

<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.: 2024-04-084  
Date: April 24, 2024

Project: **PURCHASE OF FLORAL BOUQUET FOR THE MR. AND MS. INTRAMS 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: **PURCHASE OF FLORAL BOUQUET FOR THE MR. AND MS. INTRAMS 2024**

**TERMS OF REFERENCE:**

- 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:
  - For the complete details of this project, please "ORDER" RFQ Form No. 2024-04-084 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - Supply and delivery (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
- Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
- 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 APRI 29- MAY 2, 2024 from 9:00am – 3:00 P.M. without cost and from <https://www.philgeps.net>.
- Upon submission of the RFQ, please attach the following documentary requirements:
  - Mayor's Permit
  - PhilGEPS Registration Number
  - DTI or SEC Registration
  - BIR 2303/OCR Number
- The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on MAY 2, 2024, 5:00pm. Suppliers are not required to attend the Opening of Quotations.
- Send your RFQ with complete documentary requirements to [bac@cbzrc.pshs.edu.ph](mailto:bac@cbzrc.pshs.edu.ph) and address it to SHIELA LIZ L. ATIVO, BAC Secretariat Member.
- 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.
- 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.

Name of Company: \_\_\_\_\_  
Name of Representative: \_\_\_\_\_  
Mobile/Office Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

  
**ROMEO M. MADRONA, Jr.**  
BAC Chairperson

ROUTING SLIP

Date: 04 / 15 / 2024

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

<p>Subject: TOR - Floral Bouquet</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Action</li><li><input checked="" type="checkbox"/> Approval</li><li><input type="checkbox"/> Comment</li><li><input type="checkbox"/> Discuss with me</li><li><input type="checkbox"/> Endorsement</li><li><input type="checkbox"/> File</li><li><input type="checkbox"/> Give Status</li><li><input type="checkbox"/> Handle</li><li><input type="checkbox"/> Information</li><li><input type="checkbox"/> Initial / Clearance</li><li><input type="checkbox"/> Note &amp; File</li><li><input type="checkbox"/> Note &amp; Return</li><li><input type="checkbox"/> Prepare Draft / Reply</li><li><input checked="" type="checkbox"/> Review</li></ul>	<p>Other instructions (please specify)</p>
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Due Date:

From: MAA

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"/>	OCD
<input type="checkbox"/>		<input type="checkbox"/>	QMSO

REFERENCE NO.: CID-2024-143  
 DATE: 04/15/2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MAA	TOR - Purchase of Floral Bouquet	Signed; Forwarded to BMU	[Signature]	04/15/2024
DLL	- do -	Signed	[Signature]	04/16/24
[Signature]	- do -	[Signature]	[Signature]	04/16/24
CID	- do -	Attached Approved AP	[Signature]	4/22/24
MPP	- do -	[Signature]	[Signature]	4/22/24
RF	- do -	signed req, prj, & call; sent to CPU	[Signature]	4/22/2024
LFR	- do -	prepared & sent to BAC	[Signature]	4/24/24
SAB	- do - forwarded to	CLA for processing	[Signature]	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.



**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

**REQUEST FOR QUOTATION FORM & NOTICE  
(GOODS)**

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

Address/ Contact Details: Barangay Sampaga West, Batangas City

Quotation No.:  
Date :

2024-04-084  
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).*

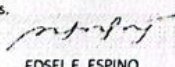
*In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed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

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<i>PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY &amp; DELIVERY</i>					
1	3	PIÈCE	<b>FLOWER BOUQUET</b> -FOR MS. INTRAMURALS 2024 > COMBINATION OF 6 ROSES, 3 LILIES, 3 GERBERAS -FOR 1ST RUNNER-UP > COMBINATION OF 4 ROSES, 2 LILIES, 2 GERBERAS -FOR 2ND RUNNER-UP > COMBINATION OF 2 ROSES, 1 LILIES, 1 GERBERAS -SHOULD BE WRAPPED WITH APPROPRIATE MATERIALS, WITH ADDITIONAL EMBELLISHMENTS SUCH AS RIBBONS, CRYSTALS, OR ANY OTHER APPROPRIATE ACCENTS		

Delivery Term : JUNE 3, 2024, 7:00 AM

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 : \_\_\_\_\_  
(Signature Over Printed Name)

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

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

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/22

## PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID		PR No.: 2024-04-084	Date: April 24, 2024 March 13, 2024		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc	Flower Boquet o Ms. INTRAMURALS 2024 ▪ Combination of 6 roses; 3 lilies; 3 gerberas o 1 <sup>st</sup> Runner-up ▪ Combination of 4 roses; 2 lilies; 2 gerberas o 2 <sup>nd</sup> Runner-up ▪ Combination of 2 roses; 1 lily; 1 gerbera  <i>*wrapped with appropriate materials, with additional embellishments such as ribbons, crystals, or any other appropriate accents.</i>	3	₱1,500.00	₱4,500.00
					₱4,500.00
<b>Purpose:</b> to be used in the Mr. and Ms. INTRAMURALS 2024					
Requested by:			Approved by:		
Signature : MYLA A. ARGENTE Special Science Teacher			Signature: REX S. FORTEZA CAMPUS DIRECTOR		
Designation :					



## TERMS OF REFERENCE FOR THE PURCHASE OF FLORAL BOUQUET FOR THE MR. AND MS. INTRAMURS 2024

### I. BACKGROUND

Mr. and Ms. INTRAMURALS 2024 be held on June 3, 2024, as part of the ISKOLARO of the PSHS-CALABARZON Region Campus. In this event, 12 candidates (male and female) from each team will battle for the crown of Mr. and Ms. INTRAMURALS 2024.

### II. RATIONALE

ISKOLARO is an annual event that promotes 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 or court; offering a platform for individuals to learn and improve their athletic skills in a supportive and inclusive environment; and serves as a recreational outlet for participants to unwind, have fun, and take a break from academic or work-related pressures.

### III. SCOPE

The supplier must provide **3 pcs. of floral bouquets** with the following specifications:

- Flowers must-have varieties like roses, lilies, and gerberas in the shades of white, pink, and blue
- Quantity of flowers may vary according to the following awards:
  - Ms. INTRAMURALS 2024
    - Combination of 6 roses; 3 lilies; 3 gerberas
  - 1<sup>st</sup> Runner-Up
    - Combination of 4 roses; 2 lilies; 2 gerberas
  - 2<sup>nd</sup> Runner-up
    - Combination of 2 roses; 1 lily; 1 gerbera

*\*wrapped with appropriate materials, with additional embellishments such as ribbons, crystals, or any other appropriate accents.*

- Expected delivery date: **June 3, 2024, 7:00 AM**



Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

#### IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of the sash is **Php 4,500.00**.

#### V. MODE OF PROCUREMENT

Small Value Procurement in accordance with 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 product has been delivered.

Prepared by:

*Myla A. Argente*

**Myla A. Argente**

Special Science Teacher

Noted:

*Mabelle V. Furto*

**Mabelle V. Furto**

CID Chief

Certified Funds Available:

*Danica G. Cacao*  
**Danica G. Cacao**  
Budget Officer

*Arnel E. Aguila*  
**Arnel E. Aguila**  
Accountant

Recommending Approval:

*Ma. Theresa P. Pagulayan*  
**Ma. Theresa P. Pagulayan**  
FAD Chief

Approved:

*Rex Forteza*  
**Rex Forteza**  
Campus Director

Page 2 of 3



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

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Certificate No.: SCP000420Q

*Sample only (open for other designs)*



Sample for the male floral bouquet



Sample for the female floral bouquet