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| 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.: | 2024-05-109 |
| Date : | June 4, 2024 |

Project: **PROCUREMENT OF SERVICES OF AN EXTERNAL TRAINING PROVIDER OF AWARENESS TRAINING ON ISO 21001:2018**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of EIGHTY THOUSAND PESOS ONLY (Php80,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: PROCUREMENT OF SERVICES OF AN EXTERNAL TRAINING PROVIDER OF AWARENESS TRAINING ON ISO 21001:2018

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 the project please "ORDER" RFQ Form No. 2024-05-109 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 June 5, 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
 - e. Notarized Revised Omnibus Sworn Statement (An unnotarized may be temporarily submitted provided that the notarized one will be submitted before payment.)
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 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



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| 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 |

GENTLEMEN:

| | |
|----------------|--------------|
| Quotation No.: | 2024-05-109 |
| Date : | May 31, 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 Sup. 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 |
|---|-----|------|--|-----------|------------|
| <u>PRICES MUST BE Tax (VAT) INCLUSIVE</u> | | | | | |
| 1 | 1 | LOT | SERVICES OF A TRAINING PROVIDER ON "AWARENESS TRAINING ON ISO 21001 : 2018" ON JULY 24 -26, 2024 FROM 9:00AM TO 5:00PM | | |
| IMPORTANT! | | | | | |
| The winning bidder will shoulder the transportation and accommodation expenses of their personnel. The Campus will only provide AM snacks, Lunch and PM snacks. | | | | | |
| TOTAL | | | | | |

Delivery Term : July 24 - 26, 2024
 Delivery Time : -
 Payment Term : Within 30-45 calendar days after the complete delivery of procured goods and/or services

Very truly yours,



EDSEL E. ESPINO
 PURCHASER

Telephone : 043-779-8320 local 803
 Email : eespino@cbzrc.pshs.edu.ph

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. : _____

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

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

Fund Cluster: 1101101

| Office/Section : QMSO | | PR No.: <u>2024-05-109</u> | Date: May 30, 2024 <u>May 31, 2024</u> | | |
|---|------|---|---|-----------|------------------|
| | | Responsibility Center Code : <u>79-016-09-0004-01</u> | | | |
| Stock / Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| 1 | lot | Training Services on Awareness Training on ISO 21001:2018 on July 24-26, 2024 from 9:00 AM to 5:00 PM *The winning bidder will shoulder the transportation expenses and accommodation. The campus will provide meals (AM Snacks, Lunch, and PM Snacks only). <u>must be ISO 21001:2018 certified only</u> | 1 | 80,000.00 | 80,000.00 |
| TOTAL | | | | | 80,000.00 |
| Purpose: Awareness Training on ISO 21001:2018 | | | | | |
| | | | | | |
| | | | | | |
| Signature : | | Requested by: <u></u> | Approved by: <u></u> | | |
| Printed Name | | <u>Quennie Marice D. Maglasang</u> | <u>REX S. FORTEZA</u> | | |
| Designation : | | <u>Campus Document Controller</u> | <u>CAMPUS DIRECTOR</u> | | |



TERMS OF REFERENCE

FOR THE PROCUREMENT OF SERVICES OF AN EXTERNAL TRAINING PROVIDER OF AWARENESS TRAINING ON ISO 21001:2018

I. Background

The campus's decision to conduct awareness training on ISO 21001:2018 is driven by a vision to enhance its educational system and ensure that it continues to provide a transformative and inclusive learning experience for all students.

II. Rationale

ISO 21001 is an Educational Organization Management System Standard specifically developed for educational institutions. The Standard helps improve the education system, enhance the reputation of the school, promote equal opportunities for diverse learners, provide personalized training and effective responses to all learners, stimulate excellence and innovation, and make education more accessible. Undergoing the relevant training on this Standard will influence the school's decision-making in aiming for certification as well as identifying key offices or functions that will keep the institution compliant in case the opportunity is pursued.

III. Scope of Work and Job Specifications

The supplier must be available to provide Awareness Training on ISO 21001:2018 for 41 faculty and staff on July 24-26, 2024, from 9:00 AM until 5:00 PM. The winning bidder will shoulder the transportation expenses and accommodation. The campus will provide meals (AM Snacks, Lunch, and PM Snacks only).

** must be ISO 21001:2018 certified org*

IV. Approved Budget for the Contract

The approved budget for the contract is **Eighty Thousand Pesos (Php 80,000.00)**, which includes the above-mentioned scope of work.

V. Mode of Procurement

Small Value Procurement in accordance with the 2016 Revised IRR of RA 9184



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

VI. Evaluation and Selection 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:

- Business Permit
- Proof of Accreditation
- PhilGeps Registration Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement

VII. Payment Scheme

The campus will not provide advance payment or pay a reservation fee. Full payment will be made within 30-45 calendar days after the services have been fully rendered.


Prepared by:


QUENNIE MARICE D. MAGLASANG
Campus Document Controller

Noted:


REYNIER A. OLIVARES
Campus Quality Management Representative

Certified Funds Available:



DANICA S. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director

Page 2 of 2

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City
Website: www.cbzrc.pshs.edu.ph

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