

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.:	2024-05-096
Date :	May 8, 2024

Project: **PROCUREMENT OF KIC 5.0 PROTOTYPING MATERIALS**

The **PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FOURTEEN THOUSAND FOUR HUNDRED PESOS ONLY (P14,400.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF KIC 5.0 PROTOTYPING MATERIALS**

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 see RFQ Form No. 2024-05-096 attached herewith;
 - 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 May 8-10, 2024 without cost and from the agency website at <https://cbzrc.pshs.edu.ph/small-value-procurement/>
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 May 10, 2024, 12:00pm. 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 Danica G. Cacao, 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.


 ROMEO M. MADRONA, JR.
 BAC Chairperson



TERMS OF REFERENCE FOR THE PROCUREMENT OF KIC 5.0 PROTOTYPING MATERIALS

I. Background

Our campus is gearing up for the upcoming Design Innovation Challenge scheduled for May 2024, where Grade 8 students will showcase their product innovation projects. As part of our commitment to fostering innovation and staying competitive, it's imperative that we equip our students with the necessary materials to enhance their learning experience during the Design Thinking framework sessions. This year's Kids' Innovation Challenge will be conducted in a hybrid format, requiring us to prepare adequately for both virtual and in-person workshops.

II. Rationale

In today's rapidly evolving landscape of innovation, it's essential for academic institutions to continuously adapt and innovate to remain at the forefront. Design Challenges provide a unique opportunity for students to harness cutting-edge technology and advanced analytical tools to refine product designs, optimize processes, and drive innovation forward. By participating in initiatives like the Kids' Innovation Camp 5.0, students gain valuable hands-on experience, collaborate with peers, and explore sustainable energy solutions through STEM education.

III. Scope of Work and Job Specifications

The procurement process will involve sourcing the necessary school supplies and prototyping materials from suppliers who can meet the following specifications:

ITEM	MATERIALS/ TOOLS/ EQUIPMENTS	QTY	UNIT	PROPOSED UNIT PRICE	PROPOSED TOTAL
1	Stainless Steel Scissors (21cm)	8	pieces	320.00	2,560.00
2	Masking Tape	8	pieces	75.00	600.00
3	Hot Glue (regular size)	8	packs	60.00	480.00
4	Glue gun	8	pieces	350.00	2,800.00
5	Cutter	16	pieces	300.00	4,800.00
6	Cartolina	24	pieces	30.00	720.00
7	Popsicle Sticks	8	packs	40.00	320.00
8	Manila Paper	16	pieces	10.00	160.00
9	Crochet string	8	pieces	40.00	320.00
10	Pencil	24	pieces	15.00	360.00
11	Ballpen	24	pieces	30.00	720.00
12	Plastic cover	8	yards	25.00	200.00
13	Sticky notes	8	pieces	32.00	256.00
14	Sticker paper for labeling	1	pack	104.00	104.00
			TOTAL		P 14,400.00

The prototyping materials will be utilized to complete the challenges provided by the organizers of the Kid's Innovation Challenge.



IV. Approved Budget for the Contract

The PSHS System Office of the Executive Director will cover the expenses for the materials as sub allotment and be included in the MOOE section of the Activity Proposal. The approved budget for acquiring materials for the Kid's Innovation Challenge 5.0 amounts to **FOURTEEN THOUSAND FOUR HUNDRED PESOS (Php 14,400.00)**.

V. Mode of Procurement

The mode of procurement shall be small value procurement as per 2016 Revised Implementing Rules and Regulations of R.A. 9184.

VI. Evaluation and Selection Criteria

A proposal with the single or lowest calculated and responsive quotation with complete documents shall be accepted.

VII. Payment Scheme

Payment for the procured items shall be made **30- 45 working days** from the day the said items are delivered to the procuring entity. The PSHS-CALABARZONRC will not provide advancement payment.

VIII. Delivery Term

All accessories and materials awarded must be completely delivered **on or before May 12, 2024**.

Prepared by:


ERNIE V. ROA
Special Science Teacher III

Recommending Approval:


MABELLE V. FURTO
Chief, Curriculum and Instruction Division

Certified Appropriate Funds Available:


DANICA S. CACAO
Budget Officer


ARNEL E. AGULA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

Approved by:


MR. REX S. FORTEZA
Campus Director

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section : Curriculum and Instruction Division		PR No.: <u>2024-05-094</u>	Date: April 29, 2024 <u>May 8, 2024</u>		
		Responsibility Center Code : <u>19-016-09-0014-02</u>			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pieces	Stainless Steel Scissors (21cm)	8	320.00	2560.00
2	pieces	Masking Tape	8	75.00	600.00
3	packs	Hot Glue (regular size)	8	60.00	480.00
4	pieces	Glue gun	8	350.00	2800.00
5	pieces	Cutter	16	300.00	4800.00
6	pieces	Cartolina	24	30.00	720.00
7	packs	Popsicle Sticks	8	40.00	320.00
8	pieces	Manila Paper	16	10.00	160.00
9	pieces	Crochet string	8	40.00	320.00
10	pieces	Pencil	24	15.00	360.00
11	pieces	Ballpen	24	30.00	720.00
12	yards	Plastic cover	8	25.00	200.00
13	pieces	Sticky notes	8	32.00	256.00
14	pack	Sticker paper for labeling	1	104.00	104.00
TOTAL					14,400.00

Purpose: Provide materials for the Kids Innovation Challenge. This aligns with the guidelines and mechanics of KIC 5.0, in preparation for the Design Thinking Workshop and KIC 5.1 on March 2025.

Requested by:  ERNIE V. ROA SST III	Approved by:  MR. REX S. FORTEZA CAMPUS DIRECTOR
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