

**REQUEST FOR QUOTATION FORM &
NOTICE
(GOODS)**

PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Sitio Sampaga West, Barangay Sampaga, Batangas City

Quotation No.: 2023-12-207
Date : January 5, 2024

Project:

FOR THE PROCUREMENT OF SUPPLIER OF POTABLE WATER FOR FISCAL YEAR 2024

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of **ONE HUNDRED SIXTY THOUSAND PESOS ONLY (Php 160,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **For The Procurement of Supplier of Potable Water for Fiscal Year 2024 of Philippine Science High School-CALABARZON Region Campus**

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. 2023-12-207 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 January 5-10, 2024 from 8:00 am without cost and from PSHS-CBZRC website.
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 January 11, 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 Dr. Grace Precious T. Larraga, 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.



MARY ANGEL L. GAVINA
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.:	2023-12-207
Date :	December 6, 2023

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		
			CONTINUATION		
			→ UP-TO-DATE AND VALID BUSINESS PERMITS (MAYOR'S PERMIT, DTI / SEC CERTIFICATE OF REGISTRATION, BIR FORM 2303 AND ANY PROOF OF ACTIVE PHILGEPS MEMBERSHIP MUST BE SUBMITTED TOGETHER WITH THE BILLING STATEMENT		
			→ NO CLAIMS FOR DAMAGES IN THE LENT ITEMS (WATER DISPENSERS AND WATER BOTTLES) SHALL BE PROCESSED IF CAUSED BY REGULAR WEAR AND TEAR, CLAIMS FOR DAMAGES DUE TO RECKLESS USE OF LENT ITEMS SHALL BE INVESTIGATED AND VALIDATED PRIOR GRANTING OF ANY SETTLEMENT		
			→ COST OF GOODS AS IT GETS AWARDED TO THE WINNING SUPPLIER SHALL REMAIN THE SAME IN THE ENTIRE DURATION OF THE CONTRACT		
			CONTRACT SHALL BE AWARDED TO THE SUPPLIER WITH THE LOWEST OFFERED COST PER 5-GALLON BOTTLE (ROUND / SLIM) OF WATER		
			PRICE FOR EACH 5-GALLON BOTTLE OF WATER (ROUND / SLIM) (INCLUSIVE OF VAT, DELIVERY CHARGES, ETC.)		
			Php <u>25.00</u>		
			TOTAL		

Delivery Term :	UPON DEMAND / UPON REQUEST
Delivery Time :	_____
Payment Term :	WITHIN 15-30 CALENDAR DAYS UPON THE RECEIPT OF EACH BILLING STATEMENT

Very truly yours,

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:


EDSEL E. ESPINO
 PURCHASER

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

Authorized Company Representative :


MARIA LOWELLA E. DERIVINTO
 (Signature Over Printed Name)

Company Name : Ma. Lowella Water Refilling Station
 Address : Sampaga West, Batangas City
 Telephone nos. : 0948 374 8546 / 0916 332 9140
 T.I.N. : _____

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