

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.:	2024-04-090
Date :	April 30, 2024


Project:

PROCUREMENT OF GRADUATION SET-UP, FLORAL ARRANGEMENT, AND CATERING SERVICE

The **PHILIPPINE SCIENCE HIGH SCHOOL REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **ONE HUNDRED TWENTY FOUR THOUSAND THREE HUNDRED PESOS ONLY (P124,300.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF GRADUATION SET-UP, FLORAL ARRANGEMENT, AND CATERING SERVICES**

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 see RFQ Form No. 2024-04-090 attached herewith;
 - 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 May 7-13, 2024 from 9:00am – 3:00pm without cost and from <https://www.notices.philgeps.gov.ph>
4. Upon submission of the RFQ, please attach the following documentary requirements:
 - a. Mayor's Permit 2024
 - 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 May 13, 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 Danica G. Cacao, Member, 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.


ROMEO M. MADRONA, JR.
 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

SIR / MADAM:

Quotation No.:
Date :

2024-04-090
April 30, 2024

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
			PRICES MUST BE Tax (VAT) INCLUSIVE		
1	1	LOT	EXTERNAL PROVIDER / SUPPLIER WHO SHALL PROVIDE THE SUPPLIES, MATERIALS, EQUIPMENT, FURNITURE AND PROFESSIONAL SERVICES NEEDED IN ORDER TO REALIZE AND DELIVER ALL OF THE COMMENCEMENT- EXERCISES-RELATED REQUIREMENTS MENTIONED IN PART III - SCOPE AND SPECIFICATIONS OF THE ATTACHED DOCUMENT, THE TERMS OF REFERENCE FOR THE GRADUATION STAGE SET-UP, FLORAL ARRANGEMENT, AND CATERING SERVICE		
TOTAL					

Delivery Term : Various delivery dates depending on the nature of deliverable/s
Delivery Time : 9:00am - 3:00pm, Monday to Friday except on holidays
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

Authorized Company Representative :

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

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

 (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. : _____



**TERMS OF REFERENCE
FOR THE GRADUATION STAGE SET-UP, FLORAL ARRANGEMENT,
AND CATERING SERVICE**

I. Background

The Philippine Science High School is mandated by the government to provide secondary education emphasizing science and technology to prepare its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitude deemed essential in preparing for a STEM-related career. Completing coursework deserves recognition for all students with emotional resiliency and academic excellence. This aim is realized when the reward system is complete with items that will make the event memorable. This school year, PSHS-CALABARZONRC will conduct the face-to-face 4th Commencement Exercise of Batch 2024.

II. Rationale

Graduation serves as the most anticipated event for scholars who boost their effort to know life's actual facts. To make the event memorable in signifying Grade 12 students' official graduation from high school. A presentable set on stage to be captured by camera or video to capture significant events like Graduation Ceremony will somehow relieve the students and parents from their sacrifices shed to gain a secondary education diploma. This is not only a means of just giving their diploma but making them feel that all their hard work pays.

III. Scope and Specifications

The supplier/ caterer/ rental shop should provide flower arrangements for the stage, including a stage backdrop appropriate for graduation rites. The flower arrangement should represent a friendly ambiance and positive emotion fit for the graduation event. The composition of flowers shall have most grasses like structure and other multi-colored flowers deemed appropriate for a nice setup. **The supplier should provide a sample of designs for approval.** The stage setup with flower arrangement should be installed before **June 15, 2023**, which is one day of the scheduled Commencement Exercise. An on-site inspection is required for the service provider to identify other furniture or design to be included both from the stage and its main hall. Below is the rendered image for the Catering service for the luncheon.

To complete the Commencement Exercise stage, it must also be decorated with graduation rites artifacts. The service provider **shall propose a design for approval** according to the allotted budget while considering stage space (5.0 x 14.0 meters). The supplier shall consider placing spotlights or lights that will dramatically affect them as they can be registered from camera lenses. Likewise, the following items are expected to be provided during the preparation and during the event:

	ITEM	QUANTITY	REMARKS
1	Skirted Tables	2	1 long table (for baccalaureate mass with appropriate cloth or cover) 1 table (for holding diplomas and medals according to the motif of graduation rites)
2	Backdrop	1	6 ft x 19ft tarpaulin with stand or wall mounted
3	Wooden carved chairs	14	Chairs for the Masters of Ceremony, Guest Speaker and the management Committee
4	Physical Facilities layout		Layout and decoration that will match the motif of the graduation stage and the red carpet layout (venue: Provincial Auditorium, Capitol Site)



5	Buffet Table		Depending on the number of dishes available and mechanism for serving.
6	Circular Dining Table	20	Allow 8 person in a table with skirting and an inclusion of any accent that will make it appealing.



The catering service shall also present the meal to be served during the event, including taste testing and layout of the venue (PSHS-Activity Center). This is to make an excellent lasting impression on the invited guest and parents. Below is the possible set up or layout of the dining table and chairs, a reference on how the service provider's equipment could be laid out for good traffic flow both for the waiters and guests. There will be a separate set up of dining for at least twenty (20) pax at the venue (Provincial Auditorium side alley) allotted of the guests and VIPs.



		Quantity	Unit	Estimated Unit Cost	Estimated Cost
1	Graduation Stage Decoration				
	1 long table (for baccalaureate mass with appropriate cloth or cover)	1	lot	36,000.00	36,000.00
	1 table (for holding diplomas and medals according to the motif of graduation rites)				



	14 wooden carved chairs (soft-padded seat)				
2	Floral Arrangement (mostly fresh and in accordance to Dawani motif and color schemes)	1	lot	36,000.00	36,000.00
3	Complete set of dining area (with 1 presidential table, good for 20 pax, 1 buffet table, 18 circular tables with skirting/cover with 8 monobloc chairs with appropriate cloth cover per table, dinnerware)	1	lot	16,000	16,000
4	Meals (rice, 2 viands, 1 side dish, dessert, beverage)	165	pax	220.00	36,300.00
	Total				124, 300.00

IV. Approved Budget for Contract

The approved budget for the graduation stage set-up, floral arrangement, rental of red carpet, and catering service is **ONE HUNDRED TWENTY-FOUR THOUSAND THREE HUNDRED PESOS (P124, 300.00)**

V. Evaluation and Selection of Criteria

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

VI. Payment Scheme

Payment for the catering service, rentals, 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, rentals, and catering utilities must be completely delivered or installed on June 15, 2024, the day before the 4th Commencement Exercises.

Prepared by:

KRISTOFFER NOLAN C. MORADA
Special Science Teacher III

SARHA A. BAUTISTA
Luncheon Committee Chairperson

Recommending Approval:

MABELLE V. FURTO
CID Chief

Certified Appropriate Funds Available:

ARNEL E. AGUILA
Budget Officer/ OIC - Accountant

Recommending Approval:

MA. THERESA P. PAGULAYAN
Supervising Administrative Officer

DANICA C. CACADO
Budget Officer

Approved by:

REX S. FORTEZA
Campus Director

PURCHASE REQUEST

Entity Name: **PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS**

Fund Cluster: **1101101**

Office/Section :		PR No.: <u>2024-04-090</u>	Date: <u>April 30, 2024</u>		
CID/FAD/OCD		Responsibility Center Code : 19-016-09-00014-			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	Graduation Stage Decoration	1	36,000	36,000
		1 long table (for baccalaureate mass with appropriate cloth or cover)			
		1 table (for holding diplomas and medals according to the motif of graduation rites)			
		14 wooden carved chairs (soft-padded seat)			
2	LOT	Floral Arrangement (mostly fresh and in accordance to Dawani motif and color schemes)	1	36,000	36,000
3	LOT	Complete set of dining area (with 1 presidential table, good for 20 pax, 1 buffet table, 18 circular tables with skirting/cover with 8 monobloc chairs with appropriate cloth cover per table, dinnerware)	1	16,000	16,000
4	PAX	Meals (rice, 2 viands, 1 side dish, dessert, beverage)	165	220	36,300
					124,300

Purpose: For the 2024 Graduation Ceremony

Requested by: Signature :  Printed Name : KRISTOFFER NOLAN M. MORADA/ SARHA A. BAUTISTA Designation : STAGE AND DECORATION/LUNCHEON COMMITTEE	Approved by:  REX S. FORTEZA CAMPUS DIRECTOR
---	---