

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.:	2024-04-092
Date :	April 30, 2024

Project: **PURCHASE OF RIBBONS, LEIS, AND CORSAGES FOR 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 **THIRTY-EIGHT THOUSAND SIX HUNDRED TEN PESOS ONLY (Php 38,610.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PURCHASE OF RIBBONS, LEIS, AND CORSAGES FOR THE 4TH COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

TERMS OF REFERENCE:

- 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:
 - For the complete details of this project, please "ORDER" RFQ Form No. 2024-04-092 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - Supply and delivery (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
- Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
- 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 3-7, 2024, from 9:00am – 3:00 P.M. without cost and from <https://www.philgeps.net>.
- Upon submission of the RFQ, please attach the following documentary requirements:
 - Mayor's Permit
 - PhilGEPS Registration Number
 - DTI or SEC Registration
 - BIR 2303/OCR Number
- The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on MAY 07, 2024, 5:00pm. Suppliers are not required to attend the Opening of Quotations.
- Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to SHIELA LIZ L. ATIVO, BAC Secretariat Member.
- 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.
- 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.

Name of Company: _____
 Name of Representative: _____
 Mobile/Office Phone: _____
 Email Address: _____


ROMEO M. MADRONA, Jr.
 BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL

CAMPUS: CAVABARON RC

ROUTING SLIP

Date: 3/15/24

For/ To: JMS, RSE, BAC, AEA, DGC, MPP

Subject:

Other instructions (please specify)

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

Due Date:

From: BML

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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION	
<input type="checkbox"/> FAD	<input checked="" type="checkbox"/> SSD
<input type="checkbox"/> CID	<input type="checkbox"/> OCD
	<input type="checkbox"/> QMSO

REFERENCE NO.: GCIJ-2024-009
 DATE: March 14, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
GCIJ	TOR/PR Purchase of Leis & Ribbons for the 4th Commemoration Exercises	Prepared the documents for approval and signature		3/14/2024
JMJ	- do -	signed & forwarded to BAC		3/15/24
		returned to APE		03/26/24
BML	Returned TOR/PR Attached AP to CID as instructed by Malanz Soth Arellano			3/27/24
DLL	- do -	signed		01/29/24
ARM	- do -	ASAC		3/28/24
JMP	- do -	signed		4/20/24
RIF	- do -	signed RAB PR; Ad n S4		4/30/2024

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

CAMPUS: CALADARZON RC

ROUTING SLIP

Date: 4/5/2024

For/ To: JMJ, DGC, AEG, MPP, RSF

Subject:

Other instructions (please specify)

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

Revised TOR

Due Date:

From: GCU

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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

<input type="checkbox"/> FAD	<input checked="" type="checkbox"/> SSD
<input type="checkbox"/> CID	<input type="checkbox"/> OCD
<input type="checkbox"/>	<input type="checkbox"/> QMSO

REFERENCE NO.: GCU-2024-011
 DATE: April 5, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
GCU	Edited copy TOR/PR Carriage for PSHS Candidates for Grad 2024	Submit an edited copy for signature	[Signature]	4/5/2024
JMJ	-do-	signed & forwarded to CMU	[Signature]	4/5/24
		forwarded to CID for consolidation		
DGL	-do-	signed	[Signature]	4/22/24
AFJ	-do-	signed	[Signature]	4/29/24
JMP	-do-	fill	[Signature]	4/29/24
RSP	-do-	signed, copy sent to SRA	[Signature]	4/30/2024
EEE	-do- + RFR	prepared, signed and forwarded to Bac, Sec	[Signature]	04-30-2024
JLF	-do-	tabonal to SRA	[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.

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.:	2024-04-092
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 and Delivery					
1	6	PIECES	LEI (for VIP Guests)		
			✓ Handcrafted rosette lei that uses royal blue and gold satin laces as sling		
			✓ With school logo on the medallion		
			✓ Lanyard dimensions (width x length): approximately 3.0 x 30.0 inches		
			✓ Design: see attachment		
2	112	PIECES	RIBBON (for Students)		
			✓ Uses a combination of royal blue and gold ribbons		
			✓ Overall dimension (height x width): approximately 5.0 x 2.0 inches		
			✓ Has an imprinted text on it that reads "STUDENT"		
			✓ Must come with safety pin		
			✓ Design: see attachment		
3	224	PIECES	RIBBON (for Parents)		
			✓ Uses a combination of royal blue and gold ribbons		
			✓ Overall dimension (height x width): approximately 5.0 x 2.0 inches		
			✓ Has an imprinted text on it that reads "PARENT"		
			✓ Must come with safety pin		
			✓ Design: see attachment		
4	120	PIECES	CORSAGES (for Students)		
			✓ Uses white rose, green leaves and baby's breath bound together by a gold-colored ribbon		
			✓ Overall dimension (height x width): approximately 5.0 x 2.0 inches		
			✓ Must come with safety pin		
			✓ Design: see attachment		
TOTAL					

Delivery Term : Leis and ribbons: must be delivered on or before June 11, 2024 | Corsages: must be delivered on or before June 14, 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,


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.

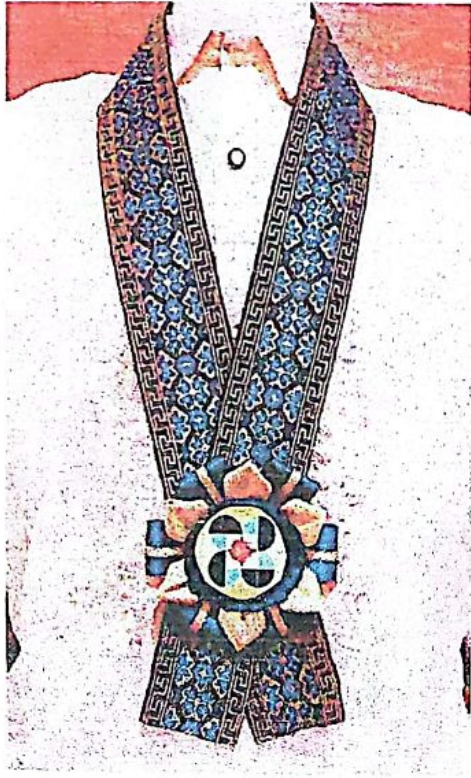
Authorized Company Representative :

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

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

(Signature Over Printed Name)

LEI FOR THE VIP GUESTS



RIBBONS



CORSAGES



PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS	Fund Cluster: 1101101
Office/Section : <u>SSD</u>	PR No.: <u>2024-04-092</u>
	Responsibility Center Code : <u>19-016-09-00014-03</u>
	Date: <u>April 30, 2024</u> March 14, 2024

Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PIECES	LEI	6	₱275.00	₱1,650.00
		Specifications: Handcrafted rosette lei Colors: Royal blue and gold sling w/ approximate dimension: length of lanyard: 30 inches, width of lanyard: 3 inches, with school logo on the medallion			
	PIECES	RIBBON	112	₱85.00	₱9,520.00
		Specifications: Royal blue and gold ribbons with approximate dimension: 5 in. x 2 in. ; With imprinted text: STUDENT			
	PIECES	RIBBON	224	₱85.00	₱19,040.00
		Specifications: Royal blue and gold ribbons with approximate dimension: 5 in. x 2 in. ; With imprinted text: STUDENT			
					₱30,210.00

Purpose: For the 2024 Graduation Ceremonies

Requested by: Signature : _____ Printed Name : BENITA M. LAURENA Designation : GSA 1 / MEMBER - GRADUATION COMMITTEE	Approved by: _____ DIR. REX S. FORTEZA CAMPUS DIRECTOR
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**TERMS OF REFERENCE
 FOR THE PURCHASE OF RIBBONS AND LEIS
 FOR THE 4th COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE HIGH
 SCHOOL CALABARZON REGION CAMPUS**

I. Background

The government mandates that the Philippine Science High School provide secondary education emphasizing science and technology to prepare its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitudes essential to preparing for a STEM-related career. PSHS CALABARZON Region Campus will hold its 4th Commencement Exercises this school year on June 15, 2024, at the Batangas Provincial Coliseum.

II. Rationale

Customized ribbons worn at graduation symbolize an honorable badge of recognition and achievement, making the commencement exercises memorable. On the other hand, handcrafted rosette leis could be given as a gesture of gratitude to honor the guest speaker and VIP guests and welcome their presence at the graduation ceremonies.

Part of the responsibility of the Ushering Committee is to ensure that the guests, students, and parents will be provided ribbons and leis to be worn during the graduation ceremonies.

III. Scope and Specifications

The supplier must be able to provide ribbons to 112 students and 224 parents and six(6) leis to VIP guests at least ten days before the graduation ceremony (Target date of graduation: June 15, 2024).

IV. Approved Budget for Contract

The approved budget for the provision of leis and ribbons to guests, students, and parents is Php **30,210.00**

ITEMS	VIP GUESTS	STUDENTS	PARENTS
RIBBON	-	112	224
LEI	6	-	-
ESTIMATED COST	275.00	85.00	85.00
	1,650.00	9,520.00	19,040.00
TOTAL		30,210.00	



Royal blue and gold ribbons with approximate dimension: 5 in. x 2 in. With imprinted text: STUDENT / PARENT

Ribbons for Students and Parents



Handcrafted rosette blue and light gold approximate dimension: length of lanyard: 30 inches width of lanyard: 2 inches with the school logo on the medallion

Lei for Guests



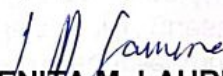
V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The PSHS-CALABARZONRC will not provide advance payment. Full payment shall be made within 30-45 days after delivery.

Prepared by:


BENITA M. LAURENA
Graduation Ushering Committee

Recommending Approval:


JORGE M. JOB
Graduation Steering Committee

Certified Appropriate Funds Available:


DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


DIR. REX S. FORTEZA
Campus Director

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS			Fund Cluster: 1101101		
Office/Section: JSD		PR No.: 2024-04-092		Date: April 30, 2024 March 14, 2023	
		Responsibility Center Code: 19-016-09-00014-09			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	PIECES	CORSAGE	120	₱70.00	₱8,400.00
		120 students			
		Specifications: White rose with green leaves and baby's breath, with gold ribbons and with approximate dimension: 5 in. x 2 in.			
					₱8,400.00
Purpose:	For the 2024 Graduation Ceremonies				
Requested by:			Approved by:		
Signature :	<i>[Signature]</i>		<i>[Signature]</i>		
Printed Name	BENITA M. LAURENA		DIR. REX S. FORTEZA		
Designation :	GSA 1 / MEMBER - GRADUATION COMMITTEE		CAMPUS DIRECTOR		



**TERMS OF REFERENCE
FOR THE PURCHASE OF CORSAGES
FOR THE 4TH COMMENCEMENT EXERCISES OF THE PHILIPPINE SCIENCE
HIGH SCHOOL CALABARZON REGION CAMPUS**

I. Background

The government mandates that the Philippine Science High School provide secondary education emphasizing science and technology to prepare its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitudes essential to preparing for a STEM-related career.

PSHS CALABARZON Region Campus marks another milestone this school year with scholars graduating on June 15, 2024, at the Batangas Provincial Auditorium.

II. Rationale

Graduation is a joyous event of achievement and gratitude. Corsages were provided during the ceremonies to honor graduates and school personnel and make the big day a memorable experience.

Part of the responsibility of the Ushering Committee is to ensure that the candidates for graduation will be provided corsages to be worn during the commencement exercises ceremonies.

III. Scope and Specifications

The supplier must be able to provide corsages to students at 3:00 pm on June 14, 2024, at Sitio Sampaga Brgy. Sampaga, Batangas City.



White rose with baby fern and gold ribbons with approximate dimension: 5 in. x 2 in.

Corsage for PSHS Candidates for Graduation 2024



IV. Approved Budget for Contract

The approved budget for the provision of corsages to students and PSHS employees is PhP 8,400.00

ITEM	STUDENTS
CORSAGE	120
ESTIMATED COST	70.00
	8,400.00
TOTAL	8,400.00

V. Mode of Procurement

The mode of procurement shall be Negotiated Procurement-Small Value Procurement as per 2016 Revised Implementing Rules and Regulations of RA 9184.

VI. Payment Scheme

The PSHS CALABARZON Region Campus will not provide advance payment. Full payment shall be made within 30-45 days after delivery.

Prepared by:


BENITA M. LAURENA
 Graduation-Ushering Committee

Recommending Approval:


JORGE M. JOB
 Graduation-Steering Committee

Certified Appropriate Funds Available:


DANICA G. CACAO
 Budget Officer


ARNEL E. AGUILA
 Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
 FAD Chief

Approved:


DIR. REX S. FORTEZA
 Campus Director