

PHILIPPINE SCIENCE HIGH SCHOOL

CAMPUS: CALABARZON

ROUTING SLIP

Date:

31 May 2024

For/ To:

MPO, DGC, AEA, RCF, BAC, SPU

Subject: TOR, PR, SAPP, SPPMP for me

Other instructions (please specify)

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

Due Date:

From:

Rmu - 2024-024 / UYM

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

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.: RMU-2024-024
 DATE: May 31, 2024

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)	
RMU / JYM	Terms of Reference, Purchase Request, Supplemental PPMP, and Supplemental APP for the Procurement Of Meals For PSHS - CALABARZON Region Campus Training and Capacity Building On Electronic Records Management System (ERMS)	Forwarded to	<i>[Signature]</i>	May 31, 2024	
		Ma'am MPP			
<i>CMPP</i>	<i>-do-</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>5/3/24</i>	
DGL	<i>-do-</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>05/4/24</i>	
APM	<i>-do-</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>6/4/24</i>	
RSE	<i>-do-</i>	signed rrb, ll & app; ad to rrb	<i>[Signature]</i>	<i>6/8/2024</i>	
<i>FPE</i>	<i>-do- RFD</i>	prepared, signed and forwarded to BAC Sec	<i>[Signature]</i>	<i>06-24-2024</i>	
<i>JLT</i>	<i>-do-</i>	Forwarded to SLA	<i>[Signature]</i>	<i>6/4</i>	
SLA	<i>-do-</i>	Received	<i>[Signature]</i>	<i>6/4/2024</i>	

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:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2024-06-115
Date :	June 4, 2024

Project: **PROCUREMENT OF MEALS FOR PSHS-CALABARZON REGION CAMPUS TRAINING AND CAPACITY BUILDING ON ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS)**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of NINE THOUSAND FIVE HUNDRED SEVENTY PESOS ONLY (Php 9,570.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF MEALS FOR PSHS-CALABARZON REGION CAMPUS TRAINING AND CAPACITY BUILDING ON ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS)**

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. 2024-06-115 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 JUNE 5 - 10, 2024 from 9:00am – 3:00 P.M. without cost and from <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 JUNE 10, 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 and address it to SHIELA LIZ L. ATIVO, 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, Jr.
 BAC Chairperson

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.:	2024-06-115
Date :	June 4, 2024

GENTLEMEN:

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 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 PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS TRAINING AND CAPACITY BUILDING ON ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS) ON JULY 05, 2024		
INCLUSIONS:					
• 29 SETS AM SNACKS (PASTA AND BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)					
• 29 SETS LUNCH (RICE, 1 VEGETABLE DISH, 1 FISH DISH, 1 CHICKEN DISH, BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)					
TOTAL					

Delivery Term :	July 05, 2024
Delivery Time :	-
Payment Term :	Within 30-45 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
 Email : eespino@cbzrc.pshs.edu.ph

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)



**TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR PSHS - CALABARZON
REGION CAMPUS TRAINING AND CAPACITY BUILDING ON ELECTRONIC RECORDS
MANAGEMENT SYSTEM (ERMS)**

I. Background

The Philippine Science High School - CALABARZON Region Campus is committed to enhancing its operational efficiency and effectiveness through the implementation of an Electronic Records Management System (ERMS). This system is designed to streamline records management, improve access to information, and ensure compliance with regulatory requirements. To successfully implement ERMS, it is essential to conduct comprehensive training and capacity-building session for Records Custodians involved in records management.

II. Rationale

The main objective of this training is to capacitate the Records Custodians of PSHS - CALABARZON Region Campus with essentials skills and knowledge necessary for the proficient utilization of the PSHS System Electronic Records Management System (ERMS). This training initiative aligns with the Electronic Records Management Policy (ERMP), as outlined in Memorandum Circular No. 2104-01, issued by the National Archives of the Philippines (NAP) on April 21, 2021, which mandates all government agencies to establish their Electronic Management System (ERMS).

III. Specifications and Requirements

The conduct of the PSHS - CALABARZON Region Campus Training and Capacity Building on Electronic Records Management System (ERMS) will require nourishment and beverages to the participants and the qualified supplier must be able to provide meals for them on July 5, 2024. Each meal must consist of the following:

Items	Qty.	Source of Funds		TOTAL
		PSHS	Other sources*	
AM Snack (1 Pasta, 1 soft drinks)	29 pax	✓		Php 110/lot*29pax Php 3,190.00
Luch (1 rice, 1 fish dish, 1 chicken dish, 1 vegetable dish, 1 soft drinks)	29 pax	✓		Php 220/lot *29 pax Php 6,380.00
TOTAL				Php 9,570.00

IV. Approved Budget for the Contract

The total approved budget for the contract is Php 9,570.00

V. Mode of Procurement

The applicable mode of procurement is NEGOTIATED PROCUREMENT - Small Value Procurement (NP-SVP) pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 9184.



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS




Certificate No.: SCP000420Q

VI. Payment Terms


The PSHS-CALABARZONRC will not provide advanced payment to the qualified supplier. Payment shall be facilitated upon successful provision of the meals and receipt of billing by the supplier.

Prepared by:


JOSAH MARIA Y. MENDIZABAL
Administrative Aide VI/ RMO - Designate

Date: 31 MAY 2024

Noted by:


MA. THERESA P. PAGULAYAN
FAD Chief/ Supervising Administrative Officer

Date: 3 JUN 2024

Certification of Availability of Funds:


ARNEL E. AGUILA
Accountant II

Date: 4 JUN 2024


DANICA G. CACAO
Budget Officer


Date: 4 JUN 2024

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief/ Supervising Administrative Officer

Date: 3 JUN 2024

Approving Authority:


REX S. FORTEZA
Campus Director

Date: 06/04/24

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