

PHILIPPINE SCIENCE HIGH SCHOOL
CAMPUS: VALABARAN

ROUTING SLIP

Date: 5-30-24

For/ To: BAC, Bmu, ACM, FAO, OCO, PRU

Subject:

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: 6-30-24

From: QMSD

FORM NO. 5 PM 11.01-Ver02-Rev1-10/18/20

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

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

REFERENCE NO.: QMS-2024-008
 DATE: 5-30-24

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
QMSO	TOR, PR, SAPP, PPMP Awareness Training on ISO 21001: 2018	forwarded to BAC BNU	[Signature]	5-30-2024
BAC BNU	-do-	Signed	[Signature]	05/30/24
AEA	-do-	[Signature]	[Signature]	5/30/24
PPMP	-do-	[Signature]	[Signature]	5/30/24
RFP (to IMU)	-do-	signed 2 PRs, 2 PR, 1 Int, & SAPP, but to SLA	[Signature]	5/31/2024
EFE	-do- RFR	prepared, signed and forwarded to BAC Sec	[Signature]	05-31-2024
GAB	-do-	Forwarded to SLA for BAC processing	[Signature]	31 MAY 2024
SLA	-do-	Received	[Signature]	05-31-2024

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.:	2024-05-111
Date :	May 31, 2024

Project: **PROCUREMENT OF CATERING SERVICES FOR THE AWARENESS TRAINING ON ISO 21001:2018**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIFTY-FIVE THOUSAND FOUR HUNDRED FORTY PESOS ONLY (Php 55,440.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF CATERING SERVICES FOR THE 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 this project, please "ORDER" RFQ Form No. 2024-05-111 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. Notarized Revised Omnibus Sworn Statement (An unnotarized Omnibus Sworn Statement may be submitted provided you will submit the notarized one after the award of contract.)
 - e. 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.:	2024-05-111
Date :	May 31, 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 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 AWARENESS TRAINING ON ISO 21001 : 2018 ON JULY 24 - 26, 2024 FOR THE EMPLOYEES OF PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS		
INCLUSIONS FOR EACH DAY:					
• 42 SETS AM SNACKS (PASTA / NOODLES AND BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)					
• 42 SETS LUNCH (RICE, 1 SERVING VEGETABLE DISH, 1 SERVING MAIN COURSE (CHICKEN, PORK OR BEEF), DESSERT, BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)					
• 42 SETS PM SNACKS (NOODLES / SANDWICH AND BOTTLED FRUIT JUICE / CANNED SOFTDRINKS AT LEAST 350mL)					
• FREE-FLOWING BREWED COFFEE WITH SUGAR AND CREAMER THROUGHOUT THE DAY					
IMPORTANT! Serving of lunch on assisted buffet is preferred.					
TOTAL					

Delivery Term :	July 24 - 26, 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,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:


EDSEL E. ESPINO
PURCHASER

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

Authorized Company Representative :


(Signature Over Printed Name)

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

Company Name : _____
Address : _____
Telephone nos. : _____
T.I.N. : _____

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS** Fund Cluster: **1101101**

Office/Section : QMSO		PR No.: 2024-05-111	Date: <u>May 30, 2024</u> May 31, 2024		
		Responsibility Center Code : 19-016-09-00014-01			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	Food	1	55,440.00	55,440.00
		AM Snacks (42 pax)			
		Pasta/ noodles; bottled fruit juice or canned softdrinks (at least 350 mL)			
		Lunch (buffet for 42 pax)			
		Rice, 1 serving of vegetables, 1 main course (chicken, pork or beef), dessert, bottled fruit juice or canned softdrinks (at least 350 mL)			
		PM Snacks (42 pax)			
		Noodles/Sandwich; bottled fruit juice or canned softdrinks (at least 350 mL)			
		Supply of brewed coffee throughout the day			
		(with sugar and creamer)			
TOTAL					55,440.00
Purpose: Awareness Training on ISO 21001:2018					
Signature :	Requested by:	Approved by:			
Printed Name	<u>Quennie Marice D. Maglasang</u>	<u></u>			
Designation :	<u>Campus Document Controller</u>	REX S. FORTEZA CAMPUS DIRECTOR			



TERMS OF REFERENCE

FOR THE PROCUREMENT OF CATERING SERVICES FOR THE 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 able to provide the following meals for **42 pax** on July 24-26, 2024:

- AM Snacks (pasta/noodles and drinks); packed
- Lunch (rice, 1 serving of vegetables, 1 main course [chicken, pork or beef], dessert, and drinks); **buffet**
- PM Snacks (noodles/sandwich and drinks); packed
- 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

- Preferably **catering services** for the lunch buffet

IV. Approved Budget for the Contract

The approved budget for the contract (ABC) is **Fifty-Five Thousand Four Hundred Forty Pesos (Php 55,440.00)**, 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 B. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved:


REX S. FORTEZA
Campus Director