

ROUTING SLIP

Date: 10/13/23

For/ To: MUF, DGC, AEA, MPP, RCF

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:

From: AFM

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.: CID-2023-604

DATE: OCT. 13, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
AFM	TOR/PR for the stage set-up, floral arrangement and catering services for The Foundation Day	signed/forwarded to BMU	<i>[Signature]</i>	10/13/23
DGC	-do-	signed	<i>[Signature]</i>	10/13/23
AEA	-do-	signed	<i>[Signature]</i>	10/13/23
MPP	-do-	<i>[Signature]</i>	<i>[Signature]</i>	10/13/23
RIF	-do-	signed RIF	<i>[Signature]</i>	10/16/2023
LFR	-do-	received, waited for SHPP PMP before proceeding	<i>[Signature]</i>	10/26/23
FEE	-do-	returned to end-users, verify demands/requirements for the completion of meal amounting to ₱220,000	<i>[Signature]</i>	10-18-2023
APE	-do-	attached revised PR; forwarded to OCO for Sir RFS's signature	<i>[Signature]</i>	10/18/23
RIF	-do-	signed by RIF	<i>[Signature]</i>	10/18/2023
FEE	-do- RIF	prepared, forwarded to RIF	<i>[Signature]</i>	10-17-2023

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.



<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>	
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS		
Address/ Contact Details:	Sitio Sampaga West, Barangay Sampaga, Batangas City		

Quotation No.:	2023-10-178
Date	October 17, 2023

Project: **STAGE SET-UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE FOUNDATION DAY**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINETY-EIGHT THOUSAND TWO HUNDRED PESOS ONLY (Php 98,200.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **STAGE SET-UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE FOUNDATION DAY**

**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. 2023-10-178 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 October 20-25, 2023 from 9:00am – 3:00pm without cost and from [https:// www.philgeps.net](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
  - 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 October 25, 2023, 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](mailto:bac@cbzrc.pshs.edu.ph) and address it to Sarha A. Bautista, 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:

REPRESENTATIVE:

MOBILE NUMBERS:

EMAIL ADDRESS:

  
 MARY ANGEL L. GAVINA  
 BAC Chairperson

<b>PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM</b>	<b>REQUEST FOR QUOTATION FORM &amp; NOTICE (GOODS)</b>
Office/ Campus:	PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
Address/ Contact Details:	Barangay Sampaga West, Batangas City

Quotation No.:	2023 10 178
Date:	October 17, 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 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
<b>PRICES MUST BE Tax (VAT) INCLUSIVE</b>					
1	1	LOT	STAGE DECORATION		
2	1	LOT	FLORAL ARRANGEMENTS		
3	1	LOT	COMPLETE SETUP OF THE DINING AREA (WITH 1 BUFFET TABLE, 1 PRESIDENTIAL TABLE, 20 CIRCULAR TABLES, 160 MONOBLOC CHAIRS, CLOTH COVERS, DINNERWARES, CENTERPIECE FOR EACH TABLE)		
4	160	PAX	MEAL* : 2 VIANDS (BEEF, PORK, CHICKEN OR FISH), 1 RICE, 1 DESSERT, 1 BOTTLED WATER, OVERFLOWING JUICE * TO BE SERVED ON ASSISTED BUFFET		
NOTE: SEE ATTACHED TERMS OF REFERENCE FOR THE BREAKDOWN AND DETAILS OF DELIVERABLES FOR EACH OF THE LINE ITEMS. INTERESTED SERVICE PROVIDERS / CATERERS MAY CONDUCT AN OCULAR VISIT OF THE VENUES UPON REQUEST. THE WINNING BIDDER FOR THIS PROJECT SHALL WORK CLOSELY WITH THE COMMITTEE ASSIGNED TO OVERSEE THE EVENT.					
TOTAL					

Delivery Term : Nov. 6, 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,

  
EDSEL E. ESPINO  
PURCHASER

Telephone: **043-779-8320 local 803**

**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)







Republic of the Philippines

## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

### TERMS OF REFERENCE FOR THE STAGE SET UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE FOUNDATION DAY

#### I. Background

The government has given the Philippine Science High School the responsibility of delivering secondary education that has a strong emphasis on science and technology in order to prepare its pupils for professions in STEM fields. Any organization requires an administrator to oversee campus operations in a regional environment and advance PSHS' mission as a component of the Service and Technology Institute of the Department of Science and Technology.

#### II. Rationale

The 10<sup>th</sup> foundation day of PSHS CALABARZON Region Campus holds a special place in our calendar, and it is essential to recognize the significance of this annual celebration. This occasion serves as a momentous reminder of the institution's humble beginnings and the remarkable journey it has undertaken.

The celebration of PSHS CALABARZON RC foundation day is not just a yearly ritual but a profound acknowledgment of our shared history and future aspirations. It renews our commitment to the institution's mission and provides an occasion for introspection, celebration, and reinvigoration. This tradition stands as a testament to the institution's enduring significance and relevance in the ever-evolving landscape of education.

#### III. Scope and Specifications

The supplier/ caterer/ rental shop should provide flower arrangements for the stage, including a stage backdrop appropriate for the Foundation Ceremony. The flower arrangement should represent a friendly ambiance for the ceremony. The floral compositions should prominently feature elegant grass-like structures interspersed with red-colored flowers that resonate with the joyful ambiance of the ceremony. **Prior to execution, the supplier is required to present design samples for approval to ensure alignment with the desired aesthetic. To achieve a seamless stage setup, the flower arrangements should be meticulously arranged, creating an inviting backdrop for the 10<sup>th</sup> Foundation Ceremony.**

The foundation stage's completion extends beyond the floral arrangements. The service provider is tasked with proposing a well-conceptualized design that aligns with the allotted budget and the stage dimensions (5.0 x 14.0 meters). The supplier is expected to provide the necessary artifacts for the foundation ceremony, ensuring that the stage is adorned with symbolic items that underscore the significance of the event. This includes meticulously arranging and placing essential elements to enhance the ceremonial atmosphere.

To meet the timeline, the supplier must ensure that the stage decoration is fully installed by November 6, 2023, a day before the foundation day celebration. To facilitate this, an on-site inspection will be conducted to identify any additional design elements or furniture needed, both for the stage and the main hall.





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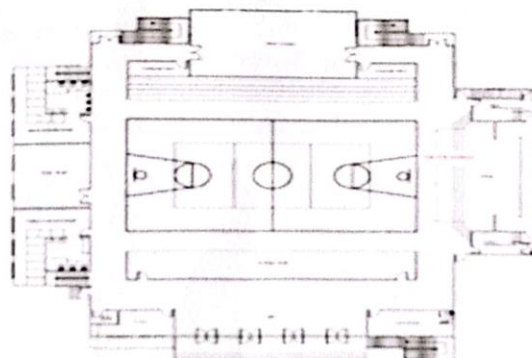
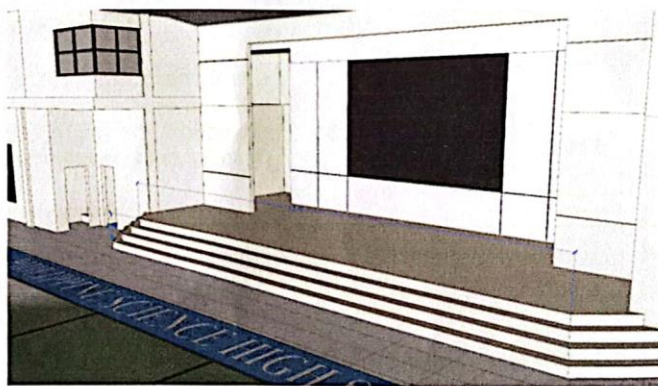
## DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

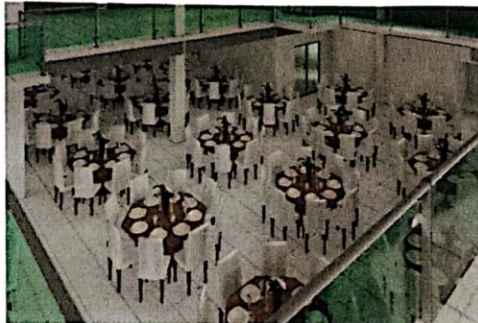
	Item	Quantity	Remarks
1	Skirted Table	2	for holding plaques and other documents needed for the ceremony, designed with skirting according to the motif of the event.
2	Backdrop	1	7 ft x 16ft Tarpaulin with stand or wall mounted.
3	Wooden carved chairs	15	Chairs for the Masters of Ceremonies, Guest Speaker, Executive Officials, and the Management Committee.
4	Physical Facilities layout	1 lot	Layout and decoration that will match the motif of the Foundation Celebration.
5	Lighting	1 lot	Create a cozy atmosphere by adding lighting effects to the stage design.
6	Monoblock Chairs	160 pcs	With appropriate cover appropriate to the occasion.
7	Buffet Table		Depending on the number of dishes to be served
8	Circular/Rectangular Table	20	Allow 8 person in a table with skirting and an inclusion of a centerpiece appropriate to the occasion.



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Below is the possible set up or layout of the dining table and chairs at the Activity Center, a reference on how the service provider's equipment could be laid out for good traffic flow both for the waiters and guests.



		Quantity	Unit	Estimated Unit Cost	Estimated Cost
1	Stage Decoration	1	lot	20,000.00	23,000.00
2	Floral Arrangement	1	lot	25,000.00	25,000.00
3	Complete set-up of the dining area (with 1 buffet table, 1 presidential table, 20 circular tables with skirting/cover with 8 monobloc chairs with appropriate cloth cover per table, dinnerware)	1	lot	15,000.00	15,000.00
4	Meals (rice, 2 ulam <1 plain ulam, 1 ulam with vegie> <chicken, fish, beef or pork>)1 dessert, 1 bottled water and with overflowing juice)  *should be on assisted buffet	160	pax	220.00	35,200.00
<b>TOTAL:</b>					<b>98,200.00</b>

**IV. Approved Budget for Contract**

The approved budget for the stage decoration set up, floral arrangement and catering services is **NINETY-EIGHT THOUSAND TWO HUNDRED (Php 98,200.00)**.

**V. Evaluation and Selection of Criteria**

The Mode of procurement shall be "NP - Small Value Procurement" pursuant to 2016 Revised Implementing Rules and Regulations of RA 9184.

Proposal with the lowest calculated bid with complete documents shall be accepted.





Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



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**VI. Payment Scheme**

Payment for the rentals, floral arrangement, and stage decoration shall be made **15 working days** from the day the said service is properly implemented according to the scope of work and specifications of the procuring entity. The PSHS-CALABARZONRC will not provide advance payment.

**VII. Delivery Term**

All stage decoration set up, floral arrangement and catering service supplies (except meals) must be completely delivered and installed on November 6, 2023, the day before the Foundation Day Celebration.


Prepared by:

  
**ARLENE F. MAUHAY**  
Luncheon Committee: Foundation Day

Recommending Approval:

  
**MABELLE V. FURTO**  
CID Chief

Certified Appropriate Funds Available:

  
**DANICA G. CACAO**  
Budget Officer

  
**ARNEL E. AGUILA**  
Accountant II

Recommending Approval:

  
**MA. THERESA P. PAGULAYAN**  
Supervising Administrative Officer

Approved by:

  
**MR. REX S. FORTEZA**  
Campus Director