

ROUTING SLIP

Date: 04 / 15 / 2024

For/ To: MWF ; DGC ; AEA ; MPP ; RSF

Subject: TOR - Tarpaulin and Award

Other instructions (please specify)

- Action
- Approval
- Comment
- Discuss with me
- Endorsement
- File
- Give Status
- Handle
- Information
- Initial / Clearance
- Note & File
- Note & Return
- Prepare Draft / Reply
- Review

Due Date:

From: SAB

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

<input type="checkbox"/>	FAD	<input type="checkbox"/>	SSD
<input checked="" type="checkbox"/>	CID	<input type="checkbox"/>	OCB
<input type="checkbox"/>		<input type="checkbox"/>	QMSO

REFERENCE NO.: CID - 2024 - 140
 DATE: 04/15/2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
SAB	TOR - Torpaulin and Award Items	Signed; Forwarded to DMU	for <i>[Signature]</i>	04/15/2024
DGL	- do -	signed	<i>[Signature]</i>	04/14/24
AFNA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	04/15/24
CID	- do -	Approved AP attached	<i>[Signature]</i>	4/22/24
MPP	- do -	<i>[Signature]</i>	<i>[Signature]</i>	4/22/24
RF	- do -	signed m.b. m. & mpp; add SA	for: <i>[Signature]</i>	4/22/2024
LFA	- do -	- proposal & Fed to BAC	<i>[Signature]</i>	4/24/24
SAB	- do -	forwarded to JKF for processing	<i>[Signature]</i>	4-24-24
JKF	- do - + RTR notice	endorsed to Canvasier	<i>[Signature]</i>	4/24/24

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.



Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2024-04-079 (1)
Date :	April 29, 2024

Project:

PROCUREMENT OF TARPAULIN AND AWARD ITEMS FOR ISKOLARO 2024 (PLAQUES, SINTRA PLAQUES, MEDALS, AND SPECIAL PAPER FOR CERTIFICATES)

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TWENTY-ONE THOUSAND ONE HUNDRED PESOS ONLY (Php21,100.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF TARPAULIN AND AWARD ITEMS FOR ISKOLARO 2024 (PLAQUES, SINTRA PLAQUES, MEDALS, AND SPECIAL PAPER FOR CERTIFICATES)**

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 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 MAY 3, 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/SEC Registration
 - d. BIR 2303 or OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on MAY 3, 2024, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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

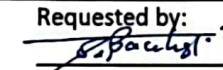
PURCHASE REQUEST

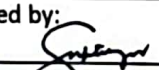
Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : CID-PEHM		PR No.: 2024-04-079	Date: April 24, 2024		
		Responsibility Center Code : 19-016-09-00014- 02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Acrylic plaque and acrylic bass, 10 inches tall	8	1250	10,000
2	pc	Acrylic plaque and acrylic bass, 13 inches tall	1	1500	1,500
3	set	Sintra Board Material Plaque with Base 5mm A4 Size	16	350	5,600
4	pc	MVP Medals, single face only Acrylic material	4	200	800
5	pack	Special paper, Matte, Cream or Off-white	10	120	1,200
6	pc	Tarpaulin 4x12 ft	2	1000	2,000
					21,100.00

Purpose: to be used as awards for the winners of Scholara and Battle of the Bands 2024.

Requested by:
 Signature : 
 Printed Name : **SARHA A. BAUTISTA**
 Designation : Faculty, PEHM Unit

Approved by:

REX S. FORTEZA
 CAMPUS DIRECTOR



**TERMS OF REFERENCE
FOR THE PROCUREMENT OF TARPAULIN AND AWARD ITEMS FOR ISKOLARO 2024
(PLAQUES, SINTRA PLAQUES, MEDALS AND SPECIAL PAPER FOR CERTIFICATES)**

I. Background

SCHOLARO is a sports intramural program run on the PSHS-CALABARZON campus. In contrast to the varsity level, these events give students the chance to play a variety of sports in a less competitive setting. The inclusiveness of sports intramurals is one of their main features. All skill levels are welcome to participate, from novices to more seasoned players. Because of its inclusiveness, scholars who may not have participated in organized sports in the past are encouraged to do so and appreciate the health advantages of engaging in sports activities. Promoting physical fitness, teamwork, sportsmanship, and general well-being among players is the main objective of intramural sports. It allows students to interact with people who have similar interests, stay active, and have fun.

II. Rationale

The four-day program will composed of sports and band competition in varied events headed by different Faculty Members with the help of Student Alliance and Student Assistants. It is proposed to procure plaques and or trophies to recognize the winners of the following team sports: Basketball Boys, Basketball Girls (3x3), Volleyball Boys, Volleyball Girls, Bench Yell, Dodge Ball, Frisbee and Battle of the Bands.

III.Scope of Work and Job Specifications

The supplier must be able to provide the listed materials needed for the ISKOLARO 2024 following the described specifications;

Qty	Unit	Item Description	Proposed Unit Price	Proposed Total
8	pc	Acrylic plaque, 10 inches tall (design to be followed)	1250.00	10000.00
1	pc	Acrylic plaque, 13 inches tall	1500.00	1500.00
16	set	Sintra Board Plaque with Base 5mm A4 Size	350.00	5600.00
4	Pcs	MVP Medals single face only Acrylic material	200.00	800.00
10	Packs	Special Paper, Matte, Cream or Off- White	120.00	1200.00
2	Pcs	Tarpaulin (Iskolaro) 4x12 ft	1000.00	2000.00
				P 21, 100.00

As this design outlines the proposed design for the plaque, we intend to adhere precisely to both the specified text and design, entrusting the faithful replication of these elements to the successful bidder.



III. APPROVED BUDGET FOR THE CONTRACT

The allocated budget for the contract has been approved at 21, 100 PHP.

IV. MODE OF PROCUREMENT

The authorized mode of procurement shall be "**SMALL VALUE PROCUREMENT**" in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act 9181.

V. EVALUATION AND SELECTION CRITERIA

The project will be awarded to the supplier submitting the lowest bid with complete documents

VI. PAYMENT SCHEME

Payment will be processed within 30-45 days upon successful delivery of the specified items to the procuring entity.

VII. DELIVERY TERM

All specified items shall be delivered on June 4, 2024

Prepared by:

S. Bautista 14 MAR 2024
SARHA A. BAUTISTA
PEHM Teacher
Recommending Approval:

Noted:

R. Escalera
RONNEL S. ESCALERA
PEHM Unit Head

Mabelle V. Furto
MABELLE V. FURTO
CID Chief

Certified Appropriate Funds Available:

D. Cacao
DANICA G. CACAO
Budget Officer

Arnel E. Agula
ARNEL E. AGULA
Accountant

Recommending Approval:

Ma. Theresa P. Pagulayan 4/22/24
MA. THERESA P. PAGULAYAN
FAD Chief

Approved by:

Mr. Rex S. Forteza 4/22/24
MR. REX S. FORTEZA
Campus Director