

ROUTING SLIP

Date: May 15, 2024

For/ To: DSG, ~~SEA~~, MPP, RSF

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- Action
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for approval and signature

Due Date:

From: FEE

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.:	2024-05-098
Date	May 22, 2024

Project:

SUPPLY, DELIVERY, AND ASSEMBLY/INSTALLATION OF AN EXECUTIVE OFFICE TABLE SET AT THE HRM OFFICE OF PSHS-CALABARZON REGION CAMPUS

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **TWENTY-FIVE THOUSAND PESOS ONLY (Php25,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SUPPLY, DELIVERY, AND ASSEMBLY/INSTALLATION OF AN EXECUTIVE OFFICE TABLE SET AT THE HRM OFFICE OF PSHS-CALABARZON REGION CAMPUS

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 22, 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 27, 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		

SIR / MADAM:

Quotation No.:

2024-05-098

Date :

May 14, 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 20 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 Suppl. 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 Assembly / Installation					
1	1	SET	EXECUTIVE OFFICE TABLE THAT INCLUDES ONE (1) MAIN TABLE, ONE (1) SIDE CABINET AND ONE (1) PEDESTAL. THESE COMPONENTS MUST BE:		
			▶ Made out of or a combination of the following materials:		
			• Solid wood		
			• Wooden board		
			• Chipboard		
			• Plyboard		
			• Fiberboard		
			• Steel bars		
			• Steel tubes		
			• Steel plates		
			• Steel panels		
			• PVC		
			• Hard and durable plastic materials		
			▶ Sturdily built to endure heavy use and heavy loads		
			▶ Exposed surfaces are smoothed out, laminated or painted in earth or neutral color/s		
			▶ Specifications of the main table		
			• Dimensions (WxDxH): 160cm x 80cm x 75cm ±10cm in any direction		
			• Table top must have grommet hole/s for easy wire and cable management		
			• Must have a modesty panel that will shield the lower body part of the user from being viewed		
			▶ Specifications of the side cabinet		
			• Dimensions (WxDxH): 120cm x 40cm x 60cm ±10cm in any direction		
			• Must have a variety / a combination of storage solutions (drawers, open and covered shelving, etc.) for flexibility of use		
TOTAL					

Delivery Term : On or before May 12, 2024

Delivery Time : 9:00am - 3:00pm, Monday to Friday except on holidays

Payment Term : Within 30-45 calendar days after the complete delivery of procured goods and/or services

Very truly yours,

PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:


EDSEL B. ESPINO
PURCHASER

Authorized Company
Representative :

(Signature Over Printed Name)

Telephone: 043-779-8320 local 803

Company Name : _____
Address : _____
Telephone nos. : _____
T.I.N. : _____

IMPORTANT

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



TERMS OF REFERENCE

FOR THE SUPPLY, DELIVERY AND ASSEMBLY / INSTALLATION OF AN EXECUTIVE OFFICE TABLE SET AT THE HRM OFFICE OF PSHS – CALABARZON REGION CAMPUS

I. Background

Part of the Philippine Science High School CALABARZON Region Campus' Finance and Administration Division's duty is to ensure that every aspect concerning the organization's day-to-day operation is running smoothly, effectively and efficiently. Part of the said duty calls for the division to think of ways to promote the wholistic well-being of members of the community and further develop each of the campus properties that needs improvement in order to make it more suited to use.

In the Finance and Administration Division, an organic personnel would rarely run out of piles of documents to process thus necessitating one to have an office table that can accommodate an office-computer-and-printer combo with several stacks of documents yet still have ample workable space left for utility.

II. Rationale

In order to make an office suitable to the needs of its habitants, the right set of furniture and equipment must be provided for them to work on and to work with. For organic FAD employees, all of the offices that they occupy are provided with the appropriate office furniture and equipment except for that of the Human Resource Management Officer's (HRMO) that lacks an executive table set. This procurement is deemed necessary in order to provide the organization's HRMO with a working space and condition that further promote effectiveness and efficiency through ergonomics.

III. Scope of Work and Job Specifications

This project requires the winning provider to supply, deliver and assemble/install one (1) executive table set at the Human Resources Management Office of PSHS CALABARZON Region Campus. The table set must include one (1) main table, one (1) side cabinet and, one (1) pedestal that conform to the following specifications:

- Made out of or a combination of the following materials:
 - Solid wood
 - Wooden board
 - Chipboard
 - Plyboard
 - Fiberboard
 - Steel bars
 - Steel tubes
 - Steel plates
 - Steel panels
 - PVC
 - Hard and durable plastic materials
- Sturdily built to endure heavy use and heavy loads
- Exposed surfaces are smoothed out, laminated or painted in earth or neutral color/s
- Specifications of the main table
 - Dimensions (WxDxH): 160cm x 80cm x 75cm ±10cm in any direction
 - Table top must have grommet hole/s for easy wire and cable management
 - Must have a modesty panel that will shield the lower body part of the user from being viewed
- Specifications of the side cabinet
 - Dimensions (WxDxH): 120cm x 40cm x 60cm ±10cm in any direction
 - Must have a variety / a combination of storage solutions(drawers, open and covered shelvings, etc.) for flexibility of use
- Specifications of the pedestal
 - Dimensions (WxDxH): 40cm x 40cm x 60cm ±10cm in any direction
 - Must have a lockable storage solution (drawer or covered shelvings, etc.) for safekeeping of valuable items or important and confidential documents / files

In addition to the above-listed, the winning provider must provide the ideal number of installer and helper that would bring and assemble / install the executive table set at the HRM Office located at the Second Floor of the PSHS



CALABARZON Region Campus – Finance and Administration Building the shortest time possible in order to lessen the interruption of work in the said office.

IV. Approved Budget for the Contract

The approved budget for the contract is **TWENTY-FIVE THOUSAND PESOS (PHP25,000.00)** only.

V. Mode of Procurement

The Mode of Procurement shall be **NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT (NP-SVP)** under the 2016 Revised Implementing Rules and Regulations of RA 9184

VI. Evaluation and Selection Criteria

Proposal with the lowest bid and complete documents shall be awarded with the contract.

VII. Delivery Schedule

Supply, delivery, and assembly/installation of the subject executive office table must be completed within twenty(20) calendar days after the receipt of purchase order.

VIII. Payment Scheme

Payment shall only be made within 15 to 30 calendar days after the completion of the project.

Prepared by:


EDSEL EVANGELISTA ESPINO
Procurement, Supply and Property Officer

Certified Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILERA
Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division


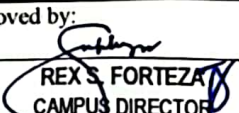
Approved:


REX S. FORTEZA
Director III

PURCHASE REQUEST

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

Fund Cluster: **1101101**

Office/Section : FAD		PR No.: 2024-05-098		Date: May 14, 2024	
		Responsibility Center Code : 19-016-09-00014-04			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	SET	EXECUTIVE OFFICE TABLE THAT INCLUDES ONE (1) MAIN TABLE, ONE (1) SIDE CABINET AND ONE (1) PEDESTAL THAT MUST CONFORM WITH THE FOLLOWING: ► COMPONENTS ARE MADE OUT OF OR A COMBINATION OF • SOLID WOOD, • WOODEN BOARD, • CHIPBOARD, • PLYBOARD, • FIBERBOARD, • STEEL BARS, • STEEL TUBES, • STEEL PLATES, • STEEL PANELS, • PVC, • HARD AND DURABLE PLASTIC MATERIALS ► STURDILY BUILT TO ENDURE HEAVY USE AND HEAVY LOADS ► EXPOSED SURFACES ARE SMOOTHED OUT, LAMINATED OR PAINTED IN EARTH OR NEUTRAL COLOR/S ► SPECIFICATIONS OF THE MAIN TABLE • DIMENSIONS (WXDXH): 160CM X 80CM X 75CM ±10CM IN ANY DIRECTION • TABLE TOP MUST HAVE GROMMET HOLE/S FOR EASY WIRE AND CABLE MANAGEMENT • MUST HAVE A MODESTY PANEL THAT WILL SHIELD THE LOWER BODY PART OF THE USER FROM BEING VIEWED ► SPECIFICATIONS OF THE SIDE CABINET • DIMENSIONS (WXDXH): 120CM X 40CM X 60CM ±10CM IN ANY DIRECTION • MUST HAVE A VARIETY / A COMBINATION OF STORAGE SOLUTIONS(DRAWERS, OPEN AND COVERED SHELVINGS, ETC.) FOR FLEXIBILITY OF USE ► SPECIFICATIONS OF THE PEDESTAL • DIMENSIONS (WXDXH): 40CM X 40CM X 60CM ±10CM IN ANY DIRECTION • MUST HAVE A LOCKABLE STORAGE SOLUTION (DRAWER OR COVERED SHELVINGS, ETC.) FOR SAFEKEEPING OF VALUABLE ITEMS OR IMPORTANT AND CONFIDENTIAL DOCUMENTS / FILES	1	P25,000.00	P25,000.00
TOTAL:					P25,000.00
Purpose: TO BE ISSUED TO THE HUMAN RESOURCES MANAGEMENT OFFICER SO AS TO MAKE HIS WORKSTATION MORE APPROPRIATE TO HIS NEEDS					
Requested by:		 EDSEL EVANGELISTA ESPINO PROCUREMENT, SUPPLY AND PROPERTY OFFICER		Approved by:	
Signature : <small>(Printed Name)</small>				 REX S. FORTEZA CAMPUS DIRECTOR	
Designation :					