

**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.:	2024-04-088
Date :	April 30, 2024

Project: **TOKENS FOR THE 4TH COMMENCEMENT EXERCISES OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZONRC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **EIGHTEEN THOUSAND PESOS ONLY (Php 18, 000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **TOKENS FOR THE 4TH COMMENCEMENT EXERCISES OF PHILIPPINE SCIENCE HIGH SCHOOL 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 For the complete details of this project, please "ORDER" RFQ Form No. 2024-04-088 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 1.2 Supply and delivery (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 2-6, 2024 from 9:00am – 3:00 P.M. 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. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on May 6, 2024, 5:00pm. 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 Sarha A. Bautista, 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.

Name of Company: \_\_\_\_\_  
Name of Representative: \_\_\_\_\_  
Mobile/Office Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

  
ROMEO M. MADRONA JR.  
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL  
CAMPUS: CALABARZON

ROUTING SLIP

Date: 26 APR 2024

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

Subject:  
TOR-TOKENS

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:



**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.: 2024-04-088  
 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.

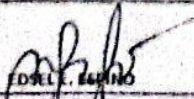
Delivery within \_\_\_\_\_ calendar days upon receipt of approved Purchase Order (PO).

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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE Supply and Delivery</b>					
1	6	SETS	TOKEN / GIFT that includes: ✓ Customized box with printed PSHS CALABARZON RC logo and name ✓ Notebook sleeve with school logo and name label pressed on the cover, cover is made of leather or faux leather, overall dimension is 5.75 x 8.00 inches ✓ Pouch with handle, has school logo and name label pressed on the handle, made of leather or faux leather, overall dimension is 2.75 x 6.25 x 3.0 inches ✓ Laptop sleeve with school logo and name label pressed on the flip cover, made of leather or faux leather, size is suitable for 15" laptops ✓ Keychain with school logo and name label pressed on it, made of leather or faux leather and metal ring ✓ Retractable pen with engraving of school name, has metal body, ink color is black <i>Note: Color of all the above-listed items should be black (including the box)</i>		
<b>TOTAL</b>					

Delivery Term : On or before June 13, 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 services

Very truly yours,

  
 \_\_\_\_\_  
 EDSEL E. BARINO  
 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 :

**PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:**  
 \_\_\_\_\_  
 (Signature Over Printed Name)

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





Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

### TERMS OF REFERENCE FOR TOKENS 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 attitude 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. Commemorative medal and tokens and 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 13, 2024.

#### IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **EIGHTEEN THOUSAND PESOS (Php 18,000.00)**.

#### V. MODE OF PROCUREMENT

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

Page 1 of 3



**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	6	pcs	<p>Token Gift Set</p> <p>Specifications: Must include the following items in a custom box (with printed school logo and name):</p> <ol style="list-style-type: none"> <li>1. Notebook Sleeve with school logo/name press label in cover (leather, 5.75 x 8 in)</li> <li>2. Pouch with handle with school logo/name press label in handle (leather, 2.75 x 6.25 x 3 in)</li> <li>3. Laptop Sleeve with school logo/name press label in flip cover (leather, for 15" laptop)</li> <li>4. Keychain with school logo/name press label (leather with metal ring)</li> <li>5. Retractable pen with engraving of school name (metal body, black color)</li> </ol> <p>All items are in BLACK color (including box)</p>	3,000.00	18,000.00

**TOTAL: PHP 18,000.00**



Certificate No.: SCP000420Q

Prepared by:

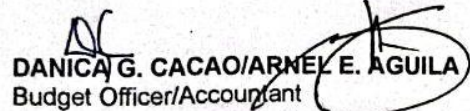
  
**MICHELLE T. MANGLICMOT**  
Head, Research & Integrated Science Unit

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

Recommending Approval:

  
**MABELLE V. FURTO**  
CID Chief

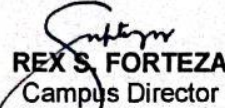
Certified funds available:

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

Recommending Approval:

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

Approved by:

  
**REX S. FORTEZA**  
Campus Director