

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.:	2024-03-047
Date :	March 8, 2024

Project: **PROCUREMENT OF CONSULTING SERVICES FOR THE PSHS-CALABARZON REGION CAMPUS RISK MANAGEMENT TRAINING**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of SEVENTY FIVE THOUSAND PESOS ONLY (Php 75,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF CONSULTING SERVICES FOR THE PSHS-CALABARZON RC RISK MANAGEMENT TRAINING

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 "ORDER" RFQ Form No. 2024-03-047 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 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; on March 11-14, 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 or SEC Registration
 - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on March 14, 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 Ronnel S. Escalera, 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.


 MARY ANGEL L. GAVINA
 BAC Chairperson



TERMS OF REFERENCE FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE PSHS-CALABARZON REGION CAMPUS RISK MANAGEMENT TRAINING

I. BACKGROUND

On May 28, 2018, Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. The Philippine Science High School-CALABARZON Region Campus obtained its ISO accreditation in 2019 in compliance with AO 25. To continuously comply with the requirements of ISO accreditation and to make sure that the needs and requirements of both internal and external clients are met, annual training for process owners and internal quality auditors retooling is essential to fully equip them with the essential skills.

II. RATIONALE

Risk Management training is important in every organization as risks may jeopardize organizational objectives and assets. Through this training, the process owners will acquire the essential skills to identify, assess, and mitigate risks effectively. This empowers them to proactively anticipate potential threats, whether they arise from internal processes, external factors, or regulatory changes. Moreover, this training instills a culture of risk awareness and resilience within the organization, fostering a proactive approach to decision-making and crisis preparedness. Ultimately, investing in risk management training not only protects the organization from potential harm but also enhances its ability to seize opportunities and sustain long-term success amidst an ever-evolving risk landscape.

III. SCOPE

The supplier must be available to provide Training on Risk Management for 35 faculty and staff on April 1-2, 2024 from 9:00 AM until 5:00 PM. The transportation expenses and accommodation shall be shouldered by the winning bidder. Meals shall be provided by the campus (AM Snacks, Lunch, and PM Snacks only).

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the procurement of consulting services is **Php 75,000.00**.



V. MODE OF PROCUREMENT

Small Value Procurement by the 2016 Revised IRR of RA 9184

VI. EVALUATION AND SELECTION CRITERIA

A proposal with the lowest quotation and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Business Permit
- PhilGeps Registration Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement

VII. PAYMENT SCHEME

The campus shall pay in full 30-45 calendar days after the service has been rendered.

Prepared by:


QUENNIE MARICE D. MAGLASANG
Campus Document Controller

Noted:


REYNIER A. OLIVARES
Campus QMR

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: CALABARZON

ACTIVITY PROPOSAL FORM

AP NO.: EC-2024-055-001
(EC/CC-YYYY-NNN-VVV)

TITLE OF ACTIVITY:
Risk Management Training

RATIONALE:
Risk Management training is important in every organization as risks may jeopardize organizational objectives and assets. Through this training, the process owners will acquire the essential skills to identify, assess, and mitigate risks effectively. This empowers them to proactively anticipate potential threats, whether they arise from internal processes, external factors, or regulatory changes. Moreover, this training instills a culture of risk awareness and resilience within the organization, fostering a proactive approach to decision-making and crisis preparedness. Ultimately, investing in risk management training not only protects the organization from potential harm but also enhances its ability to seize opportunities and sustain long-term success amidst an ever-evolving risk landscape.

BRIEF DESCRIPTION OF ACTIVITY:
This activity is a 2-day training about risk management for process owners and selected internal quality auditors.

VENUE:
PSHS-CALABARZONRC

DURATION AND SCHEDULE:
April 1-2, 2024/9:00-5:00

INTENDED PARTICIPANTS: (specify the number of male and female participants)
35 Process Owners and Selected Internal Quality Auditors
16 Male participants
19 Female participants

TARGET ACCOMPLISHMENT:
At the end of the 2-day training, it is expected that the process owners are equipped with the essential skills in identifying, assessing, and mitigating risks effectively. As final output, the SWOT Analysis of each office/unit is expected to be revised.

LINE-ITEM BUDGET:

Items	Quantity	Source of Funds		Total	Remarks
		PSHS	Other sources*		
External Provider	1	/		75,000.00	
Meals (for 2 days)	36	/		31,680.00	
Certificates	36	/		150.00	
Certificate Holder	1	/		50.00	
TOTAL				106,880.00	

* Note: <Indicate source of funds for outside funding; indicate if there is contribution/collection from students.>

OTHER SCHOOL RESOURCES NEEDED:

Training Room; Projector; Sound System

Prepared by:

QUENNIE MARICE D. MAGLASANG
 Organizer
 Date: 2/21/2024

Noted by:

REYNIER A. OLIVARES
 Adviser/Sponsor/Coordinator
 Date: 2/21/2024

Recommending Approval:

N/A
 DSA Chief

N/A
 RPAD Chief (For OED-initiated activity)

Certificate of Availability of Fund:

ARNEL E. AGUILA/DANISA G. CACAO
 Accountant/Budget Officer Date

MA. THERESA P. PAGULAYAN 2/29/24
 FAD Chief Date

Approving Authority:

REX S. FORTEZA
 Campus Director (For campus-initiated activity)
 Date: 3/29/24

Approving Authority:

N/A
 Executive Director (For OED-initiated activity)
 Date: