



<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2024-02-062
Date :	March 19, 2024

Project: **PROCUREMENT OF TOKENS FOR THE FACILITATORS OF STEM WEEK 2024-STARGAZING ACTIVITY ON APRIL 4, 2024**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FOUR THOUSAND FIVE HUNDRED PESOS ONLY (Php 4,500.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF TOKENS FOR THE FACILITATORS OF STEM WEEK 2024-STARGAZING ACTIVITY ON APRIL 4, 2024 OF 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 For the complete details of this project, please "ORDER" RFQ Form No. 2024-02-062 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 20-22, 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. 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](mailto: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 TOKENS FOR THE FACILITATORS OF STEM WEEK 2024 – STARGAZING ACTIVITY ON APRIL 4, 2024

### I. BACKGROUND

The Philippine Science High School-CALABARZON Region Campus (PSHS-CALABARZONRC) stays true to its commitment to provide holistic education to its student scholars. Part of its program is to allow students and faculty members to actively participate in co-curricular and extra-curricular activities that will further enrich its students' learning.

### II. RATIONALE

As part of the activities of STEM Week 2024, a stargazing event is set to be conducted on the Campus grounds. Part of the gesture of welcome and hospitality of the Campus is the provision of tokens for the facilitators of the stargazing event.

### III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must provide the following:

- *Three (3) Taal Balisong #29 with frame and means of hanging on the wall*

### IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the procurement of the tokens is **four thousand five hundred pesos (Php 4,500.00)**, which shall include the above-mentioned scope of work.

### V. MODE OF PROCUREMENT

The mode of procurement is Small Value Procurement in accordance with the 2016 Revised IRR of RA 9184.

### VI. EVALUATION AND SELECTION CRITERIA

A proposal with the lowest quotation and 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 within 30-45 calendar days after the services have been fully rendered.



Certificate No.: SCP000420Q

Prepared by:

  
**FRANCIS MURILLO EMRALINO**  
 Stargazing Event Organizer

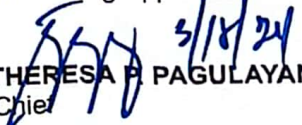
Recommending Approval:

  
**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 by:

 **REX S. FORTEZA**  
 Campus Director