

ROUTING SLIP

Date: 04/15/2024

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

Subject: TOR - Officiating Officials

Other instructions (please specify)

CE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: CID-2024-138

DATE: 04/15/2024

- 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: RSE

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
Officials	Signed; Forwarded to BNU	[Signature]	04/15/2024
	Signed	[Signature]	04/16/24
	[Signature]	[Signature]	4/16/24
	return to O/D; ph. attach a copy of approved activity proposals	[Signature]	4/16/24
CID	-do- Attached approved Activity Proposal	[Signature]	4/19/2024
MPP	-do- per TOR, please release the items with be processed separately	[Signature]	4/19/24
CID	-do- Activity Proposal attached per TOR		4/22/24
MPP	-do-	[Signature]	4/22/24
RSF	-do- added on PRJ Impl, to SPK	[Signature]	4/22/2024
AB-	-do- forwarded to RSE for processing	[Signature]	4.24.2024

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.

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.:	2024-04-083
Date :	April 25, 2024

Project: **OUTSOURCING OF OFFICIATING OFFICIALS FOR THE ISKOLARO 2024**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of TWENTY EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (Php 28,800.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: OUTSOURCING OF OFFICIATING OFFICIALS FOR THE ISKOLARO 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. 2024-04-083 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 April 26-30, 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 April 30, 2024. 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

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

Quotation No.:
Date :

2024-04-083
April 24, 2024

SIR/MADAM

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY					
1	1	LOT	OFFICIATING OFFICIALS FOR THE ISKOLARO 2024		
			-FOR BASKETBALL		
			-CAN PROVIDE THE COMPLETE NUMBER OF OFFICIATING OFFICIALS, INCLUDING TABLE OFFICIALS		
			-OFFICIATE TWENTY-ONE (21) GAMES THROUGHOUT THE ENTIRE DURATION OF THE TOURNAMENT FROM JUNE 3- 7, 2024		
			-IDENTIFY THE MOST VALUABLE PLAYER (MVP) AND MYTHICAL FIVE FOR BASKETBALL		
			NUMBER OF OFFICIATING OFFICIALS: FOUR (4) (2 REFEREES, 2 TABLE OFFICIALS)		
			NUMBER OF GAMES: EIGHT (8) GAMES		
			ESTIMATED RATE PER GAME: 1800		
			-FOR VOLLEYBALL		
			-CAN PROVIDE THE COMPLETE NUMBER OF OFFICIATING OFFICIALS, INCLUDING TABLE OFFICIALS		
			-OFFICIATE TWENTY-ONE (21) GAMES THROUGHOUT THE ENTIRE DURATION OF THE TOURNAMENT FROM JUNE 3- 7, 2024		
			-IDENTIFY THE MOST VALUABLE PLAYER (MVP) AND MYTHICAL SIX FOR VOLLEYBALL		
			NUMBER OF OFFICIATING OFFICIALS: FOUR (4) (2 REFEREES, 2 LINE JUDGES)		
			NUMBER OF GAMES: EIGHT (8) GAMES		
			ESTIMATED RATE PER GAME: 1800		

Delivery Term : JUNE 3-7, 2024

Delivery Time :

Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

EDSEL E. ESPINO
PURCHASER

Telephone: 043-779-8320

Authorized Company
Representative :

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

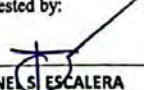

(Signature Over Printed Name)

IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

Company Name :
Address :
Telephone nos. :
T.I.N. :

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS			Fund Cluster: 1101101		
Office/Section : CID		PR No.: 2024-04-083	Date: April 24, 2024		
		Responsibility Center Code : 19-016-09-00014-02	March 26, 2024		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Group	Officiating Officials for Pisay CALABARZON Iskolaro 2024	16 games	P1,800.00	P28,800.00
Services will be rendered from June 3-7, 2024					P28,800.00
Purpose: <u>For PSHS-CALABARZON Region Campus Iskolaro 2024</u>					
Requested by:			Approved by:		
Signature :					
Printed Name :	RONNEL S. ESCALERA		REX S. FORTEZA		
Designation :	SST IV		Campus Director		





TERMS OF REFERENCE FOR THE OUTSOURCING OF OFFICIATING OFFICIALS FOR THE ISKOLARO 2024

I. Background

The Iskolaro 2024 includes a wide range of sports and activities, allowing students with varying abilities and interests to participate such as basketball, volleyball, table tennis, badminton, and others. This inclusivity promotes diversity and celebrates the unique talents and skills of all the students of Pisay CALABARZON. They promote physical fitness, character development, teamwork, and unity, making them an integral part of the educational experience.

II. Rationale

Officiating officials in any sport undertake an important role in the staging of competitions. They facilitate and guide the participants to ensure that the competition is conducted safely and fairly. This would also be a big help for the organizers in attaining the objectives of this event successfully and with no bias.

III. Scope

The scope of work is as follows:

For Basketball

1. Provide the complete number of officiating officials, including table officials.
2. Officiate eight (8) games throughout the entire duration of the tournament from June 3-7, 2024.
3. Identify the most valuable player (MVP) and mythical 5 for basketball.

Number of officiating officials: 4 (2 referees, 2 table officials)

Number of games: 8 games

Estimated rate per game: 1800

For Volleyball

1. Provide the complete number of officiating officials, including table officials.
2. Officiate eight (8) games throughout the entire duration of the tournament from June 3-7, 2024.
3. Identify the most valuable player (MVP) and mythical 6 for volleyball.

Number of officiating officials: 4 (2 referees, 2 line judges)

Number of games: 8 games

Estimated rate per game: 1800



IV. **Approved Budget for the Contract**

The approved budget for the contract (ABC) is **twenty-eight thousand eight hundred pesos (Php 28,800.00)**, which shall include the above-mentioned scope.

V. **Mode of Procurement**

Negotiated procurement (Highly Technical Consultancy)

VI. **Evaluation and Selection Criteria**

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

- Mayor's/Business Permit
- Philgeps Certificate
- Professional License

VII. **Payment Scheme**

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Rex S. Forteza
Campus Director III
Philippine Science High School- CALABARZON Region Campus
Sitio Sampaga West, Brgy. Sampaga, Batangas City, Batangas

Thru: Bids and Award Committee

Dear Sir,

Warm Greetings!

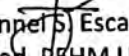
This letter justifies the term of reference for outsourcing the officiating officials for the upcoming ISKOLARO 2024 from June 3-7, 2024. The officiating officials are part of any sports competition that could help the organizers in facilitating the games to attain the success of the sports event. Since we don't have enough employees who are knowledgeable enough in sports officiating, outsourcing officiating officials is the other option to support the need for manpower in facilitating this event.

The hiring of officiating officials will follow the same procedures and will require them to submit the minimum supporting documents, such as an official receipt of their service, a certificate of accreditation, and other documents that would satisfy the evaluation criteria stated in the terms of reference. We will also ensure that these officiating officials have experience and knowledge in government transactions.

Rest assured that these officials will follow our standard procedure and will be paid based on the stated payment scheme.

I'm looking forward to your immediate response and consideration. Thank you, and God Bless!

Sincerely,


Ronnel S. Escalera
Head, PEHM Unit

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

CAMPUS: CALABARZONRC

ACTIVITY PROPOSAL FORM

AP NO.: F(-2024)-107-001
(EC/CC-YYYY-NNN-VVV)

TITLE OF ACTIVITY: ISKOLARO 2024

RATIONALE:

Iskolaro is an annual event that aims to promote physical activity, teamwork, and social interaction among participants. The theme of ISKOLARO 2024 is "*Unity in Motion: Embracing Diversity and Inclusivity through Sports.*" The rationale behind ISKOLARO is multifaceted and encompasses several vital benefits such as promoting physical health; providing opportunities for individuals from diverse backgrounds to come together, form friendships, and develop camaraderie through shared experiences on the field court; offering a platform for individuals to learn and improve their athletic skills in a supportive and inclusive environment; and serves a recreational outlet for participants to unwind, have fun, and take a break from academic or work-related pressures.

BRIEF DESCRIPTION OF ACTIVITY:

ISKOLARO 2024 is a week-long event composed of several activities expected to contribute to a well-rounded celebration that emphasizes the holistic development of individuals. This will also foster a sense of community and unity among those who are part of affected by the PSHS-CALABARZON RC's work. This event is open to all PSHS-CALABARZON RC students, regardless of their athletic ability or experience.

VENUE:

There will be several activities in ISKOLARO 2024, which will be held at the gymnasium, ASTB Lobby, and school grounds.

DURATION AND SCHEDULE:

The ISKOLARO 2024 will be held from June 3 to June 7, 2024

INTENDED PARTICIPANTS: (specify the number of male and female participants)

The intended participants for the ISKOLARO 2024 include all students from grades 7 through 12.

TARGET ACCOMPLISHMENT:

The target accomplishments for the ISKOLARO are as follows:

1. Promoting physical fitness and healthy competition among participants.
2. Fostering teamwork and sportsmanship.
3. Providing opportunities for students to showcase their athletic abilities and talents.
4. Enhancing school spirit and pride.

5. Encouraging social interaction and camaraderie among students, faculty, and staff.
6. Developing leadership skills through organizing and participating in Intramural events.
7. Creating a sense of belonging and inclusivity within the school community.
8. Offering recreational opportunities for students who may not participate in traditional competitive sports.

LINE-ITEM BUDGET:

Items	Quantity	Source of Funds		Total	Remarks
		PSHS	Other sources*		
Acrylic Plaque (10 inches)	8 pcs	Php 1,250/pc		10,000.00	
Acrylic Plaque (13 inches)	1 pc	Php 1,500/pc		1,500.00	
Sintra Board Plaque with base	16 pcs	Php 350/pc		5,600.00	
Medal	4	Php 200/pc		800.00	
Specialty Paper	10 packs	Php 120/pack		1,200.00	
Tarpaulin	2 pcs	Php 1000/pc		2,000.00	
Full course Meal	9 pax	Php220/pax		1,980.00	For external judges of Mr. and Ms. INTRAMS, bench yell, and dance sport
Batangas Product Gift Box (Tokens for Judges)	9 sets	Php1500/set		13,500.00	For external judges of Mr. and Ms. INTRAMS, bench yell, and dance sport
Feather Shuttlecock (Grade A flight durability)	20 tubes	Php400/tube		8,000.00	
Synthetic Shuttlecock	10 tubes	Php400/tube		4,000.00	
Blue Nylon Rope (8mm)	50 meters	Php25/meter		1,250.00	
Ultimate frisbee disc (175 grams)	5 pcs	Php800/pc		4,000.00	
Badminton PVC Scoreboard (8 digits including the number of sets)	2 pcs	Php1000/pc		2,000.00	
Table Tennis PVC Scoreboard	2 pcs	Php1000/pc		2,000.00	
Futsal Net	2 pcs	1300/pc		2,600.00	

Basketball Net (Heavy duty)	6 pcs	Php 700/pc		4,200.00	
Table Tennis ball	20 box	Php200/box		4,000.00	
Chess Mats	10 sets	Php 600/set		6,000.00	
3 x 3 Basketball	2 pcs	Php2,800/pc		5,600.00	
Volleyball (V330W)	4 pcs	Php 3,800/pc		15,200.00	
Badminton Racket	10 pairs	Php 1,500/pc		10,500.00	
Volleyball Linesman Flag	4 pcs	Php300/pc		1,200.00	
Shot Put (4kg)	1 pc	Php1000/pc		1,000.00	
Basketball game sounder	1 unit	Php 1,500/unit		1,500.00	
Training Bibs (Green, Free size)	12 pcs	Php 150/pc		1,800.00	
Training Bibs (Blue, Free size)	12 pcs	Php 150/pc		1,800.00	
Officiating Officials	16 games	Php 1,800/game		28,800.00	
Flower bouquet	3 sets	Php 1,500/set		4,500.00	For Mr. and Ms. INTRAMS
Sash	6 pcs	Php 600/pc		3,600.00	For Mr. and Ms. INTRAMS
TOTAL				150,130.00	

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

OTHER SCHOOL RESOURCES NEEDED:

N/A

Prepared by:

MYLA A. ARGENTE
MYLA A. ARGENTE

Committee Member

Date: 3/26/2024

Noted by:

RONNEE S. ESCALERA
RONNEE S. ESCALERA

Adviser/Sponsor/Coordinator

Date: 3/26/2024

Recommending Approval:

MARBECEL C. FLORIDA *MABELLE V. FURTO*
MARBECEL C. FLORIDA/MABELLE V. FURTO

Asst. CID Chief for Student Affairs/CID Chief

27 MAR 2024
 Certificate of Availability of Fund:

ARNEL AGUILA *DANICA G. CACAO*
ARNEL AGUILA/DANICA G. CACAO
 ACCOUNTANT/BUDGET OFFICER

MA. THERESA P. PAGULAYAN
MA. THERESA P. PAGULAYAN
 FAD Chief

4/8/24
 Date

RPAD Chief (For OED-initiated activity)

Date

Approving Authority:

Approving Authority:

DIR. REX S. PORTEZA

Campus Director (For campus-Initiated activity)

Date: 1/11/24

Executive Director (For OED-Initiated activity)

Date: