




INVITATION /REQUEST FOR SUBMISSION OF PRICE QUOTATION  
Posted in PhilGEPS Website/Conspicuous Place at the Procuring Entity

The University of Science & Technology of Southern Philippines, through the Bids and Awards Committee (BAC) hereby invites interested parties to submit quotation for the procurement of the following item:

Reference No.	Qty.	Unit	Specification/Description	Budget for the Contract	Mode of Procurement
RFQ-NP-53.6-001-2021	Please see details below	Please see details below	Negotiated Procurement for the Professional services for the production of a new University Hymn	P100,000.00	Small Value Procurement-Section 53.6, Rule XVI, Revised IRR of RA 9184)

Deadline for the submission of quotation is on October 30, 2021 at 12:00 noon at the Procurement Unit, 2nd Floor, USTP Gymnasium building. You may submit your quotation through fax number 856-4696 / 856-1739 or through personal delivery in a sealed envelope.

The University of Science & Technology of Southern Philippines reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

  
ATTY. KENNETH M. KEMPIS  
BAC II Chairman

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES  
Alubijid / Cagayan de Oro / Claveria / Jasaan / Oroquieta / Panaon

Date: October 27, 2021

Quotation No.: RFQ-NP-53.6-001-2021

Name of Project: Procurement for the  
Professional services for the production of a new  
University Hymn.

The Manager

Cagayan de Oro City

Please quote your lowest price on the item/s listed below, subject to the general conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than October 30, 2021 noon.  
Please enclosed in a sealed envelope.

  
ATTY. KENNETH M. KEMPIS  
BAC II Chairman

- Note:
1. DELIVERY PERIOD WITH 7 CALENDAR DAY UPON RECEIPT OF PO.
  2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 30 CALENDAR DAYS
  3. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED IF APPLICABLE.
  4. THE USTP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS FOR ANY JUSTIFIABLE GROUND WHERE THE AWARD OF THE CONTRACT WILL NOT REDOUND TO THE BENEFIT OF THE GOP.
  5. REQUIREMENTS: PHILGEPS REGISTRATION.

ITEM #	QTY	UNIT	DESCRIPTION AND SPECIFICATIONS	Approved	UNIT PRICE
				Unit Cost (php)	
1	1	lot	Production of new University Hymn Professional Services (Music Composer, Arranger and Orchestrator) ( see attached Terms of Reference)	100,000.00	

Delivery Period:

Price Validity:

After having carefully read and accepted for General Conditions, I/We quote on the item at prices noted above.

Printed Name/Signature

Tel. #/address/e-mail add

Date

Olinan-New University Hymn  
RFQ-NP-53.6-001-2021  
Resolution no. 741 s. 2021  
PR No.-202110-742



## TERMS OF REFERENCE

(FOR PROFESSIONAL SERVICES)

### MUSIC COMPOSER, ARRANGER & ORCHESTRATOR

The University of Science and Technology of Southern Philippines (USTP) is requesting applications from a Musical Composer, Arranger and Orchestrator to provide support to the University Hymn Committee who leads the composition and production of a new University Hymn in coordination with the Office of the President and the Strategic Communication Office.

#### I. BACKGROUND

Since the amalgamation of former MUST and MOSCAT into USTP in 2016, USTP Cagayan de Oro (with the Satellite campuses Jasaan, Oroquieta and Panaon) and USTP Claveria have adopted their former respective hymns namely, the MUST Hymn and the MOSCAT March changing only a few words specifically its name MUST and MOSCAT to USTP.

As a unified USTP community, University System hymn should be adopted to support the foundation and reinforce the purpose from which the USTP System, as an amalgamated state university was established. The proposal of creating a unified USTP System Hymn will pave the way for the university to promote unity among its students and personnel and uphold its identity and noble aspirations among the universities in the country.

Along this line, the committee constituted for this purpose and the offices concerned shall require the services of a musical expert or professional to assist the University from the conceptualization to the production of the USTP System Hymn.

#### II. OBJECTIVE AND EXPECTED OUTPUT

The primary objective under this TOR is to engage the professional services of a Music Composer, Arranger, and Orchestrator who will provide the needed support for the conceptualization and production of the new USTP System Hymn. The service provider's assistance and outputs are expected to enhance the proposed lyrics, melody and orchestration to the music for the proposed university hymn. For this purpose, he/she shall be under the direct supervision of the Office of the President and the Strategic Communication Office and is expected to work closely with the University Hymn Committee.

#### III. SCOPE OF WORK

The Music Composer, Arranger, and Orchestrator to be outsourced for his/her expertise shall provide the following services within the prescribed period:

1. Compose and arrange music/melody for lyrics and apply suited mixing and mastering;
2. Create varied textures to the song:
  - a. Solo
  - b. Soprano, Alto, Tenor, Bass (SATB)/choral;
3. Provide the piano accompaniment in a musical score;
4. Create orchestral accompaniment of the song/hymn;

5. Provide details on the official version or manner of delivery of the hymn;
6. Provide sheet music, backing track, and demo recording;
7. Deliver the final song/hymn as recommended by the committee;
8. Produce an audio video presentation of the hymn as endorsed by the committee
9. Perform other relevant duties and responsibilities as required by the concerned committee and/or the USTP System President

**IV. PROJECT DURATION:** Three (3) man months, with expected services to be delivered within five (5) months.


**V. PAYMENT:** In consideration of the services provided based on the TOR, the client shall pay the professional services with a total amount of Php 100,000.00 until such time that the Committee accepts the deliverable output/services relevant to the engagement. The professional fee is inclusive of Expanded Withholding Tax.

**VI. QUALIFICATION CRITERIA:**

The Professional service provider shall be outsourced based on the following criteria:

1. Expertise in music especially in composing, arranging, and orchestrating song/hymn
2. Relevant Work Experiences (completed works, etc.)
3. Length of Professional Experience of at least 5 years

*Prepared and Submitted by:*

  
**KRISTINE PEARL A. HORTILANO**  
 Secretary, S&T Parks Management Committee  
 Office of the USTP System President

*Recommending Approval:*

  
**IRENE T. OLINAN**  
 OIC Chief of Staff, Office of the President

*Funds Available:*

  
**CHERRY ANN S. VILLARTE, CPA**  
 Chief Accountant, USTP System

*Approved:*

  
**AMBROSIO B. CULTURA II, Ph.D.**  
 University System President

Attachment:

OP Memo No. 059-A, s. 2021 re: Constitution of Ad hoc Committee for the Composition of Alma Mater Hymn of the USTP System  
 ManCom Secretary's Certificate on the Constitution of the USTP Hymn Committee