

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.:	2024-04-082 (2)
Date :	April 24, 2024

Project:

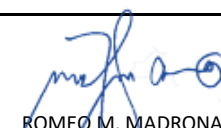
TOKEN FOR SCHOLARO 2024

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **THIRTEEN THOUSAND FIVE HUNDRED (Php 13,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **TOKEN FOR 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. 2024-04-082 (2) 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
 - 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 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: MVF; DGC; AEA; MPP; RSF

Subject: TOR - Food and Token

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: RIL

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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: CID - 2024 - 139
 DATE: 04/15/2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
RIL	TDR - Food and Token	Signed, forwarded to BMU	[Signature]	04/15/2024
DGL	- do -	signed	[Signature]	04/16/24
ATA	[Signature]	[Signature]	[Signature]	4/16/24
CID	- do -	Attached Approved AP	[Signature]	4/22/24
YAPP	do	for	[Signature]	4/24/24
LT	- do -	prepared re: re & staff; re & staff	[Signature]	4/24/2024
LTA	- do -	prepared & trail to BMU	[Signature]	4/24/24
SAB	- do - forwarded to	RMU For processing SAB SAB	[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

SIR/MADAM

Quotation No.:
Date :

2024-01
April 2

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 PRICE
			PRICES MUST BE Tax (VAT) INCLUSIVE SUPPLY & DELIVERY		
1	9	SETS	TOKENS FOR THE ISKOLARO 2024 JUDGES ▶ BATANGAS PRODUCTS GIFT BOX -KAPENG BARAKO -TRADITIONAL COFFEE BREWER /PFRESS -ASSORTED BATANGAS TRADITIONAL SNACKS		

Delivery Term : BEFORE JUNE 3, 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

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

Authorized Company Representative :

_____ (Signature Over Printed Name)

Company Name :
Address :

Telephone nos. :
T.I.N. :

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:



**TERMS OF REFERENCE
FOR FOOD AND TOKEN OF ISKOLARO 2024 JUDGES**

I. Background

ISKOLARO offers numerous benefits and serves important purposes within our educational institution. This activity started in 2018 and has been an annual event that the students look forward to. The events include team and individual sports competitions, cultural competitions, and bench yell competitions. The students are teamed with various grade levels and create their team names, thus, caters camaraderie and leadership.

II. Rationale

ISKOLARO contributes to the holistic development of students by promoting physical activity, inclusivity, skill development, social interaction, well-being, school spirit, leadership, and a sense of achievement. These activities enrich the educational experience and foster a positive school environment conducive to student growth and success. The Battle of the Bands, Bench Yell and Latin Dance Sports Competition, and Mr. and Ms. Intramurals are some offered events. These activities need the judgment of professionals that our campus will invite. The judges play a crucial role in ensuring the fairness and integrity of the said competitions. Recognizing their service with food and tokens demonstrates appreciation for their time and effort in evaluating participants' performances.

III. Specifications

There will be three (3) judges in each of the following events:

1. Battle of the Bands
2. Bench Yell and Latin Dance Sports Competition
3. Mr. and Ms. Intramurals 2024

ITEM	QUANTITY	UNIT COST	TOTAL COST
Full course meal • Rice meal • Dessert • Drinks (water and juice)	9	Php 220.00	Php 1,980.00
Batangas Products Gift Box • Kapeng Barako • Traditional Coffee Brewer/Press • Assorted Batangas' Traditional Snacks	9	Php 1,500.00	Php 13,500.00
TOTAL			Php 15,480.00



Traditional Coffee Brewer/Press



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

IV. Approved Budget for Contract

Fifteen thousand four hundred eighty pesos only (Php 15,480.00)

V. Mode of Procurement

The mode of procurement shall be "Negotiated Procurement- Small Value Procurement".

VI. Evaluation and Selection of Criteria

The supplier with the lowest calculated bid and complete documents shall be accepted.

VII. Payment Scheme

Payment shall be made within 30-45 days after the items are delivered to the procuring entity.

Prepared by:


RYANAH NESS I. LALOG
Special Science Teacher I


Noted:


RONNEL S. ESCALERA
PEHM Unit Head

Recommending Approval:


MABELLE V. FURTO
CID Chief


Certified Appropriate Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

Approved by:


REX S. FORTEZA
Campus Director

Page 2 of 2

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
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

RPAD Chief (For OED-initiated activity)

27 MAR 2024

Certificate of Availability of Fund:

Arnel Aguilá
ARNEL AGUILA/DANICA G. CACAO
 ACCOUNTANT/BUDGET OFFICER

Date

Ma. Theresa P. Pagulayan
MA. THERESA P. PAGULAYAN
 FAD Chief

9/8/24
 Date

Approving Authority:

Approving Authority: