

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.: 2023-08-132
Date : August 16, 2023

Project:

**FOR THE RENTAL OF LIGHTS AND SOUND SYSTEM FOR THE INVESTITURE CEREMONY FOR THE
INSTALLATION OF THE NEW DIRECTOR OF PSHS-CALABARZON REGION CAMPUS**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **SIXTEEN THOUSAND FIVE HUNDRED PESOS ONLY (Php16,500.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE RENTAL OF LIGHTS AND SOUND SYSTEM FOR THE INVESTITURE CEREMONY FOR THE INSTALLATION OF THE NEW DIRECTOR OF PSHS-CALABARZON REGION CAMPUS.**

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 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; 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
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on August 18, 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 and address it to Kendra L. Inumerable, 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.



MARY ANGEL L. GAVINA

BAC Chairperson

DOCUMENT TRACKING FORM

DIVISION
 FAD SSD
 CID OCD
 QMSO

REFERENCE NO.: ISM-2023-010
 DATE: AUGUST 11, 2023

FROM/TO	PARTICULARS	ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
BIM / DGC	TDR, PR FOR THE RENTAL OF LIGHTS & SOUND SYSTEM FOR THE INVESTITURE CEREMONY FOR THE INSTALLATION OF THE NEW DIRECTOR OF PSHS CALABARZON	CREATED & FORWARDED TO BUDGET OFFICE FOR APPROVAL	<i>[Signature]</i>	08/11/23
OCC AFU	-do-	signed	<i>[Signature]</i>	8/11/23
	-do-	<i>[Signature]</i>	<i>[Signature]</i>	8/11/2023
MPP JMJ	-do-	<i>[Signature]</i>	<i>[Signature]</i>	8/14/23
	-do-	signed PR & PR ; fwd to SPV	<i>[Signature]</i>	8/14/2023
VMJ LFA	attached signed SOPP and PMP - RFQ -	fwd to SPV - prepared & fwd to BAC	<i>[Signature]</i>	8/16/2023
JLF	- do -	Enclosed for KLI for process	<i>[Signature]</i>	8/16/2023

Office/ Campus: PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS
 Address/ Contact Details: Barangay Sampaga West, Batangas City

SIR/MADAM

Quotation No.:
 Date :

2023-08-132
 August 16, 2023


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
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
1	1	LOT	RENTAL OF LIGHTS AND SOUND SYSTEM WITH SPEAKER AND SUBWOOFERS FOR THE INVESTITURE CEREMONY FOR THE INSTALLATION OF THE NEW CAMPUS DIRECTOR OF PSHS-CALABARZON RC WITH THE FOLLOWING INCLUSIONS: -1 UNIT ANALOG MIXER -4 PIECES WIRELESS MICROPHONE -18 PIECES PAR LED LIGHTS		

Delivery Term : AUGUST 28, 2023
 Delivery Time :
 Payment Term : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Very truly yours,


 EDSEL E. LESCANO
 PURCHASER

Telephone: 043-779-8320

IMPORTANT
 Prices must be typewritten in ink clearly.
 If offering a substitute/equivalent, specify the brand and make.

Authorized Company Representative : _____ (Signature Over Printed Name)
 Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:





**TERMS OF REFERENCE FOR THE RENTAL OF LIGHTS AND SOUND SYSTEM
 FOR THE INVESTITURE CEREMONY FOR THE INSTALLATION OF THE NEW
 DIRECTOR OF PSHS – CALABARZON REGION CAMPUS**

I. BACKGROUND OF THE PROJECT

The installation of the new director of PSHS – CALABARZON Region Campus is a special event to formally install and welcome the newly appointed campus director who will oversee the operation of the campus.

This is considered a formal event, done in a significant area, and attended by guests from (DOST, OED, PSHS CLC, LGU), family members of the new campus director, newly appointed director, management committee, PSHS – CALABARZONRC employees, students, and GPTA officers. The installation of the new director includes delivering the message of some guests, and the speech of the new director. For the momentous instance, a light and sound system is essential to uphold the mood and mark it as a historical event for PSHS – CALABARZON.

II. RATIONALE

To implement the investiture ceremony for the installation of the new director of PSHS CALABARZONRC with expected significant attendees, a good lighting and sound system must be considered. The lighting shall be regarded as highlighting the decoration of the environment, while the sound system must be adapted to ensure that the event's sound will reach all of the attendees, in a clear and crisp quality. These two can bring good visual and auditory feelings to the audience matched with the proper mood for the event.

III. SCOPE OF WORK AND JOB SPECIFICATIONS

The supplier/s must be able to provide the listed materials needed for the investiture ceremony for the installation of the new director of PSHS CALABARZONRC following the described specifications below.

Qty	Unit	ITEM DESCRIPTION	Proposed Price	Proposed Total
1	Unit	Lights and Sounds full setup with speakers subwoofers	16,500.00	16,500.00
1	Unit	Analog Mixer		
4	pcs	Wireless Microphones		
18	Pcs	Par LED lights		

TOTAL: PHP 16, 500.00



IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **SIXTEEN THOUSAND FIVE HUNDRED PESOS (Php 16, 500.00)**.

V. MODE OF PROCUREMENT

The mode of procurement shall be negotiated procurement- small value procurement.


VI. EVALUATION AND SELECTION OF CRITERIA

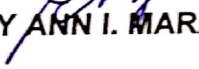
Proposal with the lowest bid with complete documents shall be accepted.


VII. PAYMENT SCHEDULE

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


Prepared by:


LEO R. MACALALAD
 SST III

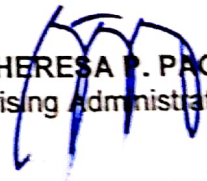

BEVERLY ANN I. MARASIGAN
 ISA II

Certified ~~Appropriate~~  Funds available:


Recommending Approval:


DANICA G. CACAO
 Budget Officer


ARNEL E. AGUILA
 Accountant II


MA. THERESA P. PAGULAYAN
 Supervising Administrative Officer

Approved by:


JORGE M. JOB
 Officer-in-Charge