

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.:	2024-04-077
Date :	April 18, 2024

Project: **PROCUREMENT OF RECTIFICATION WORKS FOR OVER-HEATING OF ELECTRICAL PANEL BOARDS OF E-LEARNING HUB AND MULTIMEDIA CENTER**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **EIGHTY-NINE THOUSAND FIVE HUDRED PESOS ONLY (Php 89,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF RECTIFICATION WORKS FOR OVER-HEATING OF ELECTRICAL PANEL BOARDS OF E-LEARNING HUB AND MULTIMEDIA CENTER**

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. 2024-04-077 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 1.2 Supply and delivery (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 24 - 26, 2024 from 9:00am – 3:00 P.M. without cost and from <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. Notarized Revised Omnibus Sworn Statement (An unnotarized 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 26, 2024, 5:00pm. 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 SHIELA LIZ L. ATIVO, BAC Secretariat Member.
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.

Name of Company: _____
 Name of Representative: _____
 Mobile/Office Phone: _____
 Email Address: _____


ROMEO M. MADRONA, Jr.
 BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL
CAMPUS: CALABARZON

ROUTING SLIP

Date: 12 APRIL 2024

For/ To: AFA, DCG, MPP, RCF

- Subject: ~~FOR~~ PROCUREMENT
OF RECTIFICATION WORKS
~~FOR~~ OVER HEATING
Action OF ELECTRICAL
Approval PANEL BRANES
Comment E-HUB
- Discuss with me
 - Endorsement
 - File
 - Give Status
 - Handle
 - Information
 - Initial / Clearance
 - Note & File
 - Note & Return
 - Prepare Draft / Reply
 - Review

Other instructions (please specify)

Due Date:

From: GSH-2024-011

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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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

REFERENCE NO.: GMU-2024-011
 DATE: APRIL 12, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
MEM	FOR: PROCUREMENT OF RECTIFICATION WORKS FOR OVER-HEATING OF ELECTRICAL PANEL BOMBS OF LEARNING HUB FR, APP, RAMP	prepared & forwarded		04/12/24
DBL	- do -	signed		04/17/24
AEA		sign		4/17/24
MYP	- do -	sign		4/17/24
UCO / OJ MVT	- do -	signed for, re, sign, re to RMU		4/17/2024
FFE	- do - + RFR form	prepd, signed and filed to BAC Sec		04-19-2024
JKA	- do -	forwarded to SLA for processing		4/19

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

SIR / MADAM: Quotation No.: 2024-04-077
Date: April 18, 2024

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 20 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					
1	1	LOT	QUALIFIED MERCHANT TO SUPPLY AND PROVIDE THE MATERIALS AND SKILLED LABOR NEEDED TO RECTIFY AN ELECTRICAL SAFETY CONCERN RESULTING FROM OVER-HEATING ELECTRICAL PANEL BOARDS AT THE E-LEARNING HUB AND MULTIMEDIA CENTER. Contract shall include the provision of goods and services for the following works: <ul style="list-style-type: none"> ▶ Rectification of overheating panel board (200A rating panel board) <ul style="list-style-type: none"> ✓ Replacement of existing main copper busbar (60A rating) with standard 200A rating copper busbar, ✓ Replacement of existing mechanical lugs with crimping lugs, ✓ Normalization of cable termination point, fixing cable connection in manhole (main cable - main distribution) using straight compression lugs to connect the cables (6pcs) with the use of standard and waterproof insulation tape ▶ Replacement of mechanical lugs with crimping lugs (main panel board 400A) which includes: <ul style="list-style-type: none"> ✓ Crimping lugs 100sq.mm. 6pcs for the main breaker ✓ Replacement of mechanical lugs with crimping lugs (220A) branch breaker ▶ All required administrative, labor and miscellaneous costs to fulfill the project 		
			TOTAL		

Delivery Term : Project must be accomplished within 20 calendar days after the receipt of Purchase Order
 Delivery Time : 9:00am - 3:00pm, Monday to Friday except on holidays
 Payment Term : Within 15-30 calendar days after the complete delivery of procured good/s and/or service/s

Very truly yours,

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:

EDSEL E. ESPINO
 PURCHASER
 Telephone: **043-779-8320 local 803**

Authorized Company Representative : _____
 (Signature Over Printed Name)

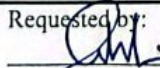
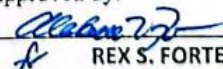
IMPORTANT
 1. Prices must be typewritten in ink clearly.
 2. If offering a substitute/equivalent, specify the brand and make.

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

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : FAD / GSU		PR No.: 2024-04-077 Responsibility Center Code : 19-016-09-00014- 04	Date: April 18, 2024		
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	Rectification of overheating in panel board (200A rating panel board), which includes: - Replacement of existing main copper busbar (60A rating) with standard 200A rating copper busbar; - Replacement of existing mechanical lugs with crimping lugs; - Normalization of Cable termination point, fixing cable connection in man-hole (main cable - main distribution), using straight compression lugs to connect the cable (6pcs), with the use of standard and waterproof insulation tape. Replacement of mechanical lugs with crimping lugs. (main panel board 400A), which includes: - Crimping lugs 100sqmm 6 pieces for the main breaker; and - Replacement of mechanical lugs with crimping lugs (220A) branch breaker All required administrative, labor and miscellaneous costs to fulfill the project	1.00	P 89,500.00	P 89,500.00
					P 89,500.00
Purpose: TERMS OF REFERENCE FOR THE PROCUREMENT OF RECTIFICATION WORKS FOR OVER-HEATING OF ELECTRICAL PANEL BOARDS OF E-LEARNING HUB AND MULTIMEDIA CENTER					
Signature : PRINTED NAME	Requested by:  MHELVIN E. MAGDALENA		Approved by:  REX S. FORTEZA		
Designation :	RESIDENT ENGR -GSU		CAMPUS DIRECTOR		



TERMS OF REFERENCE FOR THE PROCUREMENT OF RECTIFICATION WORKS FOR OVER-HEATING OF ELECTRICAL PANEL BOARDS OF E-LEARNING HUB AND MULTIMEDIA CENTER

I. Background

The Philippine Science High School CALABARZON Region Campus (PSHS-CALABARZONRC) has been striving to provide quality service in terms of facilities and equipment maintenance to ensure an environment that is safe and conducive to optimum learning of students and a safe workplace for its employees.

The General Services Unit (GSU) is tasked to preserve the campus facilities, equipment, and buildings to maintain their excellent condition at any given time, secure personnel and scholars, and at the same time, provide comfort while utilizing these facilities. The needed corrective maintenance of malfunctioning equipment and properties of the Campus

II. Rationale

Due to intermittent electrical power supply experienced at the e-Learning Hub and Multimedia Center, a thorough inspection was conducted and it was discovered that the power panel has burned out the main and distribution busbar and the electrical branch circuit breaker. With the help of a concerned parent with thorough knowledge on electrical systems, it was established and confirmed that the cause of the burned-out parts was an underrated busbar and loose termination on metal lugs.

To resolve this electrical safety concern, The GSU requests the procurement of materials needed and the accompanying rectification and/or termination service.

III. Scope of Work and Job Specifications

One (1) qualified supplier must be able to provide the following scope of work and job specifications:

- Rectification of overheating in panel board (200A rating panel board), which includes:
 - Replacement of existing main copper busbar (60A rating) with standard 200A rating copper busbar;
 - Replacement of existing mechanical lugs with crimping lugs;
 - Normalization of Cable termination point, fixing cable connection in man-hole (main cable – main distribution). using straight compression lugs to connect the cable (6pcs), with the use of standard and waterproof insulation tape.



- Replacement of mechanical lugs with crimping lugs. (main panel board 400A), which includes:
 - Crimping lugs 100sqmm 6 pieces for the main breaker; and
 - Replacement of mechanical lugs with crimping lugs (220A) branch breaker
- All required administrative, labor and miscellaneous costs to fulfill the project

IV. Cost Estimate

The estimated cost for the proposed procurement project is eighty-nine thousand five hundred pesos (**Php 89,500.00**).

V. Mode of Procurement

The applicable mode of procurement is "Negotiated Procurement - Small Value Procurement" as authorized under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VI. Payment Scheme

PSHS-CALABARZONRC will not provide advance payment for the purpose. Full payment shall be made within 45 working days after completion and acceptance of the proj.

VII. Delivery Term

The works, including installation of all required materials must be completed, together with the needed/accompanying rectification and/or termination service, **within twenty (20) calendar days** from receipt of the contract/purchase order by the qualified supplier.


Prepared by:


Engr. Mhelvin E. Magdalena
Resident Architect


Engr. Rachel C. Faral
Assistant Resident Engineer

Certificate of Availability of Funds:


Arnel E. Aguila
Accountant II


Danica G. Cacao
Budget Officer



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

Recommending Approval:


Ma. Theresa P. Pagulayan
Supervising Administrative Officer

Approved by:


Rex S. Forteza
Campus Director

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Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
Website: www.cbzrc.pshs.edu.ph

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Tel/Fax. No.: (043) 724-6199