



Lei Description

Handcrafted rosette blue and light gold
approximate dimension:

length of lanyard: 30 inches

width of lanyard: 2 inches

with the school logo on the medallion



C. LIGHTS & SOUNDS

The supplier is required to provide lights and a sound system that meet the following specifications for the event, which will take place at the E-Learning and Multimedia Center. The setup will be polished and ready as early as 6:00 AM on July 6, 2024, to allow the Technical Team to collaborate and provide prior instructions to the Supplier's Operators of Lights and Spotlights.

DETAILS:

a) MICROPHONE

5 pcs. Handheld Microphone

2 pcs. Lapel Microphone

b) SOUNDS

3 pcs. Professional Sound Reinforcement Amplifier

2 pcs. JBL SR Dual 15" Mid Hi Speaker

4 pcs. Single 18" Subwoofer

2 pcs. KEVLER ZLX15D Powered Monitor

1 pc. Dbx Compressor Limiter 1066

1 pc. Dbx Equalizer 2231

1 pc. Aphex 104 Big Bottom

1 pc. Yamaha Digital SPX 990

2 pcs. Dbx Digital Crossover Drive Rack 260

1 pc. Laptop

1 pc. Mackie SR24.4 VLZ Pro 24-Channel Mixer



c) LIGHTS

- 12 pcs. LED par Light with free Follow Spot
- 1 pc. Light controller

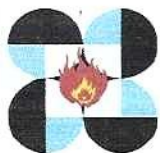
D. FOOD & STAGE DECOR

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 that fits the recognition event. The composition of flowers shall have most grass-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 **July 6, 2024**, one day before the event. An on-site inspection is required for the service provider to identify other furniture or designs to be included both from the stage and its main hall.

To complete the stage, it must also be decorated with recognition and moving-up artifacts. The service provider **shall propose a design for approval** according to the allotted budget while considering stage space (4.0 x 8.0 meters). The supplier shall consider placing spotlights or lights that dramatically affect them as they can be registered from camera lenses.

Likewise, the following items are expected to be provided during the preparation and the event:

	Item	Quantity	Remarks
1	Skirted Table	2	for holding medals designed with skirting according to the motif
2	Backdrop	1	6 ft x 19ft Tarpaulin with stand or wall mounted
3	Wooden carved chairs	10	Chairs for the Masters of Ceremonies, Guest Speaker, and the Management Committee.
4	Monoblock Chairs	150	Has white cloth cover
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.
7	Physical Facilities layout		Layout and decoration that will match the motif of the graduation stage and the red-carpet layout.



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Certificate No.: SCP000420Q

Lot	qty	unit	ITEM DESCRIPTION	Proposed Unit Price	Proposed Total
1	260	pcs	Gold Medals (for Excellence Awards & Academic Awards – Highest Honors) Specification: See Enclosure 2 for design, metal stamped, diameter 70mm with blue ribbon, single face only, with box	500.00	130,000.00
2	1	pc	Framed Commemorative Medal with Certificate (for Guest Speaker) Specification for Medal: See the sample design below, metal stamped, diameter 70mm with blue and gold ribbons, single face only Specification for Frame & Certificate See Enclosure 3 for sample design, Frame size A3 landscape, certificate size A5 landscape, (black felt paper background, blue or black with gold frame)	2000.00	2000.00

TOTAL: PHP 132,000.00

SAMPLE FRAME DESIGN





The catering service shall also present the meal to be served during the event, including taste testing and layout of the venue. This is to make an excellent, lasting impression on the guests and parents. Below is the possible setup or design of the dining table and chairs at the Activity Center as a reference on how the service provider's equipment could be laid out for good traffic flow for the servers and guests.

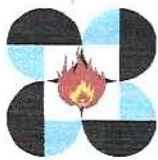


		Quantity	Unit	Estimated Unit Cost	Estimated Cost
1	Stage Decoration	1	lot	10,000.00	10,000.00
2	Floral Arrangement	1	lot	10,000.00	10,000.00
3	Catering Service	160	pax	220.00	35,200.00
	Total				55,200.00

E. SPECIALTY PAPER

The supplier must provide 110 packs (10 sheets per pack) of white, 90 GSM, A4-sized specialty paper and 12 packs (10 sheets per pack) of white, 180 GSM, A4-sized vellum board for the printing of the certificates of the awardees, and 600 pcs of A4 sized brown envelope. These materials must be delivered on or before **June 28, 2024**.

		Quantity	Unit	Estimated Unit Cost	Estimated Cost
1	Specialty Paper	110	packs	25.00	2750.00
2	Vellum board	12	packs	50.00	600.00
3.	Brown Envelope	600	pcs	4.00	2400.00
	Total				5750.00



F. TARPAULIN

The supplier must provide one piece of tarpaulin with the following specifications:

- 11 ft x 4 ft
- Design (see attached)
- Expected delivery July 3, 2024

IV. APPROVED BUDGET FOR THE CONTRACT

The table below shows the approved budget for the procurement of each project:

Project Name	Approved Budget (PHP)
A. Medals	132,000.00
B. Leis	2500.00
C. Lights and Sounds	20,000.00
D. Food and Stage Decor	55,200.00
E. Specialty Paper, Vellum Board, and Brown Envelope	5,750.00
F. Tarpaulin	2,000.00
Total	217,450.00

V. MODE OF PROCUREMENT

The mode of procurement shall be "Negotiated Procurement – Small Value Procurement".

VI. EVALUATION AND SELECTION OF CRITERIA

A proposal with the lowest bid and complete documents shall be accepted.

VII. PAYMENT SCHEDULE

The PSHS-CALABARZONRC will not provide advance payment nor pay a reservation fee. Full payment shall be made 15 - 45 calendar days after the event.



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MEDAL DESIGN (GOLD)



B. LEIS

The supplier must be able to provide five (5) leis needed for the Toast to Excellence and Moving-Up 2024 following the described specifications (shown below) and must be delivered on or before July 1, 2024.



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VIII. DELIVERY TERM

The table below shows when each of the projects must be delivered/completed by suppliers:

Project Name	Delivery Date
A. Medals	July 1, 2024
B. Leis	July 1, 2024
C. Lights and Sounds	July 5-6, 2024
D. Food and Stage Decor	July 5-6, 2024
E. Specialty Paper, Vellum Board, Brown Envelope	June 28, 2024
F. Tarpaulin	July 3, 2024

Prepared by:

[Handwritten signatures]
HAZEL H. ABARETA/ARLENE P. MAUHAY/ALONA I. GATOC
 Chairpersons, Toast to Excellence & Moving-Up 2024

Recommending Approval:

[Handwritten signature]
MABELLE V. FURTO
 CID Chief

Certified funds available:

[Handwritten signature]
DANICA G. CACAO/ARNEL E. AGUILA
 Budget Officer/Accountant

Recommending Approval:

[Handwritten signature]
MA. THERESA P. PAGULAYAN
 FAD Chief

Approved by:

[Handwritten signature]
REX S. FORTEZA
 Campus Director

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.:	2024-06-123 (5)
Date :	June 21, 2024

Project: **SPECIALTY PAPER, VELLUM BOARD, AND BROWN ENVELOPE FOR THE TOAST TO EXCELLENCE & MOVING-UP 2024 OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FIVE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (Php 5,750.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: SPECIALTY PAPER, VELLUM BOARD, AND BROWN ENVELOPE FOR THE TOAST TO EXCELLENCE & MOVING-UP 2024 OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

TERMS OF REFERENCE:

- The Philippine Science High School - CALABARZON Region Campus (PSHS-CALABARZONRC) now invites qualified suppliers/dealers/manufacturers to submit price quotations for the above-mentioned project with the following deliverables / scopes / specifications:
 - For the complete details of this project, please "ORDER" RFQ Form No. 2024-06-123 (5) on the "ASSOCIATED COMPONENTS" link found on this posting;
 - Supply and delivery (whenever required) will be at PSHS CALABARZON Region Campus in Sitio Sampaga West, Brgy. Sampaga, Batangas City
- Procurement will be conducted through one of the Alternative Modes of Procurement under the "Government Procurement Reform Act".
- 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 JUNE 24 - 26, 2024 from 9:00am – 3:00 P.M. without cost and from <https://www.philgeps.net>.
- Upon submission of the RFQ, please attach the following documentary requirements:
 - Mayor's Permit
 - PhilGEPS Registration Number
 - DTI or SEC Registration
 - BIR 2303/OCR Number
- The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on JUNE 26, 2024, 5:00pm. Suppliers are not required to attend the Opening of Quotations.
- Send your RFQ with complete documentary requirements to bac@cbzrc.pshs.edu.ph and address it to SHIELA LIZ L. ATIVO, BAC Secretariat Member.
- 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.
- 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: _____
 Name of Representative: _____
 Mobile/Office Phone: _____
 Email Address: _____



 ROMEO M. MADRONA, Jr.
 BAC Chairperson

PURCHASE REQUEST

Entity Name: PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS Fund Cluster: 1101101

Office/Section: <u>CID</u>		PR No.: <u>8004-06-123</u>	Date: <u>June 21, 2024</u>		
		Responsibility Center Code : 19-016-09-00014-02			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	PCS	MEDALS (GOLD)	260		130,000
2	PC	FRAMED COMMEMORATIVE MEDAL	1		2,000
3	PCS	LEIS	5		2500
4	LOT	RENTAL OF LIGHTS AND SOUNDS	1		20,000
5	PACKAGE	FOOD AND STAGE DÉCOR	1		55,200
6	PACKS	SPECIALTY PAPER	110		2,750
		A4-sized, white, 90 GSM			
		10 pcs per pack			
7	PACKS	VELLUM BOARD	12		600
		A4-sized, white, 180 GSM			
		10 pcs per pack			
8	PCS	BROWN ENVELOPE	600		2,400
		A4-sized			
9	PC	TARPAULIN	1		2,000
		11 ft x 4 ft			
					217,450

Purpose: To be used for the Toast to Excellence and Moving-Up 2024, to recognize the achievements of the scholars.

Requested by: _____
 Signature : [Signature]
 Printed Name : HAZEL H. ABARETA
 Designation : Special Science Teacher IV

Approved by: _____
 Signature : [Signature]
 REX S. FORTEZA
 CAMPUS DIRECTOR



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL - CALABARZON REGION CAMPUS



Certificate No.: SCP000420Q

TERMS OF REFERENCE FOR MEDALS, LEIS, LIGHTS & SOUNDS, FOOD & STAGE DECOR FOR THE TOAST TO EXCELLENCE & MOVING-UP 2024 OF PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS

I. BACKGROUND OF THE PROJECT

The Philippine Science High School (PSHS), mandated by the government to provide secondary education focusing on science and technology, prepares its students for STEM-related careers. The curriculum is designed to equip students with the essential knowledge, skills, and attitudes for this preparation. The PSHS CALABARZON Region Campus will conduct a Toast to Excellence and Moving-Up Ceremony on July 6, 2024, to recognize scholars who have achieved significant milestones in their academic journey. This event celebrates their hard work, dedication, and educational excellence and underscores the school's commitment to nurturing future leaders in science and technology.

II. RATIONALE

The moving-up ceremony for Grade 10 students and the recognition of achievers for the school year 2023-2024 celebrate significant milestones in our students' academic journeys. This event acknowledges our students' hard work, dedication, and achievements, highlighting their academic excellence and personal growth. By recognizing these accomplishments, we honor their efforts and inspire their peers to strive for similar success. This ceremony also reinforces the collaborative spirit between students, parents, and educators, fostering a supportive community that nurtures future leaders. This event is a momentous occasion that encourages continued excellence and growth as students transition to higher education.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

A. MEDALS

The supplier must be able to provide the listed materials needed for the Toast to Excellence and Moving-Up 2024 following the described specifications (shown below) and must be delivered or ready for pick up on or before July 1, 2024.

LIST OF MEDALS AND TOKENS NEEDED FOR THE TOAST TO EXCELLENCE & MOVING-UP 2024 OF THE PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON-REGION CAMPUS