

**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.:	2023-08-126
Date :	August 14, 2023

Project:

**FOR THE STAGE SET UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE  
INVESTITURE CEREMONY**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **NINETY-FIVE THOUSAND TWO HUNDRED PESOS ONLY (Php95,200.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE STAGE SET UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE INVESTITURE CEREMONY.**

**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. 2023-08-126 on the "ASSOCIATED COMPONENTS" link found on this posting;
  - 1.2 Delivery and (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 August 16-August 18, 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. 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 August 18, 2023, 4:00pm. 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 Kendra L. Inumerable, BAC Secretariat.
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


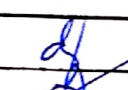


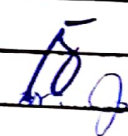
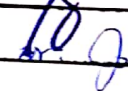
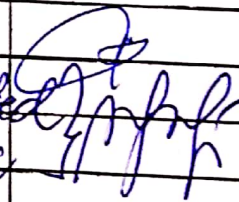
**BAC Chairperson**

DOCUMENT TRACKING FORM

DIVISION

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

REFERENCE NO.:                     OCD-2023-241                      
 DATE:                     11 August 2023                    

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
OCD	TDR, PR, Project Agreement management plan and Supplemental APP for the stage set up, Proposal Arrangement and Catering services for the Inauguration Ceremony of the New Anchor of PSHS - CALABARZON RC	forwarded to DGC/MPA for certification of Availability of funds		11 Aug 2023
DGC	-do-	signed		11 Aug 2023
AED	-do-	signed		11 Aug 2023
MPP	-do-			8/14/23
JMJ	-do-	Agreed and sent to SCU		8/14/2023
EEE	-KTR-A-	Prepared & typed by BTE & C		08-14-2023

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.

**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.:  
Date:

2023-08-126  
August 14, 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 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
<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 (1 FRIED CHICKEN SERVING, 1 PASTA DISH, 1 PANSIT, 2 TYPES OF KAKANIN, 1 DESSERT, 1 BOTTLED WATER, FREE FLOWING 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 : AUGUST 29, 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,

PRICES IN THE ABOVE OFFER ARE  
CERTIFIED TRUE AND CORRECT:

**EDSEL E. ESPINO**  
PURCHASER

Authorized Company  
Representative :

Telephone: 043-779-8320 local 803

(Signature Over Printed Name)

**IMPORTANT**

- Prices must be typewritten in ink clearly.
- 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  
 Office/Section : \_\_\_\_\_

Fund Cluster: 1101101

PR No.: 2023-08-124  
 Date: August 14, 2023

Stock / Property No.	CID	Unit	Item Description	Quantity	Unit Cost	Total Cost
		lot	Stage Decoration	1	P20,000.00	P20,000.00
		lot	Floral Arrangement	1	P25,000.00	P25,000.00
		lot	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	P15,000.00	P15,000.00
		pax	Meals (1 pasta dish, 1 pansit, 2 types of kakanin, 1 chicken dish <fried chicken>, 1 dessert, 1 bottled water and with free flowing juice)	160	P220.00	P35,200.00
			<i>*should be on assisted buffet</i>			
<b>pose:</b> For the installation of the new Campus Director						<b>₱95,200.00</b>

Requested by:

Approved by:

ERNIE V. ROA/ARLENE F. MAUHAY

JORGE M. JOB

Committee Members

Officer-in-Charge



## TERMS OF REFERENCE FOR THE STAGE SET UP, FLORAL ARRANGEMENT AND CATERING SERVICES FOR THE INVESTITURE CEREMONY

### 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 PSHS-CALABARZON Region Campus's Investiture Ceremony is of utmost importance since it represents the continuation of the campus' illustrious tradition of fostering future leaders in science and technology. The selection of a new Campus Director marks a turning point in our development as a renowned institution committed to fostering intelligence and creativity.

This formal occasion serves as a metaphor for the institution's development and progress. The appointment of the new Philippine Science High School - CALABARZON Region Campus Director heralds the beginning of a new chapter in our shared journey as well as the installation of a new leader. It's time to recognize and publicly welcome the inspirational figure who will lead and direct us as we strive for academic success and overall growth. Our belief in the new Campus Director's talents and goals is made clear in front of the public during the Investiture Ceremony. It serves as a platform for showcasing their commitment to building a culture of learning, investigation, and innovation that will help our students reach new heights. This occasion highlights the spirit of cooperation that characterizes our campus community while also recognizing the importance of leadership.

### III. Scope and Specifications

The supplier/ caterer/ rental shop should provide flower arrangements for the stage, including a stage backdrop appropriate for the Investiture Ceremony. The flower arrangement should represent a friendly ambiance for the Investiture 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 Investiture Ceremony.**

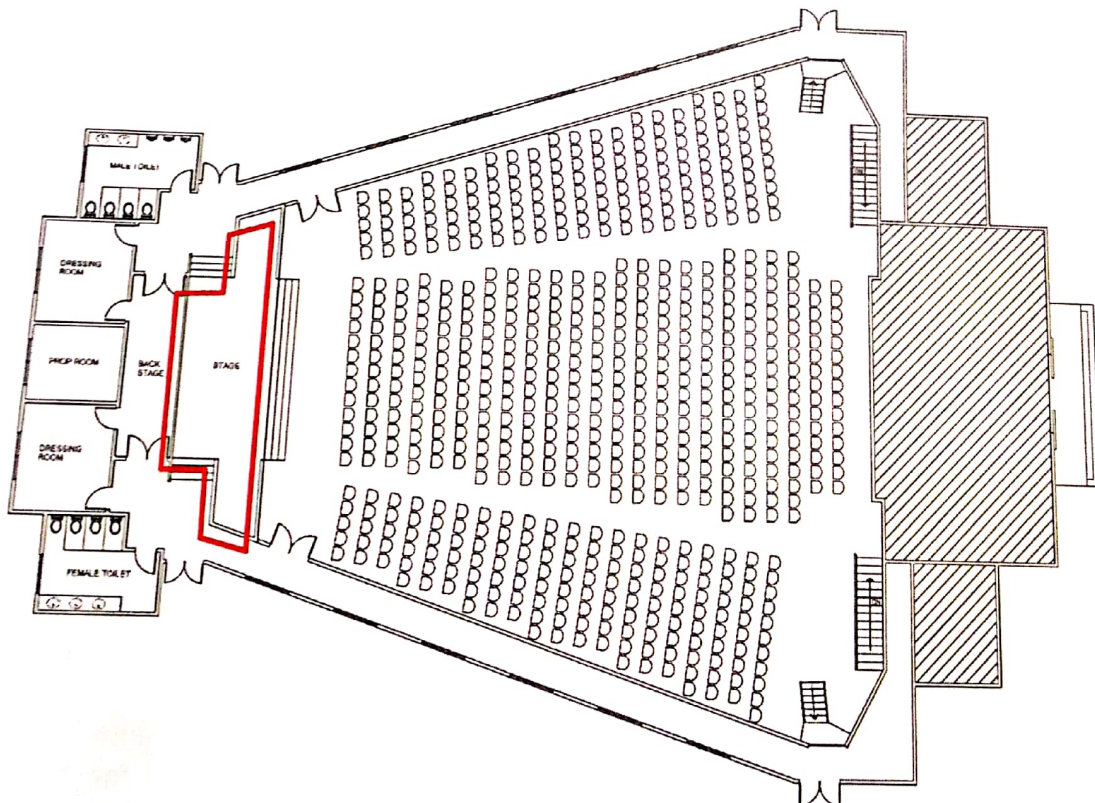
The graduation stage's completion extends beyond the floral arrangements. The service provider is tasked with proposing a well-conceptualized design that aligns with the allotted budget and the stage dimensions (5.0 x 14.0 meters). The supplier is expected to provide the necessary artifacts for the graduation rites, 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 August 29, 2023, the day designated for the Investiture Ceremony. 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.





Item	Quantity	Remarks
1 Skirted Table	2	for holding inaugural 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 Investiture Ceremony.
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.





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	20,000.00
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 (1 pasta dish, 1 pansit, 2 types of kakanin, 1 chicken dish <fried chicken>, 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>95,200.00</b>

**IV. Approved Budget for Contract**

The approved budget for the stage decoration set up, floral arrangement and catering services is **NINETY FIVE THOUSAND FIVE HUNDRED PESOS** (Php 95,200.00).

**V. Evaluation and Selection of Criteria**

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

**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 August 28, 2023, the day before the Investiture Ceremony.

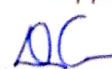
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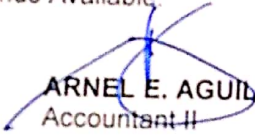
  
**ERNIE V. ROA/ARLENE F. MAUHAY**  
 Committee Members

Recommending Approval:

  
**MABELLE V. FURTO**  
 CID Chief

Certified Appropriate Funds Available:

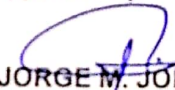
  
**DANICA G. CACAO**  
 Budget Officer

  
**ARNEL E. AGUILA**  
 Accountant II

Recommending Approval:

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

Approved by:

  
**MR. JORGE M. JOB**  
 Officer-in-Charge

