DOCUMENT TRACKING FORM

DIVISION	
FAD SSD OCD QMSO	REFERENCE NO.: CID-2023-539 DATE: (PP)-27, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE
UKF	TDR/PR - Videoservices	signed I-fowarded	Corviano	(mm/dd/vv)
	for the celebration of	TO BMU	Charto	09/27/23
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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.



E 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 10 158		
SIR / MADAM:	Date :	October 3, 2023		

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 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
			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,	- San Article Control of the Control	
			✓ VIDEOGRAPHER, AND		
			✓ VIDEO EDITOR		
			→ EVENTS TO COVER AND THEIR CORRESPNDING DETAILS (DATE,		The second secon
		TIME AND VENUE)			
		✓ FOUNDATION ANNIVERSARY PROGRAM, NOVERMBER 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, NOVERMBER 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		

Very truly yours, PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT: Authorized Company Representative: Telephone: 043-779-8320 local 803 (Signature Over Printed Name) Company Name: **IMPORTANT** Address 1. Prices must be typewritten in ink clearly. 2. If offering a substitute/equivalent, specify Telephone nos. : the brand and make. T.I.N.

WITHIN 15-30 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF PROCURED GOOD/S AND/OR SERVICE/S

Delivery Time :

Payment Term:

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

REQUEST FOR QUOTATION FORM & NOTICE (GOODS)

Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZO	ON REGION CAMPUS
	Barangay Sampaga West, Batangas City	

				Quotation No.:		2023-10-158
SIR / MADAN	M:			Date :	0	ctober 3, 2023
		ion on materials el	numerated hereunder. If you are in	terested and in a posi	tion to	
May we r	equest for que	e glad to have your be	st prices.	,		
furnish the sar	ne, we snun be	calendar	days upon receipt of approved Purc	hase Order (PO).		
	failure to mal	be the full delivery/con	npletion within the time specified a	s offered/required, the	₂ Suppl .	
	Il ha liable for	liquidated damages/L	penalty of one-tenth (1/10) of one p	ercent (1%) of the Cor	וווטכנ	
Price per calen	dar day of del	ay 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) INCLUSIV	<u>′E</u>		
	-	CONTINUED				
_		→ THE REQUIRE	D OUTPUS FROM THE CONTRACTED	SERVICE		
		PROVIDER:				
		✓ RAW VIDEO	FOOTAGES OF THE EVENTS COVE	RED		
		✓ EDITED VIC	DEO THAT SHOWCASES AND HIGHL	IGHTS		
		SIGNIFICAL	NT MOMENTS DURING THE CELEBR	ATION OF		
		THE COVE	RED EVENTS			
		✓ <u>IMPORTAN</u>	IT! ALL OUTPUT VIDEOS SHALL AT L	EAST BE IN 1080p		
		RESOLUTIO	ON AND CONVERTED INTO MP4 WIT	H AN h264 OR		
		h265 FORM	IAT			
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				TOTAL		
livery Term	: FINAL	OUTPUT MUST BE D	ELIVERED 10 DAYS AFTER COVER	ING THE LAST EVENT	ON NOVEMBER	10, 2023
livery Time	:		THE SOLIDIES DELIN	(EDV OF DDOOLIDED	COODIC ANDIOE	O CEDVICEIC
yment Term	: WITH	N 15-30 CALENDAR D	DAYS AFTER THE COMPLETE DELIV	PRY OF PROCURED	GOOD/S AND/OR	(SERVICE/S
ry truly yours,					IN THE ABOVE	
	20	0/		CERTI	FIED TRUE AND	CORRECT:
	E SHEETES	mo	Authorized Company			
	URCHA	SER	Representative :			
lephone:	043-77	9-8320 local 803		(Sign	ature Over Print	ed Name)
			Company Name :			
PORTANT			Address :			
rices must be						1
		valent, specify	Telephone nos. :			
the brand and	make.		T.I.N. :			

PSHS-00-F-PRU-06-Ver02-Rev2-11/04/2022

the brand and make.

PURCHASE REQUEST

	PHILIPPINE SCIEN	NCE HIGH SCHOOL - CALABARZON REGION CAMPU	<u>IS</u>	Fund Cluster:	1101101
Entity Name: Office/Section :		PR No.: 2013 - 10 - 15%		Date: October	3,2023
Start /	CID	Responsibility Center Code: 19-016-09-00014-	Quantity		Total Cost
Stock / Property No.	Unit	Item Description		\$ 41,000.00	741,000.00
	101	video services for the Celebration of the 10th tounding Anniv.			-
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Purpose: — To	and se	nificant moments dury 10th y Hamani dades 2023	Toward	#INIU- A	
	Dague	sted by: O [A /		Annroyed by	
Signature :	Reque	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		Approved by:	ine /
	VOH	VIDCEDT K. PARTE UP		(REX)	S. FORTEZA
Designation:	che	yirman, longgo of Humahidadu			pus Director
		V U U			



PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS





Certificate No.: SCP0004200

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

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.

Page 1 of 3

Trunkline.: (043) 779-8320 Tel/Fax. No.: (043) 724-6199

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City

Website: www.cbzrc.pshs.edu.ph



DEPARTMENT OF SCIENCE AND TECHNOLOGY PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS





Certificate No.: SCP000420Q

VII. DELIVERY PERIOD

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

Event	10,1010	ing this schedule:
	Date/Time	Venue
Foundation Anniversary Program	November 71	
	November 7/ 07:00 AM – 12:00 PM	Gym
Modern Dance Competition	November 9	Gym
Mr. and Mc. Diagr. CALLET	09:00 AM - 12:00 PM	,
Mr. and Ms. Pisay CALABARZON 2023 with Classic OPM Competition		
Scholam' Night	01:00 PM - 05:00 PM	
Scholars' Night	November 9 06:00 PM – 09:00 PM	Gym
Field Demonstration and Closing	November 10	Field Demo
Program	07:00 AM - 01:00 PM	(Quadrangle)/
		Closing
		Program
		(Gym)

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:

10.

JOHN VINCENT K. FORTEZA

Chairperson

Linggo ng\Humanidades 2023

Recommending Approval:

MABELLE V. FURTO

Chief, Curriculum and Instruction Division

Page 2 of 3

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or the Philippines DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS





Certificate No.: SCP000420Q

Certified Funds Available:

DANICA G. CACAO **Budget Officer**

ARNEL E. AGU Accountant

Recommending Approval:

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

Approved by:

S. FORTEZA Campus Director

Page 3 of 3

Postal Address: Sitio Sampaga West, Brgy. Sampaga, Batangas City Website:

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