 2024	6:00 AM - PSHS-CALABARZONRC, Sampaga, Batangas City	Ateneo de Manila University	2 pax (1 teacher + 1 student)
	6:00 PM – Ateneo de Manila University	PSHS-CALABARZONRC, Sampaga, Batangas City	

#### IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Php 7,000.00, 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.



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP0004200

## 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:

- 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:

  
**MARIZEL B. VILLANUEVA**  
SST IV/ Coach, NOI.PH

Recommending Approval:

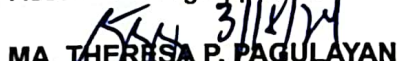
  
**MABELLE V. FURTO**  
CID Chief

Certified Funds Available:

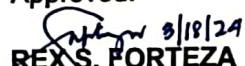
  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

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

Approved:

  
**REX S. FORTEZA**  
Campus Director

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