

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

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 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; 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



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

I. 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)



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

V. Mode of Procurement

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

VI. Evaluation and Selection Criteria

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:


SHIELA LIZ L. ATIVO
Chair, STEM WEEK 2024

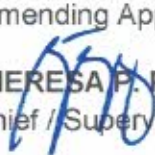
Recommending Approval:


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 / Supervising Administrative Officer
3/11/24

Approved by:

 **REX S. FORTEZA**
Campus Director
3/11/24



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Enclosure 1 Medal Design



