

ROUTING SLIP

Date: 14 MAR 2024

For/ To: NVE; DGC; AEA; MPP; RSE; SPW

Subject: TOR/PR- Meals for the

Other instructions (please specify)

Action STEM WEEK

Approval Celebration

Comment

Discuss with me

Endorsement

File

Give Status

Handle

Information

Initial / Clearance

Note & File

Note & Return

Prepare Draft / Reply

Review

Due Date:

From: SLA

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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

REFERENCE NO.: CID-2024-108
 DATE: 14 MAR 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
SLA	DR/PR - Needs for STEM Week Celebration	Forwarded to BNU thru FMC	[Signature]	15 MAR 2024
ACU/BU	- do -	Return to FPP for sign NVP	[Signature]	3/15/2024
CID	- do -	signed	[Signature]	3/15/2024
DGL	- do -	signed	[Signature]	03/15/24
AEN	- do -	RSMD	[Signature]	3/18/24
MPP	- do -	[Signature]	[Signature]	3/19/24
RCF	- do -	signed OK 2 PM; fwd to SLA	[Signature]	3/19/2024
LEP	- do -	prepared & fwd to BAC	[Signature]	3/19/2024
SICA	- do - FMR notice	forwarded to Commission	[Signature]	3/20/24

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.



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

Quotation No.:	2024-03-059
Date :	March 20, 2024

Project: **PROCUREMENT OF MEALS FOR THE SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) WEEK 2024 CELEBRATION OF THE PSHS-CALABARZON REGION CAMPUS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **THIRTY THOUSAND ONE HUNDRED FORTY PESOS ONLY (Php30,140.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MEALS FOR THE SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) WEEK 2024 CELEBRATION OF THE 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 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 20, 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 22, 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

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE
(GOODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:
Date :

2024-03-09
March 19, 2024

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY					
1	90	PAX	MEALS FOR THE SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) WEEK 2024 CELEBRATION OF PSHS-CALABARZON REGION CAMPUS APRIL 2, 2024 -AM SNACKS (NOODLES/SANDWICH AND DRINKS (5 PAX) -LUNCH (RICE, 1 SERVING OF VEGETABLES, 1 MAIN COURSE; PORK OR CHICKEN,DESSERT AND DRINKS) (85 PAX)		
2	48	PAX	APRIL 3, 2024 -BREAKFAST (RICE, 1 SERVING OF VEGETABLES, 1 MAIN COURSE; PORK OR CHICKEN,DESSERT AND DRINKS) (2 PAX) -AM SNACKS (NOODLES/SANDWICH AND DRINKS (2 PAX) -LUNCH (RICE, 1 SERVING OF VEGETABLES, 1 MAIN COURSE; PORK OR CHICKEN,DESSERT AND DRINKS) (2 PAX) -PM SNACKS (PASTA AND DRINKS) (42 PAX)		
3	21	PAX	APRIL 4, 2024 -PM SNACKS (PASTA AND DRINKS) (18 PAX) -DINNER (RICE, 1 SERVING OF VEGETABLES, 1 MAIN COURSE; PORK OR CHICKEN,DESSERT AND DRINKS) (3 PAX)		
4	13	PAX	APRIL 5, 2024 -AM SNACKS (NOODLES/SANDWICH AND DRINKS (3 PAX) -LUNCH (RICE, 1 SERVING OF VEGETABLES, 1 MAIN COURSE; PORK OR CHICKEN,DESSERT AND DRINKS) (10 PAX)		
NOTE: FOR THE DRINKS, PREFERABLY BOTTLED FRUIT JUICE OR CARBONATED DRINKS; AT LEAST 350 ML; BOTTLED OR CANNED					

Delivery Term : APRIL 1-5, 2024

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


EDSEL E. ESPINO
PURCHASER

Telephone: 043-779-8320

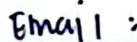
IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/22

Authorized Company
Representative :

Company Name :
Address :
Telephone nos. :
T.L.N. :

 Email :

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)



**TERMS OF REFERENCE
 FOR THE PROCUREMENT OF MEALS FOR THE SCIENCE,
 TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) WEEK 2024 CELEBRATION OF
 THE PSHS-CALABARZON REGION CAMPUS**

I. Background

This 5-day program will be composed of simultaneous academic and non-academic competitions in different areas headed by the different STEM units such as STEM-Related Talk, Agri-ALA Fair, Community Fair, PANTAS, Skills Competition, Amazing Race, Research Fair, Stargazing, Bonfire Party and Emblem War.

II. Rationale

STEM Week is an annual celebration of PSHS-CALABARZON to significantly improve student's learning through critical thinking, creative skills, and collaboration by applying STEM concepts in fun and engaging academic and non-academic activities. The theme for this year is "STEM Adventures: Exploring the Wilderness of Knowledge". One of the highlights of this year's event is the CAMP. Through collaborating, adapting, and maximizing potentials (CAMP), scholars will learn to use their STEM-related talents and skills effectively.

III. Scope of Work and Job Specifications

The supplier must be able to provide **172 meals** for Breakfast, AM snacks, Lunch, PM snacks, and Dinner, as specified in the following schedule:

	Date	Snacks		Breakfast	Lunch	Dinner	TOTAL
		AM	PM				
Research Exhibit	2-Apr				15		15
Community Fair	2-Apr				70		70
Career Talk	2-Apr	5					5
Opening Program (for Speakers)	3-Apr	2		2	2		6
Skills Competition	3-Apr		12				12
PANTAS	3-Apr		30				30
Star Gazing	4-Apr		18			3	21
	5-Apr	3					3
Emblem War	5-Apr				5		5
Camp Design	5-Apr				5		5
		10	60	2	97	3	172

The following specifications must be met for the abovementioned meals:

- AM Snacks (noodles/sandwich and drinks)
- Breakfast/Lunch/Dinner (rice, 1 serving of vegetables, 1 main course; pork or chicken, dessert, and drinks)



- PM Snacks (pasta and drinks)
 *for the drinks, preferably bottled fruit juice or carbonated drinks; at least 350 mL; bottled or canned)
 *includes delivery

IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is **Thirty Thousand One Hundred Forty Pesos (Php 30,140.00)** which shall include the above-mentioned scope of works.

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 with 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 30-45 days after services have been fully rendered.

Prepared by:


SHIELA LIZ L. ATIVO
 STEM Week 2024 Chairperson

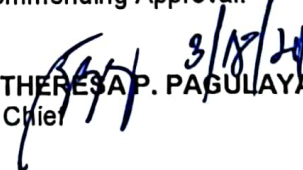
Recommending Approval:


MABELLE V. FURTO
 CID Chief

Certificate of Availability of Fund:


DANICA G. CACAO/ARNEL E. AGUILA
 Budget Officer/Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
 FAD Chief


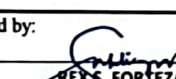
Approved by:


REX S. FORTEZA
 Campus Director

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID		PR No.: 2024 - 03 - 059	Date: March 19, 2024		
		Responsibility Center Code : 19-016-09-00014- 02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	packs	APRIL 02, 2024 AM Snacks - 5 packs for Career Talk	5	110	550.00
		LUNCH - 85 packs (15 packs for Research Exhibit and 70 packs for Community Fair)	85	220	18,700.00
2	packs	APRIL 03, 2024 BREAKFAST - 2 packs for STEM-Related Talk	2	220	440.00
		AM Snacks - 2 packs for STEM-Related Talk	2	110	220.00
		LUNCH - 2 packs for STEM-Related Talk	2	220	440.00
		PM Snacks - 42 packs (30 for PANTAS and 12 for Skills Competition)	42	110	4,620.00
3	packs	APRIL 04, 2024 PM Snacks - 18 packs for Star Gazing	18	110	1,980.00
		Dinner - 3 packs for Star Gazing	3	220	660.00
4	packs	APRIL 05, 2024 AM Snacks - 3 packs for Star Gazing facilitators	3	110	330.00
		LUNCH - 10 packs (5 packs for Emblem War and 5 packs for Camp Selection)	10	220	2,200.00
					50,140.00
Purpose: for STEM Week 2024 activities' judge and facilitator					
Requested by:  Signature: SHIELA AZLATIVO Designation: Special Science Teacher IV					
Approved by:  Signature: REX S. FORTEZA Designation: Campus Director					