

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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REFERENCE NO.: CID-2024-207  
 DATE: May 22, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
CM Cordero and AM Ortega	TOR, PR, Supplemental APP, and Supplemental PPMP: Procurement of Academic Gowns of the Management Committee (MANCOM) and the Guest Speakers of the 4th Commencement Exercises of PSHS-CALABARZON Region Campus	Forwarded to signatories		May 22, 2024
RSF	- do -	signed TOR, PR & APP; and to SPU	for: J.	May 22, 2024
<del>JFC</del>	<del>- do - + RPR</del>	<del>prepared signed and forwarded to BAC; and forwarded to RSF</del>	<del>JFC</del>	<del>05-23-2024</del>
JFC	- do -	forwarded to RSF	JFC	5/23

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.

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2024-05-105
Date :	May 24, 2024

Project: **PROCUREMENT OD ACADEMIC GOWN OF THE MEMBERS OF THE MANAGEMENT COMMITTEE (MANCOM) AND THE GUEST SPEAKER OF THE 4TH COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH SCHOOL-CALABARZON REGION CAMPUS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FIFTY-SIX THOUSAND PESOS ONLY (Php56,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OD ACADEMIC GOWN OF THE MEMBERS OF THE MANAGEMENT COMMITTEE (MANCOM) AND THE GUEST SPEAKER OF THE 4TH COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH SCHOOL-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 For the complete details of this project, please "ORDER" RFQ Form No. 2024-05-105 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 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 24-30, 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
  - d. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn statement may be submitted provided you will submit the notarized one after the award of contract.)
  - e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 30, 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](mailto:bac@cbzrc.pshs.edu.ph) and address it to Ronnel S. Escalera, 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.

  
 MARY ANGEL L. GAVINA  
 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.:  
Date :

2024-05-105
May 23, 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.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
1	8	sets	ACADEMIC REGALIA, gown and beret - Academic gown : black poly-cotton base with royal blue velvet panels and yellow-gold piping; with Pisay logo (patch) as shown in Enclosure 1 - Beret: black poly-cotton with yellow-gold tassel		
<b>TOTAL</b>					

Delivery Term : On or before June 10, 2024, 7.00am to 3.00pm

Delivery Time : -

Payment Term : Within 30-45 calendar days after the complete delivery of procured good/s and/or service/s

Very truly yours,  
  
 EUSEBIO ESPINO  
 PURCHASER  
 Telephone: 043-779-8320 local 803

**PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:**

Authorized Company Representative : \_\_\_\_\_  
 (Signature Over Printed Name)

Company Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone nos. : \_\_\_\_\_  
 T.I.N. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

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







**TERMS OF REFERENCE FOR  
ACADEMIC GOWN OF THE MEMBERS OF THE MANAGEMENT COMMITTEE  
(MANCOM) AND THE GUEST SPEAKERS OF THE 4<sup>th</sup> COMMENCEMENT EXERCISES  
OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

**I. BACKGROUND OF THE PROJECT**

The Philippine Science High School is mandated by the government to provide secondary education with an emphasis on science and technology with the aim of preparing its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitudes that are deemed essential in preparing for a STEM-related career. This school year, PSHS CALABARZON Region Campus will be conducting its 4<sup>th</sup> Commencement Exercises for graduating Grade 12 (Batch 2024) students 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.

To enhance the tradition and meaning of the graduation ceremony, the wearing of regalia by the members of the Management Committee (ManCom) is proposed to signify their roles, responsibilities, and contributions to the academic institution, while also upholding tradition and adding to the formal atmosphere of the ceremony. By donning this garment, higher officials can symbolize the values and principles of the institution while demonstrating their appreciation and respect for the graduates. The three colors ( Red, Blue, and Yellow) symbolize the institution.

**III. SCOPE OF WORK AND JOB SPECIFICATIONS**

The supplier must be able to provide the regalia shown in **Enclosure 1** with the required specifications and deliver on or before **June 10, 2024, from 7 AM to 3 PM.**

The gown has long oblong sleeves with an opening at the wrist which the hand goes through. Black ribbon ties at the front can help the gown sit better on the wearer.

Lot	qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
1	8	pieces	Academic Gown: - black poly-cotton base with royal blue velvet panels and yellow-gold piping - with Pisay logo (Patch) as shown in Enclosure 1	P7,000.00	P56,000.00



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No. - 6QP000420Q

			Hat: - black poly-cotton beret with yellow-gold tassel		
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**TOTAL: PHP56,000.00**

**IV. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **P56,000.00**

**V. EVALUATION AND SELECTION OF CRITERIA**

A proposal with the lowest bid, and 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:

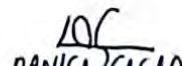
  
  
**ANGELICA M. ORTEGA/CHRISTOPHER M. CORDERO**  
 Math Teachers

Recommending Approval:

  
**MABELLE V. FURTO**  
 CID Chief

Certified funds available:

  
**ARNEL B. AGUILA**  
 Budget Officer/CIC Accountant

  
**DANICA JACAO**  
 Budget Officer

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
 FAD Chief

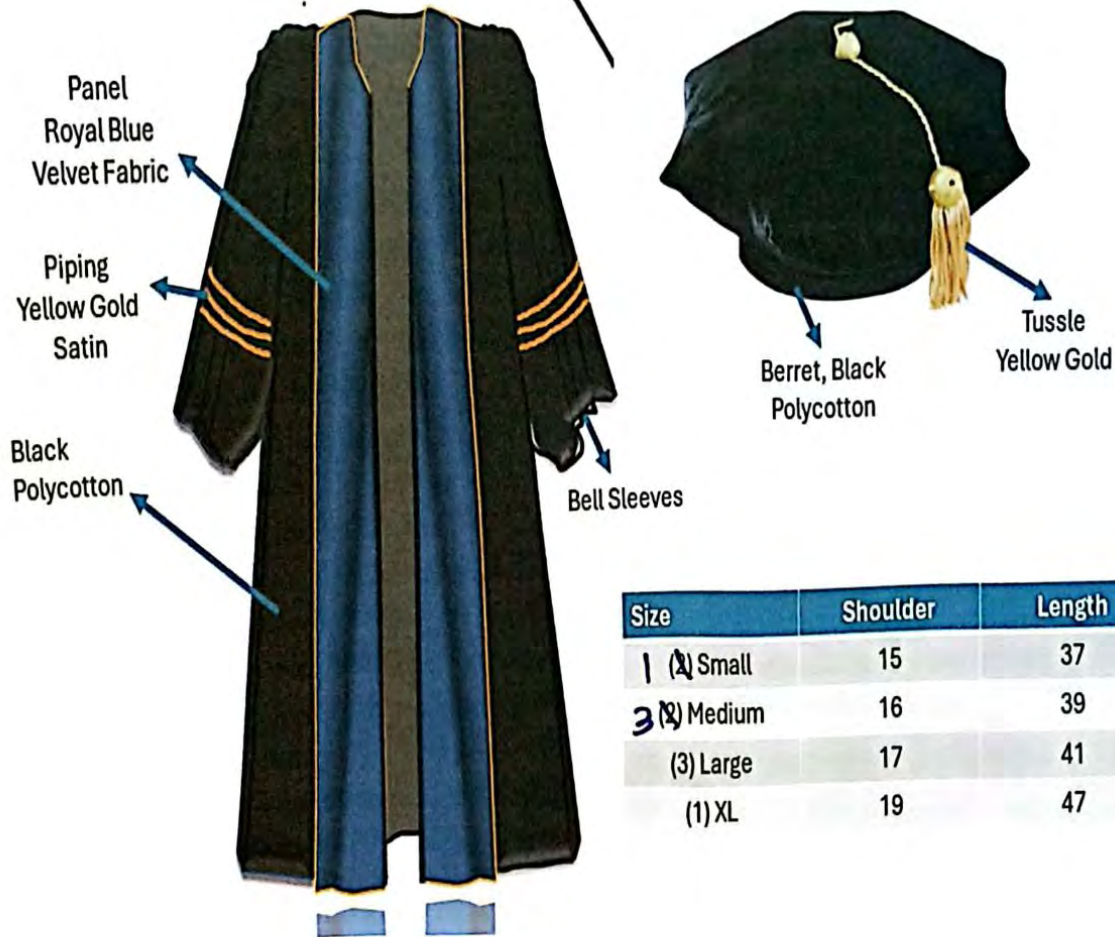
Approved by:

  
**REX S. FORTEZA**  
 Campus Director



Enclosure 1

Academic Regalia



Size	Shoulder	Length
1 (2) Small	15	37
3 (8) Medium	16	39
(3) Large	17	41
(1) XL	19	47