

ROUTING SLIP

Date: 06/04/2024

For/ To: MVF; AEA; MPP; RSP

Subject: TOR - Van Rental

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: ARL





**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.:	2024-06-117
Date :	June 5, 2024

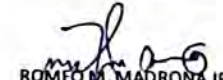
Project:

**VAN RENTAL FOR THE 13TH REGIONAL CONGRESS SEARCH FOR SEAMEO YOUNG SCIENTISTS (SSYS)  
(JUNE 15, 2024)**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of SIX THOUSAND FIVE HUNDRED PESOS ONLY (Php6,500.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: VAN RENTAL FOR THE 13TH REGIONAL CONGRESS SEARCH FOR SEAMEO YOUNG SCIENTISTS (SSYS) (JUNE 15, 2024)

**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 JUNE 6, 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 JUNE 10, 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](mailto: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







**TERMS OF REFERENCE  
VAN RENTAL FOR THE 13TH REGIONAL CONGRESS SEARCH FOR SEAMEO YOUNG  
SCIENTISTS (SSYS) (JUNE 15, 2024)**

**I. BACKGROUND OF THE PROJECT**

The 13th Regional Congress Search for SEAMEO Young Scientists (SSYS) is an event organized by the Southeast Asian Ministers of Education Organization (SEAMEO) aimed at promoting scientific inquiry and innovation among young students in Southeast Asia. Participants showcase their scientific research projects, compete, and exchange ideas with peers from the region, fostering collaboration and advancing STEM education in the region.

**II. RATIONALE**

The campus has been selected to participate in the upcoming 13th Regional Congress Search for SEAMEO Young Scientists (SSYS) on June 10 to 14, 2024 at Penang, Malaysia. The said participation has been endorsed by the Department of Education as official delegates for Philippines in the said congress.

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

Due to the unavailability of school vehicle on June 15, there is a need to arrange transportation to ensure that the student participants were fetched from the airport on their arrival safely. The supplier must provide one (1) vehicle (gas, toll and driver fee included in the rental fee) that can ferry/fetch/accommodate 7 persons (2 teachers and 5 students).

Date	Departure	Destination	No. of Pax
June 15, 2024	1:30 AM – NAIA Terminal 3	PSHS-CALABARZONR C, Sampaga, Batangas City	7 pax (2 teachers + 5 students)

**IV. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Php 6,500.00, which shall include the above-mentioned scope.

**V. MODE of PROCUREMENT**

The mode of procurement shall be "Small Value Procurement" in accordance with the updated 2016 Revised IRR of RA 9184.



## VI. EVALUATION AND SELECTION OF CRITERIA

Proposal with the lowest bid and with complete documents including but not limited to the following documents shall be deemed as the Lowest Calculated and Responsive Bid:

- Mayor's Permit 2023
- Income/Business Tax Return/BIR 2303
- DTI/SEC Registration

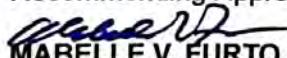
## VII. PAYMENT SCHEDULE

The campus shall not provide advance payment nor pay a reservation fee. Full payment shall be made 30-45 calendar days once services have been fully rendered.

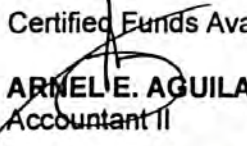
Prepared by:


  
**AVRIL LEYANN R. LLAVE**  
SST III / SSYS 2024 Coach

Recommending Approval:

  
**MABELLE V. FURTO**  
CID Chief

Certified Funds Available:

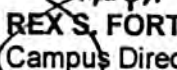
  
**ARNEL E. AGUILA**  
Accountant II

  
**DANICA C. CACAO**  
Budget Officer

Recommending Approval:

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

Approved:

  
**REX S. FORTEZA**  
Campus Director



