

Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.:	2024-05-112
Date :	May 31, 2024

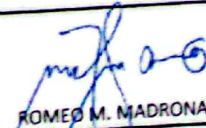
Project: **PROCUREMENT OF MEALS FOR RECERTIFICATION OF THE PSHS CALABARZONRC**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINE THOUSAND NINE HUNDRED PESOS ONLY (Php 9,900.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MEALS FOR RECERTIFICATION OF THE PSHS 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. 2024-05-112 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, Bigy 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 3-5, 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 or SEC Registration
 - d. e. BIR 2303/OCR Number
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on JUNE 5, 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 and address it to SARHA A. BAUTISTA, BAC Secretariat MEMBER.
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
 BAC Chairperson

(GOODS)	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Barangay Sampaga West, Batangas City

GENTLEMEN:

Quotation No.:	2024-05-112
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
PRICES MUST BE Tax (VAT) INCLUSIVE					
SUPPLY AND DELIVERY					
1	1	LOT	MEALS AND SNACKS DURING THE CONDUCT OF THE RECERTIFICATION AUDIT UNDER ISO 9001:2015 OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS		
			INCLUSIONS:		
			• 15 SETS AM SNACKS (PASTA / NOODLES AND BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)		
			• 15 SETS LUNCH (RICE, 1 SERVING VEGETABLE DISH, 1 SERVING MAIN COURSE (CHICKEN, PORK OR BEEF), DESSERT, BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)		
			• 15 SETS PM SNACKS (NOODLES / SANDWICH AND BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)		
			• 15 SETS DINNER (RICE, 1 SERVING VEGETABLE DISH, 1 SERVING MAIN COURSE (CHICKEN, PORK OR BEEF), DESSERT, BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)		
			• FREE-FLOWING BREWED COFFEE WITH SUGAR AND CREAMER THROUGHOUT THE DAY		
			TOTAL		

Delivery Term : October 15, 2024

Delivery Time : -

Payment Term : Within 30-45 calendar days after the complete delivery of procured good/s and/or service/s

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Very truly yours,


EDSEL E. ESPINO
 PURCHASER

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

Authorized Company Representative : _____
 (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.





TERMS OF REFERENCE

FOR THE PROCUREMENT OF MEALS FOR RECERTIFICATION OF THE PSHS- CALABARZON REGION CAMPUS

I. Background

On May 28, 2018, Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. In order to comply with this requirement, the campus shall need the services of a certifying body for a third-party audit certification.

II. Rationale

The campus is expected to obtain continuous certification of the ISO 9001:2015 to comply with Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 dated May 28, 2018.

III. Scope of Work and Job Specifications

The supplier must be able to provide the following meals for **15 pax** on October 15, 2024:

- AM Snacks (pasta/noodles and drinks)
- Lunch (rice, 1 serving of vegetables, 1 main course [chicken pork or beef], dessert, and drinks)
- PM Snacks (noodles/sandwich and drinks)
- Dinner (rice, 1 serving of vegetables, 1 main course [chicken pork or beef], dessert, and drinks)
- Supply of brewed coffee throughout the day (with sugar and creamer)

*for the drinks, preferably bottled fruit juice or carbonated drinks in can, at least 350 mL)

*includes delivery

IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is **Nine Thousand Nine Hundred Pesos (Php 9,900.00)**, 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

VI. Evaluation and Selection Criteria

A proposal with the lowest quotation with complete documents shall be accepted.

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 G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
CAMPUS: CALABARZON

ACTIVITY PROPOSAL FORM

AP NO.: EC-2024-131-001
(EC/CC-YYYY-NNN-VVV)

TITLE OF ACTIVITY:

ISO 9001: 2015 Reaccreditation Audit 2024

RATIONALE:

On May 28, 2018, the Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018 requires the certification/recertification of the QMS for at least one (1) core process or frontline service under ISO 9001:2015. In order to comply to this requirement, the campus shall need the services of certifying body for a third-party audit certification.

It is expected that the campus shall obtain a recertification of the ISO 9001:2015 in order to comply with the Administrative Order 25 of the Inter-Agency Task Force Memorandum Circular No. 2018-1 dated May 28, 2018.

BRIEF DESCRIPTION OF ACTIVITY:

The PSHS-CALABARZONRC shall undergo onsite audit to be facilitated by a third party certifying body to obtain another three-year ISO accreditation under ISO 9001:2015.

VENUE:

PSHS-CALABARZON Region Campus

DURATION AND SCHEDULE:

Tuesday, October 15, 2024

**subject to the availability of the 3rd party certifying body*

INTENDED PARTICIPANTS: (specify the number of male and female participants)

All PSHS-CALABARZONRC Employees

53 female

53 male

TARGET ACCOMPLISHMENT:

A three-year ISO reaccreditation by a third party certifying body under ISO 9001:2015.

Items	Quantity	Source of Funds		Total	Remarks
		PSHS	Other sources*		
Surveillance Audit Fee	1	/		300,000.00	
Food	15	/		9,900.00	Includes 2 external auditors, members of the ManCom and QMS Office, HR, Asst. SSD and CID Chiefs, OCD Secretary
Transportation	1	/		5,000.00	use of official school vehicle
TOTAL				314,900.00	

* Note: <Indicate source of funds for outside funding; indicate if there is contribution/collection from students.>

OTHER SCHOOL RESOURCES NEEDED:

Conference Room with Projector
School Vehicle

Prepared by:

Quennie Marice D. Maglasang
Organizer
Date: 5-7-24

Noted by:

Reynier A. Olivares
Adviser/Sponsor/Coordinator
Date: 5-7-24

Recommending Approval:

N/A
DSA Chief

N/A
RPAD Chief (For OED-initiated activity)

Certificate of Availability of Fund:

Amel E. Aguila/Danica G. Cacao
Accountant/Budget Officer

Date

Ma. Theresa P. Pagulayan
FAD Chief

3/24/24
Date

Approving Authority:

Approving Authority:

Rex S. Forteza
Campus Director (For campus-initiated activity)
Date: 5/24/24

N/A
Executive Director (For OED-initiated activity)
Date: