

ROUTING SLIP

Date: 12 6 APR 2024

For/ To: MVE; DEC; AEA; MPP; RSF

- Subject: TOR/PR- Filipiniana*
- Action Barring for the
 - Approval 4th Commencement
 - Comment Exercises
 - 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:

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-2024-156
 DATE: 26 APR 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
NTM2	TOR/PR- Filipiniana x Balmg for the 4 th Commencement Exercises	forwarded to DGC thru FMC	[Signature]	26 APR 2024
DLC NFA	-do-	signed Rgw.	[Signature]	4/24/24 4/25/24
MPP RCF	-do-	signed signed [unclear]	[Signature]	4/24/24 4/30/2024
EE	-do-	returned to end-user because PR was not yet attached	[Signature]	04-30-2024
JVF	-do- + NFA notice	forwarded to committee	[Signature]	5-3-24

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:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2024-04-91
Date :	May 3, 2024

Project: **PURCHASE OF FILIPINIANA AND BARONG FOR THE 4TH COMMENCEMENT EXERCISES OF THE PSHS-CALABARZONRC**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php2,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PURCHASE OF FILIPINIANA AND BARONG FOR THE 4TH COMMENCEMENT EXERCISES OF THE PSHS-CALABARZONRC

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; on MAY 3, 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/SEC Registration
 - d. BIR 2303 or OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 7, 2024, 8:00am. 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 John Vincent K. Forteza, BAC Secretariat Chairperson.
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 Details:	Barangay Sampaga West, Batangas City

Quotation No. :	2024-04-091
Date :	April 30, 2024

SIR / MADAM:

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 COST
PRICES MUST BE Tax (VAT) INCLUSIVE Supply, Delivery and Alteration (when necessary)					
1	1	PIECE	FILIPINIANA DRESS		
			✓ Fabric: Jusi Piña or Jusi (that comes with an inner lining), has machine or hand-embroidered design		
			✓ Color: Beige		
			✓ Size: to be adjusted based on the actual measurements of the recipient		
			✓ Design: see attachment		
2	3	PIECES	BARONG TAGALOG		
			✓ Fabric: Jusi Piña or Jusi with machine or hand-embroidered design		
			✓ Color: Beige		
			✓ Size: to be adjusted based on the actual measurements of the recipient		
			✓ Design: see attachment		
TOTAL					
Delivery Term : On or before May 27, 2024					
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 : CID/FAD/OCD		PR No.: <u>2024-04-071</u>	Date: <u>April 30, 2024</u>		
		Responsibility Center Code : 19-016-09-00014- 02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	Filipiniana Dress Embroidered (hand or machine) Fabric: Just-Piña or Jusi (with inner lining) Color: Beige Sizes: May Vary Design: See attached design	1	625	625
2	LOT	Barong Tagalog Specifications: Embroidered (hand or machine) Fabric: Jusi-Piña or Jusi (with inner lining) Color: Beige Sizes: May Vary Design: See attached design	3	625	1,875
					2,500
Purpose: For the 2024 Graduation Ceremony					
Requested by:		Approved by:			
Signature :	<u>Mark Cletcher T. Maxion</u>	Signature :		<u>Rex S. Forteza</u>	
Printed Name :	MARK CLETCHER T. MAXION	Approved by:		REX S. FORTEZA	
Designation :	Special Science Teacher I	Approved by:		CAMPUS DIRECTOR	



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY
PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

**TERMS OF REFERENCE FOR
FILIPINIANA AND BARONG FOR THE 4TH COMMENCEMENT EXERCISES OF THE
PHILIPPINE SCIENCE HIGH SCHOOL- CALABARZON REGION CAMPUS**

I. BACKGROUND OF THE PROJECT

The government mandates the Philippine Science High School to provide secondary education emphasizing science and technology to prepare students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitude deemed essential in preparing for STEM-related careers. This school year, PSHS CALABARZON Region Campus will conduct its 4th Commencement Exercises on June 15, 2024.

II. RATIONALE

The purpose of this event is to recognize high school seniors who have fulfilled the requirements for graduation. The ceremony serves as a public forum for Grade 12 students to receive their diplomas, signifying their official completion of secondary school.

Aside from conferring the graduate status to the students, all PSHS-CALABARZON personnel and special guests from the PSHS System and DOST are invited to this special event. Thus, it was agreed upon to purchase a gala uniform, specifically a Filipiniana dress for women employees and Barong Tagalog for men. These gala uniforms may be used in succeeding years during special events.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier must be able to provide the following:

Lot	qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
1	1	PCS	Filipiniana Dress Specifications: Embroidered (hand or machine) Fabric: Jusi-Piña or Jusi (with inner lining) Color: Beige Sizes: May Vary Design: See attached design	P1,500.00 - P875.00* ===== P625.00**	P625.00



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PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: 96P0004200

	3	PCS	Barong Tagalog Specifications: Embroidered (hand or machine) Fabric: Jusi-Piña or Jusi (with inner lining) Color: Beige Sizes: May Vary Design: See attached design	P1,500.00 - P875.00* ===== P625.00**	P1,875.00
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TOTAL: PHP 2, 500.00

Note: *The balance of P875.00 will be shouldered by the concerned employee

**The amount spent for the Community games uniform which is part of the Cultural and Athletics Activities budget allocation.

The expected delivery date is on May 27, 2024.

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php 2,500.00)**.

V. EVALUATION AND SELECTION OF CRITERIA

A proposal with the lowest bid with complete documents shall be accepted.

VI. PAYMENT SCHEDULE

The PSHS-CALABARZONRC will not provide advance payment nor pay a reservation fee. Full payment shall be made 30 - 45 calendar days after the event.

Prepared by:

Mark Cletcher T. Maxion
MARK CLETCHER T. MAXION
Math Teacher, SST I

Recommending Approval:



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP0004200

MABELLE V. FURTO

CID Chief

Certified funds available:

DANICA G. CACAO / ARNEL E. AGUILA
Budget Officer / Accountant II

Recommending Approval:

MA. THERESA F. PAGULAYAN
SAO / FAD Chief

Approved by:

REX S. FORTEZA
Campus Director



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

**FILIPINIANA AND BARONG FOR THE 4TH COMMENCEMENT EXERCISES OF THE
PHILIPPINE SCIENCE HIGH SCHOOL- CALABARZON REGION CAMPUS
DESIGN**



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

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