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.:	2024-03-058	
Date :	March 19, 2024	

Project:	PURCHASE OF MEDALS FOR THE STEM WEEK 2024
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The PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (P46,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASE OF MEDALS FOR THE STEM WEEK 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. 2024-03-058 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; 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 March 22, 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

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

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Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR THE PURCHASE OF MEDALS FOR THE STEM WEEK 2024

Background

STEM Week Celebration is an annual activity of the Philippine Science High School CALABARZON Region Campus that showcases the talents and abilities of PSHS scholars in the field of Sciences, Technology, Engineering, and Mathematics in a fun & engaging matter. It celebrates STEM through social interaction through different academic & non-academic activities. With this year's theme, "STEM Adventures: Exploring the Wilderness of Knowledge"

II. Rationale

This three-day program will be composed of simultaneous academic and non-academic competitions in different areas headed by the different STEM units with the help of SYP students. It is proposed to procure medals to recognize the winners of the following activities: PANTAS, Skills Competition, Amazing Race, Emblem Parade).

III. Specifications

The supplier must be able to provide the listed materials needed for the STEM Week 2024 Celebration following the described specifications (delivery should be done on or before April 1, 2024):

qty	unit	Item Description	Proposed Unit Price	Proposed Total
52	pcs	First Place Medal (See Enclosure 1 for design, fiber glass material, diameter 70 mm with blue ribbon, single face only, with box)	500.00	26,000.00
20	pcs	Second Place Medals (for design the circular lining will change into silver with "Second Place", fiber glass material, diameter 70 mm with blue ribbon, single face only, with box)	500.00	10,000.00
20	pcs	Third Place Medals (for design for design the circular lining will change into bronze with "Third Place", fiber glass material, diameter 70 mm with blue ribbon, single face only, with box)	500.00	10,000.00

TOTAL: PHP 46,000.00

IV. Estimated Budgetary Requirement

The total estimated cost requirement is forty-six thousand pesos (PHP 46,000.00)

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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

٧. Mode of Procurement

The mode of procurement shall be "Negotiated Procurement - Small Value Procurement".

Evaluation and Selection Criteria VI.

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

VII. **Payment Scheme**

Payment shall be made 30-45 days after the services and/or product have been rendered.

Prepared by

Chair STEM WEEK 2024

Recommending Approval:

CID Chief

Certified funds available:

DANICA G. CACAO **Budget Officer**

Recommending Approval:

Approved by:

Campus Director

Trunkline.: (043) 779-8320 Tel/Fax. No.: (043) 724-6199







Certificate No.: SCP000420Q

Enclosure 1 Medal Design



Trunkline.: (043) 779-8320 Tel/Fax. No.: (043) 724-6199

PURCHASE REQUEST

Office/Section : CID		IND AT		Fund Cluster:	19,2024
Oncesection : CID		PR No.: 2024 - 03 - 058		Date: Morch	
Stock /	75.18	Responsibility Center Code: 19-016-09-00014-		rigi on	17,2024
Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Gold medal	52	500	26,000.00
2	pcs	Silver medal	20	500	10,000.00
3	pcs	Bronze medal	20		10,000.00
urpose: for use di	uring the STE	M Week 2024			46,000.00
ignature : SH	quested by:		REX S FORTEZA		
Pesignation: Special Science Teacher III Campus D				Campus Director	