

ROUTING SLIP

Date: 26 APR 2024

For/ To: MVF; DGC; AFA; MPP; RSF

- Subject: TDL - Medals
- Action
  - Approval
  - Comment
  - Discuss with me
  - Endorsement
  - File
  - Give Status
  - Handle
  - Information
  - Initial / Clearance
  - Note & File
  - Note & Return
  - Prepare Draft / Reply
  - Review

Other instructions (please specify)

HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: C10-2024-158  
DATE: 26 APR 2024

Due Date:

From:

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
the	forwarded to	[Signature]	7 6 APR 2024
arrises	BMU thru FMC	[Signature]	
	Signed	[Signature]	04/29/24
	Revised	[Signature]	04/25/24
	Ad	[Signature]	04/24/24
	Signed MD	[Signature]	4/30/2024
	PR; ad to		
	SEV		
EEF	prepared, signed and funded to BAC Sec	[Signature]	04-30-2024
C/UF	endorsed to MD	[Signature]	4/30

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.:	2024-04-087
Date :	May 2, 2024

Project: **PROCUREMENT OF MEDALS FOR THE 4TH COMMENCEMENT EXERCISES OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of ONE HUNDRED SEVEN THOUSAND PESOS ONLY (Php 107,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF MEDALS FOR THE 4TH COMMENCEMENT EXERCISES OF 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. 2024-04-087 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 3-9, 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 9, 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

<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:	Barangay Sampaga West, Balangas City

SIR / MADAM:

Quotation No.:  
Date :

2024-04-087
April 30, 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 Supply and Delivery</b>					
1	100	PIECES	GOLD MEDALS (for Excellence and Academic Awards - Highest Honors) ✓ metal stamped, single face only, 70mm in diameter, with blue ribbon / lace, comes with a box (see attached Enclosure 2 for the design)		
2	100	PIECES	SILVER MEDALS (for Academic Awards - High Honors) ✓ metal stamped, single face only, 70mm in diameter, with blue ribbon / lace, comes with a box (see attached Enclosure 2 for the design)		
3	1	PIECE	FRAMED COMMEMORATIVE MEDAL WITH CERTIFICATE (for Guest Speaker) (see attached Enclosure 3 for the layout of components and overall appearance of the token) ✓ Medal specifications: metal stamped, single face only, 70mm in diameter, with blue and gold ribbons / laces (see attached Enclosures 2 for the design) ✓ Certificate specifications: A5 in size, landscape orientation (see Enclosure 3 for the layout and actual texts) ✓ Framing specifications: A3 in size, blue or black and gold colored frames, with black felt paper background window mat (see attached Enclosure 3 for design, layout and overall appearance)		
4	1	PIECE	CAST MOLD FOR THE MEDALS ✓ 70mm in diameter (see attached Enclosure 2 for the design)		
<b>TOTAL</b>					

Delivery Term : On or before June 07, 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 goods and/or service/s

Very truly yours,

  
 EDSEL E. ESPINO  
 PURCHASER

Telephone: 043-779-8320 local 803

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

Authorized Company Representative :

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

\_\_\_\_\_  
 (Signature Over Printed Name)



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

**PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**



Certificate No.: SCP000420Q

Enclosure 2

**MEDAL DESIGN (GOLD)**



Page 4 of 8

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City  
Website: [www.cbzrc.pshs.edu.ph](http://www.cbzrc.pshs.edu.ph)

Trunkline.: (043) 779-8320  
Tel/Fax. No.: (043) 724-6199



Republic of the Philippines

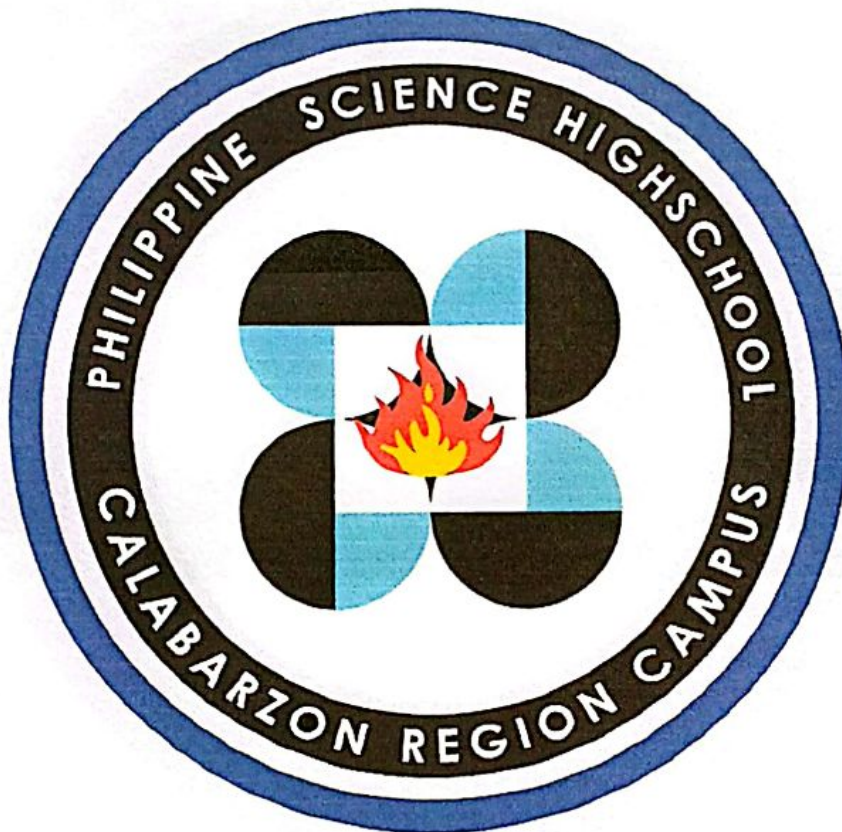
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

### MEDAL DESIGN (SILVER)





Enclosure 3

**SAMPLE FRAME DESIGN**





## CERTIFICATE LAYOUT

Republika ng Pilipinas  
KAGAWARAN NG AGHAM AT TEKNOLOHIYA  
MATAAS NA PAARALAN NG PILIPINAS SA AGHAM  
KAMPUS NG REHIYONG CALABARZON

Ang  
**KATIBAYAN**  
NG PAGKILALA  
ay iginagawad kay

*Guest Speaker*

sa kaniyang pagbabahagi ng mahahalagang karunungan at kaalaman bilang

PANAHING TAGAPAGSALITA  
sa ginanap na Ika-apat na Palatuntunan sa Pagtatapos ng Mataas na Paaralan ng Pilipinas sa Agham - Kampus ng  
Rehiyong CALABARZON na may temang

"INSERT THEME HERE"

Ipinagkaloob ngayong ika-15 ng Hunyo, 2024 sa Mataas na Paaralan ng Pilipinas sa Agham - Kampus ng Rehiyong  
CALABARZON. Sitio Sampaga Kanluran, Barangay Sampaga, Lungsod ng Batangas.

**REX S. FORTEZA**  
Direktor ng Kampus



**ACTUAL TEXT FOR THE PLAQUE OF APPRECIATION**

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Republika ng Pilipinas  
KAGAWARAN NG AGHAM AT TEKNOLOHIYA  
MATAAS NA PAARALAN NG PILIPINAS SA AGHAM  
KAMPUS NG REHIYONG CALABARZON

Ang

**PLAKE NG PAGPAPAHALAGA**  
ay iginagawad kay

**INSERT GUEST SPEAKER NAME HERE**

sa kaniyang pagbabahagi ng mahahalagang karunungan at kaalaman bilang

**PANAUHING TAGAPAGSALITA**  
sa ginanap na Ika-apat na Palatuntunan sa Pagtatapos ng Mataas na Paaralan ng Pilipinas  
sa Agham - Kampus ng Rehiyong CALABARZON na may temang

*"INSERT THEME HERE"*

Ipinagkaloob ngayong ika-15 ng Hunyo, 2024 sa Mataas na Paaralan ng Pilipinas sa  
Agham - Kampus ng Rehiyong CALABARZON, Sitio Sampaga Kanluran, Barangay  
Sampaga, Lungsod ng Batangas.

**REX S. FORTEZA**  
Direktor ng Kampus

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**TERMS OF REFERENCE FOR  
MEDALS FOR THE 4th COMMENCEMENT EXERCISES OF  
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 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 4th Commencement Exercises for graduating Grade 12 (Batch 2024) students on June 15, 2024.

**II. RATIONALE**

The rationale of this activity is to acknowledge the students who have successfully met the requirements for high school graduation. This event provides a public venue in which Grade 12 students receive their diplomas, signifying their official graduation from secondary school.

Aside from the conferment of the graduate status to the students, students who have made significant achievements in specific subjects and notable overall academic performances will also be awarded with medals. A commemorative medal and tokens will also be given as a form of gratitude to the guest speaker and other guests, respectively.

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

The supplier must be able to provide the listed materials needed for the 4th Commencement Exercises following the described specifications (See Enclosure 1) and must be delivered or ready for pick up on or before June 7, 2024.

**IV. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **ONE HUNDRED SEVEN THOUSAND PESOS (Php 107,000.00)**.

**V. MODE OF PROCUREMENT**

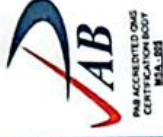
The mode of procurement shall be "Negotiated Procurement – Small Value Procurement".



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP0000420Q

**VI. EVALUATION AND SELECTION OF CRITERIA**

Proposal with the lowest bid with complete documents shall be accepted.

**VII. PAYMENT SCHEDULE**

The PSHS-CALABARZONRC will not provide advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the event.

Enclosure 1

**LIST OF MEDALS, PLAQUES, AND TOKENS NEEDED FOR THE  
4th COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH SCHOOL  
CALABARZON-REGION CAMPUS**

Lot	qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
1	100	pcs	Gold Medals (for Excellence Awards & Academic Awards – Highest Honors)  Specification: See Enclosure 2 for design, metal stamped, diameter 70mm with blue ribbon, single face only, with box	500.00	50,000.00
2	100	pcs	Silver Medals (for Academic Awards – High Honors)  Specification: See Enclosure 2 for design, metal stamped, diameter 70mm with blue ribbon, single face only, with box	500.00	50,000.00
3	1	pc	Framed Commemorative Medal with Certificate (for Guest Speaker)  Specification for Medal: See Enclosure 2 for design of medal, metal stamped, diameter 70mm with blue and gold ribbons, single face only  Specification for Frame & Certificate See Enclosure 3 for sample design, Frame size A3 landscape, certificate size A5 landscape, (black felt paper background, blue or black with gold frame)	2,000.00	2,000.00



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
 PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS




Certificate No.: SCP000420Q

34	1	pc	Cast Mold for Medals Specification: See Enclosure 2 for design, diameter 70mm;	5,000.00	5,000.00
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**TOTAL: PHP 107,000.00**

Prepared by:


  
**MICHELLE T. MANGLICMOT**  
 Head, Research & Integrated Science Unit

  
**AVRIL LEY ANN R. LLAVE**  
 Head, Biology & Agriculture Unit

Recommending Approval:

  
**MABELLE V. FURTO**  
 CID Chief

Certified funds available:

  
**DANICA G. CACAO/ARNEL E. AGUIDA**  
 Budget Officer/Accountant

Recommending Approval:

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

Approved by:

  
**REX S. FORTEZA**  
 Campus Director

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**  
**CAMPUS: CALABARZONRC**

**ACTIVITY PROPOSAL FORM**

AP NO.: EC-9094-120-001  
(EC/CC-YYYY-NNN-VVV)

**TITLE OF ACTIVITY:** 4th COMMENCEMENT EXERCISES and ECUMENICAL SERVICE

**RATIONALE:** The Philippine Science High School is mandated by the government to provide secondary education with 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 attitude that are deemed essential in preparing for a STEM-related career. This school year, PSHS CALABARZON Region Campus marks a new milestone with Senior High School students graduating as the batch on June 15, 2024.

The rationale of this activity is to acknowledge the students who have successfully met the requirements for high school graduation. Aside from the conferment of the graduate status to the students, students who have made significant achievements in specific subjects and notable overall academic performances will also be awarded with certificate of recognition. This event provides a public venue in which Grade 12 students receive their diplomas, signifying their official graduation from secondary school.

**BRIEF DESCRIPTION OF ACTIVITY:**

The PSHS-CALABARZON RC 4th Commencement Exercise is a comprehensive Gender and Development (GAD) activity designed to acknowledge the students who have successfully met the requirements for high school graduation. This activity will be composed of the following: ecumenical mass, program, invitation and souvenir program; stage and decoration; diploma, certificate and certificate jackets; medals, plaques, token and leis; sounds and light system; and meals.

**VENUE:** Batangas Provincial Auditorium / Luncheon: PSHS CalabarzonRC Activity Center

**DURATION AND SCHEDULE:**

June 15, 2024 (7:00 am-12:00pm)

**INTENDED PARTICIPANTS:**

The PSHS-CALABARZON RC 4th Commencement Exercise will be attended by PSHS CBZRC employees, Grade 12 students and their parents/guardian and distinguished guests.

**TARGET ACCOMPLISHMENT:**

PSHS-00-F-DSA-01-Ver02-Rev02-03/05/22

This activity aims to acknowledge the students who have successfully met the requirements for high school graduation.

**LINE-ITEM BUDGET:**

Items	Quantity	Source of Funds		Total	Remarks
		PSHS	Other sources*		
ECUMENICAL MASS	1	✓		2,500	
Gala Uniform	16 new PSHS Staff (P1,500-P875=P625) P625 x16 =P 10,000	✓		10,000	c/o Cultural Fund*
Honorarium of Guest Speaker	1	✓		10,000	
PROGRAM AND INVITATION	120 sets + Guests, VIPs, Mancom and AUHs	✓		3,850	
STAGE SET-UP, FLORAL ARRANGEMENT AND MEALS	2 set-up ( 20 guests at the venue, with a separate setup dedicated to PSHS on the campus)	✓		124,300	
MEDALS, PLAQUES AND TOKEN	6 token gift set	✓		125,000	
CERTIFICATE JACKET, SPECIALTY PAPER AND INK FOR THE PRINTING OF CERTIFICATES	50 pcs, 20 packs, 4 bottles different colors	✓		0	c/o Supply Office
RIBBONS FOR PARENTS, LEIS FOR THE VIPS AND GUESTS	120 (ribbons for studentst) 224 (ribbons for parents) 6 (leis for VIPs and Guests)	✓		30,210	
CORSAGE FOR THE GRADUATES	120 (students)	✓		8,400	
PHOTO AND VIDEO COVERAGE	1 LOT		✓		c/o Batch 2024 PTA
RENTAL OF LIGHTS, SOUND SYSTEM AND LED	1 LOT		✓		c/o Batch 2024 PTA
<b>TOTAL</b>				<b>P 314,260</b>	

\* Note: <Indicate source of funds for outside funding; indicate if there is contribution/collection

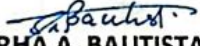
from students.>

**OTHER SCHOOL RESOURCES NEEDED:**

**2 School Drivers for the Transportation, 5 Custodian for Assistance**

**Prepared by:**

**Noted by:**

  
**SARHA A. BAUTISTA and GRADUATION COMMITTEE**  
**Organizer**  
**Date: April 15, 2024**

**NA**  
**Adviser/Sponsor/Coordinator**  
**Date:**

**Recommending Approval:**

  
**MARBECEL C. FLORIDA/MABELLE V. FURTO**  
**Assistant CID Chief for Student Affairs/CID CHIEF**  
**19 APR 2024**

\_\_\_\_\_  
**RPAD Chief (For OED-initiated activity)**

**Certificate of Availability of Fund:**


  
**ARNEL E. AGUILA / DANICCA G. CACAO**  
**Accountant/Budget Officer**

\_\_\_\_\_  
**Date**

  
**MA. THERESA P. RAGULAYAN**  
**FAD Chief**

**4/23/24**  
**Date**

**Approving Authority:**

  
**MR. REX S. FORTEZA**  
**Campus Director (For campus-initiated activity)**  
**Date: 4/24/24**

**Approving Authority:**

\_\_\_\_\_  
**Executive Director (For OED-initiated activity)**  
**Date:**