

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.: 2024-04-080
Date : April 24, 2024

Project:

FOR THE PURCHASE OF SASH FOR THE MR. AND MS. INTRAMURALS 2024

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **THREE THOUSAND SIX HUNDRED PESOS ONLY (Php3,600.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE PURCHASE OF SASH FOR THE MR. AND MS. INTRAMURALS 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 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; 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. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 2, 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 Kendra L. Inumerable, 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.


ROMEO M. MADRONA, JR.
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Detail: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:
Date :

2024-06-03
April 24, 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 _____ 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.

Table with 5 columns: Item #, QTY, UNIT, ITEM/DESCRIPTION, UNIT COST. Row 1: 1, 6, PIECE, SASH FOR THE MR. & MS. INTRAMURALS 2024, [blank]. Includes details: -MATERIAL: SATIN, -COLOR: ROYAL BLUE (BASE CLOTH), WHITE (TEXT) & GOLD (PIPING), -SIZE: WIDTH: 4 INCHES, LENGTH: 72 INCHES/ 2 YARDS.

Delivery Term : BEFORE JUNE 3, 2024
Delivery Time :
Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,

[Handwritten signature]

EDSEL E. ESPINO
PURCHASER

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-779-8320

(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

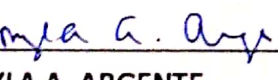
Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

Office/Section : CID		PR No.: <u>2024-04-00</u>	Date: <u>April 24, 2024</u> <u>March 13, 2024</u>		
Stock / Property No.		Responsibility Center Code : <u>19-014-09-00014-02</u>	Quantity	Unit Cost	Total Cost
Unit	Item Description				
1	pc	Sash	6	₱600.00	₱3,600.00
		Material: Satin			
		Color: royal blue (base cloth), white (text), gold (piping)			
		Size: Width: 4 inches; Length: 72 inches/2yards			

Purpose: to be used in the Mr. and Ms. INTRAMURALS 2024

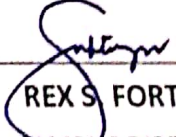
Requested by:

Signature: 

Printed Name: **MYLA A. ARGENTE**

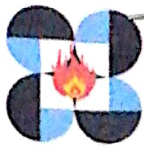
Special Science Teacher

Approved by:



REX S. FORTEZA

CAMPUS DIRECTOR



TERMS OF REFERENCE FOR THE PURCHASE OF SASH FOR THE MR. AND MR. INTRAMURALS 2024

I. BACKGROUND

Mr. and Ms. INTRAMURALS 2024 will 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 **6 pcs.** of **sash** with the following specifications:

- Material: Satin
- Color: Royal Blue (base cloth), white (text), gold (piping)
- Size:
 - Width: 4 inches; Length: 72 inches/2 yards
- Expected delivery date: **Not later than May 31, 2024**

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the purchase of the sash is **Php 3,600.00.**

V. MODE OF PROCUREMENT

Small Value Procurement in accordance with 2016 Revised IRR of RA 9184.



Certificate No. SCP000420Q

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:

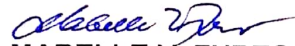
VII. PAYMENT SCHEME

The campus shall pay in full 30-45 calendar days after the product has been delivered.


Prepared by:


MYLA A. ARGENTE
Special Science Teacher

Noted:


MABELLE V. FURTO
CID Chief

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director



Certificate No.: SCP000420Q



Sample only

Base Cloth Color: Royal Blue
Text: White
Piping: Gold

List of Awards:

1. Mr. Intramurals 2024
2. Ms. Intramurals 2024
3. Mr. Intramurals 2nd Runner-Up
4. Ms. Intramurals 2nd Runner-Up
5. Mr. Intramurals 1st Runner-Up
6. Ms. Intramurals 1st Runner-up