

**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.:	2024-04-081
Date :	April 24, 2024

Project:


**PURCHASING OF SPORTS EQUIPMENT FOR THE PSHS CALABARZON SCHOLARO 2024**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SEENTY-SIX THOUSAND SIX HUNDRED FIFTY PESOS ONLY (Php 76,650.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASING OF SPORTS EQUIPMENT FOR THE PSHS CALABARZON SCHOLARO 2024

**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. 2024-04-081 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 25-29, 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. 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 29, 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](mailto:bac@cbzrc.pshs.edu.ph) and address it to SARHA A. BAUTISTA, 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  
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL

CAMPUS: CALABARZON

ROUTING SLIP

Date: 04 / 15 / 2024

For/ To: MNF ; DGC ; AEA ; MPP ; RSE

Subject: TOR - Sports Equipment

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: RSE

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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"/> QMSO

REFERENCE NO.: CID- 2024 - 142  
 DATE: 04/15/2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
RSE	TOR - Purchasing of Sports Equipment	Signed; Forwarded to BMU	for [Signature]	04/15/2024
DGL	- do -	Signed	[Signature]	04/16/24
APM	- do -	[Signature]	[Signature]	4/16/24
CID	- do -	Attached Approved	[Signature]	4/22/24
MPP	- do -	[Signature]	[Signature]	4/22/24
RSE	- do -	Signed (M.R.) M. 2-STEP; Fed to SMU	[Signature]	4/22/2024
CFR	- do -	prepared & incl to BPR	[Signature]	4/24/24
SAB	- do -	Received for processing PhilGERS Postings & Commissioning	[Signature]	4.24.24 Apr. 25-29, 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.







**TERMS OF REFERENCE FOR PURCHASING OF SPORTS EQUIPMENT FOR THE PSHS CALABARZON SCHOLARO 2024**

**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**

Implementing intramural sports programs requires careful planning, coordination, and consideration of various factors to ensure their success and effectiveness. In this kind of event providing equipment removes barriers to entry, encouraging more scholars to participate in intramural sports. This can lead to increased physical activity, social interaction, and overall well-being among participants since not all participants may have access to their own sports equipment. By providing equipment, we can ensure that everyone has an equal opportunity to participate regardless of their personal resources. In general, providing sports equipment in intramurals promotes inclusivity, safety, fairness, and the overall enjoyment of the sports experience for all participants.

**III. SCOPE OF WORK AND JOB SPECIFICATIONS**

The Philippine Science High School CALABARZON Region Campus is in need of the following sports equipment that will be used in the implementation of the SCHOLARO 2024. The following describes the specifications below:

**Sports Equipment and other Materials**

Qty	Unit	ITEM DESCRIPTION	Proposed price	Total price
20	Tube	Feather Shuttlecock (Grade A flight, durability)	400	8,000 ✓
10	Tube	Synthetic Shuttlecock	400	4,000 ✓
50	Meter	Blue Nylon Rope (8 mm)	25	1,250 ✓
5	Pcs	Ultimate frisbee disc (175 grams)	1,000	4,000 ✓



2	Pcs	Badminton PVC Scoreboard (8 digits including the number of sets)	1,000	2,000 ✓
2	Pcs	Table Tennis PVC Scoreboard	1,000	2,000 /
2	Pcs	Futsal Net	1,300	2,600 /
6	Pcs	Basketball Net (Heavy duty)	700	4,200 /
20	Box	Table Tennis ball	200	4,000 ✓
10	Set	Chess Mats	600	6,000 /
2	Pcs	3x3 Basketball (FIBA Official)	2,800	5,600 /
4	Pcs	Volleyball (V330W, FIVB official)	3,800	15,200 ✓
7	Pair	Badminton Racket (High Performance)	1,500	10,500 ✓
1	Unit	Basketball game sounder	1,500	1,500 ✓
12	Pcs	Training Bibs (Green, free size)	150	1,800 ✓
12	Pcs	Training Bibs (Blue, free size)	150	1,800 ✓
4	Pcs	Volleyball linesmen flag	300	1,200 ✓
1	Pc	Shot Put (4 kg)	1,000	1,000 ✓

**TOTAL: PHP 76, 650.00 ✓**

**IV. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **SEVENTY SIX THOUSAND SIX HUNDRED FIFTY PESOS (Php 76, 650.00)**.

**V. MODE OF PROCUREMENT**

The mode of procurement shall be negotiated procurement- small value procurement.

**VI. EVALUATION AND SELECTION OF CRITERIA**

Proposal with the lowest bid with complete documents shall be accepted.

**VII. PAYMENT SCHEDULE**

The PSHS-CALABARZONRC will not provide advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the delivery of the goods.



Prepared by:

*[Signature]*  
**RONNEL S. ESCALERA**  
SST IV

Recommending Approval:

*[Signature]*  
**MABELLE V. FURTO**  
CID Chief

Certified funds available:

*[Signature]*  
**DANICA G. CACAO**  
Budget Officer

*[Signature]*  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

*[Signature]*  
**MA. THERESA P. PAGULAYAN**  
Supervising Administrative Officer

Approved by:

*[Signature]*  
**REX S. FORTEZA**  
Campus Director



# PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

CAMPUS: CALABARZONRC

## ACTIVITY PROPOSAL FORM

AP NO.: EC-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
<b>TOTAL</b>				<b>150,130.00</b>	

\* 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:

*Ronnel S. Escalera*  
**RONNEL 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

RPAD Chief (For OED-initiated activity)

27 MAR 2024

Certificate of Availability of Fund:

*Arnel Aguilan Danica G. Cacao*  
**ARNEL AGUILA/DANICA G. CACAO**

ACCOUNTANT/BUDGET OFFICER

Date

*Ma. Theresa P. Pagulayan*  
**MA. THERESA P. PAGULAYAN**

FAD Chief

*4/8/24*  
Date

Approving Authority:

Approving Authority:

Signature  
DIR. REX S. PORTEZA

Campus Director (For campus-initiated activity)

Date: 1/11/24

\_\_\_\_\_  
Executive Director (For OED-initiated activity)

Date: