

DOCUMENT TRACKING FORM

DIVISION

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REFERENCE NO.: CID-2023-539
 DATE: Sept. 27, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
UKF	TDR/PR - video services for the celebration of 10th Founding Anniversary and Linggo ng Humanidades 2023	signed/forwarded to BMU	<i>[Signature]</i>	09/27/23
OCC AEA	- do - <i>[Signature]</i>	signed <i>[Signature]</i>	<i>[Signature]</i>	9-28-23 9/28/23
MPP RCE	<i>[Signature]</i> - do -	<i>[Signature]</i> signed TOR and PR; and	<i>[Signature]</i> for: <i>[Signature]</i>	9-29-23 10/03/2023
IEE	RFR - do -	to sup prepared/needed to JKU	<i>[Signature]</i>	10-03-2023
JKU	£ - do -	Forwarded to KLI for processing	<i>[Signature]</i>	10-04-2023

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.

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

Quotation No.:	2023 10 158
Date:	October 3, 2023

SIR / MADAM:

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 Supplier 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.

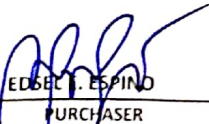
Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE					
1	1	LOT	EQUIPMENT AND PROFESSIONAL SERVICES OF A VIDEO PRODUCTION GROUP / COMPANY NEEDED IN PRODUCING A VIDEO THAT CAPTURES AND SHOWCASES SIGNIFICANT MOMENTS IN THE CELEBRATION OF PSHS CALABARZON REGION CAMPUS' 10TH FOUNDING ANNIVERSARY AND LINGGO NG HUMANIDADES		
			→ PROFESSIONAL SERVICES NEEDED INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:		
			✓ DIRECTOR,		
			✓ VIDEOGRAPHER, AND		
			✓ VIDEO EDITOR		
			→ EVENTS TO COVER AND THEIR CORRESPONDING DETAILS (DATE, TIME AND VENUE)		
			✓ FOUNDATION ANNIVERSARY PROGRAM, NOVEMBER 7, 2023, 07:00AM - 12:00PM, MULTI-PURPOSE GYMNASIUM		
			✓ MODERN DANCE COMPETITION, NOVEMBER 9, 2023, 09:00AM - 12:00PM, MULTI-PURPOSE GYMNASIUM		
			✓ MISTER and MISS PISAY CALABARZON 2023 WITH CLASSIC OPM SINGING COMPETITION, NOVEMBER 9, 2023, 01:00PM - 05:00PM, MULTI-PURPOSE GYMNASIUM		
			✓ SCHOLARS NIGHT, NOVEMBER 08, 2023, 06:00PM TO 09:00PM, MULTI-PURPOSE GYMNASIUM		
			FIELD DEMONSTRATION AND CLOSING PROGRAM, NOVEMBER 10, 2023, 07:00AM - 01:00PM, QUADRANGLE AND MULTI-PURPOSE GYMNASIUM		
			TOTAL		

Delivery Term : FINAL OUTPUT MUST BE DELIVERED 10 DAYS AFTER COVERING THE LAST EVENT ON NOVEMBER 10, 2023

Delivery Time : -

Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOODS AND/OR SERVICE/S

Very truly yours,



 EDSEL T. ESPINO
 PURCHASER

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Telephone: 043-779-8320 local 803

(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. : _____

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

Quotation No.: 2023-10-158
 Date: October 3, 2023

SIR / MADAM:

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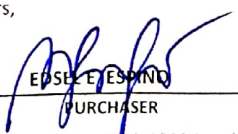
Delivery within _____ calendar days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Suppl. 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>					
CONTINUED...					
-> THE REQUIRED OUTPUT FROM THE CONTRACTED SERVICE PROVIDER:					
✓ RAW VIDEO FOOTAGES OF THE EVENTS COVERED					
✓ EDITED VIDEO THAT SHOWCASES AND HIGHLIGHTS SIGNIFICANT MOMENTS DURING THE CELEBRATION OF THE COVERED EVENTS					
✓ IMPORTANT! ALL OUTPUT VIDEOS SHALL AT LEAST BE IN 1080p RESOLUTION AND CONVERTED INTO MP4 WITH AN h264 OR h265 FORMAT					
TOTAL					

Delivery Term : FINAL OUTPUT MUST BE DELIVERED 10 DAYS AFTER COVERING THE LAST EVENT ON NOVEMBER 10, 2023
 Delivery Time : -
 Payment Term : WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Very truly yours,


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

TERMS OF REFERENCE FOR THE VIDEO SERVICES FOR THE CELEBRATION OF 10TH FOUNDING ANNIVERSARY AND LINGGO NG HUMANIDADES 2023

I. BACKGROUND OF THE PROJECT

The 10th Founding Anniversary and *Linggo ng Humanidades* is an annual event that provides an opportunity to highlight the establishment of Philippine Science High School CALABARZON Region Campus, and the importance and relevance of the humanities in contemporary society.

II. RATIONALE

This year's celebration of the 10th Founding Anniversary and Linggo ng Humanidades is a special celebration happening in a milestone year. In order to document this event, there is a need for a director, a videographer, and a video editor to cover the Foundation Day program and selected activities for Linggo ng Humanidades 2023.

III. SCOPE

The supplier must be able to provide a director, a videographer, and a video editor that would capture significant moments in the celebrations in a video file with the following requirements:

- at least 1080p resolution
- exported in mp4 with an h264 or h265 format

IV. APPROVED BUDGET FOR THE CONTRACT

The budget for **THE VIDEO SERVICES FOR THE CELEBRATION OF 10TH FOUNDING ANNIVERSARY AND LINGGO NG HUMANIDADES 2023** is **FORTY-ONE THOUSAND PESOS ONLY (P41,000.00)**.

V. MODE OF PROCUREMENT

The mode of procurement shall be **NEGOTIATED PROCUREMENT-SMALL-VALUE PROCUREMENT** as per 2016 Revised Implementing Rules and Regulations of RA 9184. The quotation with the lowest quoted price, most responsive to the Terms of Reference, and complete documentary requirements shall be accepted.

VI. EVALUATION AND SELECTION OF CRITERIA

The bidder with the lowest calculated and most responsive price offer and bidding documents shall be declared the winning bidder.

VII. DELIVERY PERIOD

The service shall be rendered on November 7, 9, and 10, following this schedule:

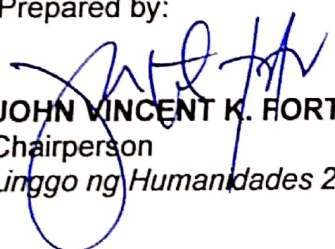
Event	Date/Time	Venue
Foundation Anniversary Program	November 7/ 07:00 AM – 12:00 PM	Gym
Modern Dance Competition	November 9 09:00 AM – 12:00 PM	Gym
Mr. and Ms. Pisay CALABARZON 2023 with Classic OPM Competition	November 9 01:00 PM – 05:00 PM	Gym
Scholars' Night	November 9 06:00 PM – 09:00 PM	
Field Demonstration and Closing Program	November 10 07:00 AM – 01:00 PM	Field Demo (Quadrangle)/ Closing Program (Gym)

10. The supplier must provide the campus with the mp4 file within 10 days after November


VIII. PAYMENT SCHEME

PSHS-CALABARZONRC will not provide an advance payment nor pay a reservation fee. Full payment shall be made 15 calendar days after the supplier has provided the campus with the copy of the video in mp4.

Prepared by:


JOHN VINCENT K. FORTEZA
Chairperson
Linggo ng Humanidades 2023

Recommending Approval:


MABELLE V. FURTO
Chief, Curriculum and Instruction Division



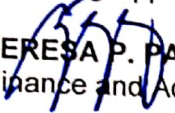
Certificate No. SCP000420Q

Certified Funds Available:

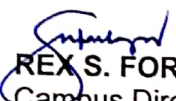

DANICA G. CACAO
Budget Officer


ARNEL E. AGUILA
Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Approved by:


REX S. FORTEZA
Campus Director