

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.: 2024-04-085
Date : April 24, 2024

Project:

PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (2ND QUARTER) FOR CAMPUS BUILDINGS AND FACILITIES

The PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **ONE HUNDRED THIRTY NINE THOUSAND THREE HUNDRED PESOS ONLY (P139,300.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (2ND QUARTER) FOR CAMPUS BUILDINGS AND FACILITIES**

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. 2024-04-085 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; on April 26-30, 2024 from 9:00am – 3:00pm without cost and from <https://www.notices.philgeps.gov.ph>

4. Upon submission of the RFQ, please attach the following documentary requirements:


- a. Mayor's Permit 2024
- b. PhilGEPS Registration Number
- c. DTI or SEC Registration
- d. Notarized Revised Omnibus Sworn Statement (An authorized 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 April 30, 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

PURCHASE REQUEST

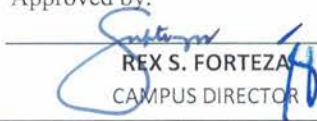
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section :		PR No.:	Date:		
FAD / GSU		Responsibility Center Code : 19-016-09-00014-			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Gal	Glass Cleaner (1 Gal)	15.00	P 287.00	P 4,305.00
	Gal	Multi-Purpose Cleaner (1 Gal)	15.00	P 287.00	P 4,305.00
	Gal	Toilet Bowl Cleaner (1 Gal)	15.00	P 287.00	P 4,305.00
	Gal	Liquid Bleach (1 Gal)	15.00	P 144.00	P 2,160.00
	pcs	Heavy duty mop head refill (500G)	50.00	P 123.00	P 6,150.00
	pcs	Walis Tambo (Heavy Duty)	15.00	P 164.00	P 2,460.00
	bundle	Trashbag (Black, XXL-37"x40"x100s/bundle)	50.00	P 769.00	P 38,450.00
	kg	Defergent Powder (1kg, Kalamansi)	40.00	P 51.00	P 2,040.00
	Gal	Liquid Fabric Softener Extra Strong, (1 Gal, Fashion scent)	40.00	P 308.00	P 12,320.00
	Liter	Furniture polish (1L)	15.00	P 154.00	P 2,310.00
	pcs	Heavy duty Bunot Pad (Orange)	40.00	P 144.00	P 5,760.00
	pcs	Bathroom deodorant cake (Lemon, 100grams)	200.00	P 97.00	P 19,400.00
	Gal	Dishwashing Liquid (1 Gal, Kalamansi)	15.00	P 328.00	P 4,920.00
	Gal	Liquid Handsoap (1 Gal, Lemon)	15.00	P 256.00	P 3,840.00
	Gal	Tub and Tile Cleaner (1 Gal)	15.00	P 287.00	P 4,305.00
	pcs	Liha #600	300.00	P 18.00	P 5,400.00
	Gal	MURIATIC ACID, HOUSE-HOLD GRADE, 14-16% HCl. 1gallon	15.00	P 287.00	P 4,305.00
	pcs	Pronto Liquid Wax (500ml)	5.00	P 359.00	P 1,795.00
	Gal	Sink Declogger (1 Gal)	15.00	P 718.00	P 10,770.00
					P 139,300.00

Purpose: TERMS OF REFERENCE FOR THE PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (2nd QUARTER 2024) FOR CAMPUS BUILDINGS AND FACILITIES

Requested by:
 Signature : 
 MHELVIN E. MAGDALENA
 Designation : RESIDENT ENGR -GSU

Approved by:

 REX S. FORTEZA
 CAMPUS DIRECTOR



TERMS OF REFERENCE FOR THE PROCUREMENT OF CLEANING AND DISINFECTION MATERIALS (2nd QUARTER 2024) FOR CAMPUS BUILDINGS AND FACILITIES

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide the best facilities and equipment to its employees, students and guests to ensure an environment that is safe and conducive to optimum learning and work.

The General Services Unit (GSU) is tasked to ensure cleanliness and sanitation of the Campus buildings and facilities. With the resumption in-person classes, proper disinfection and cleaning become one of the key components of a COVID-19 free office and learning venue. Continuous replenishment and purchase of cleaning supplies and implements is necessary for the uninterrupted disinfection and cleaning of the Campus premises.

II. Rationale

This school year 2023-2024, the Campus is operating on 100% capacity for both students and employees, notwithstanding the continuous threat of the Covid-19 virus. To maintain and ensure that the Campus is Covid-19 free despite the mandatory daily presence of its employees and students from various parts of the CALABARZON Region and other regions, proper cleaning and disinfection of the Campus facilities are requisites in its daily operation.

The Campus intends to procure various cleaning tools, supplies materials and agents to replenish its stock and to facilitate a continuous and uninterrupted cleaning and disinfection activities of the Campus custodians.

III. Scope of Work and Job Specifications

Qualified supplier (1) must be able to provide the cleaning and disinfection materials with the following specifications:

ITEM #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
Prices are inclusive of applicable government taxes					
1	15	Gal	Glass Cleaner (1 Gal)	287.00	4,305.00
2	15	Gal	Multi-Purpose Cleaner (1 Gal)	287.00	4,305.00
3	15	Gal	Toilet Bowl Cleaner (1 Gal)	287.00	4,305.00
4	15	Gal	Liquid Bleach (1 Gal)	144.00	2,160.00
5	50	pcs	Heavy duty mop head refill (500G)	123.00	6,150.00
6	15	pcs	Walis Tambo (Heavy Duty)	164.00	2,460.00



7	50	bundle	Trashbag (Black, XXL-37"x40"x100s/bundle)	769.00	38,450.00
8	40	kg	Detergent Powder (1kg, Kalamansi)	51.00	2,040.00
9	40	Gal	Liquid Fabric Softener Extra Strong (1 Gal, Fashion scent)	308.00	12,320.00
10	15	liter	Furniture polish (1L)	154.00	2,310.00
11	40	pcs	Heavy duty Bunot Pad (Orange)	144.00	5,760.00
12	200	pcs	Bathroom deodorant cake (Lemon, 100grams)	97.00	19,400.00
13	15	Gal	Dishwashing Liquid (1 Gal, Kalamansi)	328.00	4,920.00
14	15	Gal	Liquid Handsoap (1 Gal, Lemon)	256.00	3,840.00
15	15	Gal	Tub and Tile Cleaner (1 Gal)	287.00	4,305.00
16	300	pcs	Liha #600	18.00	5,400.00
17	15	Gal	MURIATIC ACID, HOUSE-HOLD GRADE, 14-16% HCl. 1gallon	287.00	4,305.00
18	5	pcs	Pronto Liquid Wax (500ml)	359.00	1,795.00
19	15	Gal	Sink Declogger (1 Gal)	718.00	10,770.00
			TOTAL		139,300.00

IV. Approved Budget

The approved budget for the proposed procurement of cleaning agents and materials is One Hundred Thirty-Nine Thousand Three Hundred Pesos Only (**Php 139,300.00**).

V. Mode of Procurement

The applicable mode of procurement is "Small Value Procurement" pursuant to the 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The PSHS-CALABARZONRC will not provide advance payment on purchasing the items. Full payment shall be made within 30 to 45 days after receipt of complete delivery of items based on the required specifications.

VII. Delivery Term

All the items must be delivered within **Fifteen (15) calendar days** after issuance of Notice to Proceed or Contract.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Prepared by:



Engr. Mhelvin E. Magdalena
Resident Engineer



Engr. Rachel C. Faral
Assistant Resident Engineer

Certificate of Availability of Funds:



Arnel E. Aguila
Accountant



Danica G. Cacao
Budget Officer

Recommending Approval:



Ma. Theresa F. Pagulayan
Supervising Administrative Officer

Approved by:



Rex S. Forteza
Campus Director