

**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.:	2024-03-046
Date :	March 8, 2024

Project:

**FOR THE RENTAL OF LIGHTS (WITH SPOT LIGHT FOLLOW THROUGH) AND LAPEL MICROPHONES FOR THE SPOTLIGHT ON A MUSICAL SHOWCASE: BATCH 2026**

The **PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC)** intends to apply the sum of **FIFTEEN THOUSAND PESOS ONLY (Php15,000.00)** being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **FOR THE RENTAL OF LIGHTS (WITH SPOTLIGHT FOLLOW THROUGH) AND LAPEL MICROPHONES FOR THE SPOTLIGHT ON A MUSICAL SHOWCASE: BATCH 2026**

**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 March 14, 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](mailto: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.

  
ROMEO M. MADRONA, JR.  
BAC Chairperson

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

SIR/MADAM

Quotation No.:  
Date :

2024-03-046  
March 08, 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
<i>PRICES MUST BE Tax (VAT) INCLUSIVE</i>					
1	1	LOT	RENTAL OF AUDIO & LIGHTING EQUIPMENT TO BE USED IN THE MUSICAL SHOWCASE EVENT OF BATCH 2026 MUSIC 4 STUDENTS		
			-EQUIPMENT TO BE USED IN THE MUSICAL SHOWCASE EVENT		
			A. MICROPHONE		
			-2 PCS LAPEL MICROPHONE		
			B. LIGHTS		
			-12 PCS LED PAR LIGHT WITH FREE FOLLOW SPOT		
			-1 PC LIGHT CONTROLLER		
			-DATE OF USE		
			-APRIL 17 & 24, 2024		
<i>NOTE: THE SET-UP WILL BE POLISHED AND READY AS EARLY AS 12:00PM OF APRIL 17 AND 24, 2024 TO ALLOW THE TECHNICAL TEAM TO COLLABORATE AND PROVIDE PRIOR INSTRUCTIONS TO THE SUPPLIER OPERATORS OF LIGHTS AND SPOT LIGHTS.</i>					

Delivery Term : APRIL 17 & 24, 2024

Delivery Time : WITHIN 30-45 CALENDAR DAYS AFTER THE COMPLETE DELIVERY OF ITEMS

Payment Term :

Very truly yours,

  
EDSEL E. ESTINO  
PURCHASER  
Telephone: 043-779-8320

Authorized Company Representative :

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

(Signature Over Printed Name)

Company Name :  
Address :

Telephone nos. :  
T.I.N. :

IMPORTANT

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

**PURCHASE REQUEST**

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

Fund Cluster: **1101101**

Office/Section : CID-PEHM UNIT		PR No.: 2024-03-046	Date: March 02, 2024		
Stock / Property No.	Unit	Responsibility Center Code : 19-016-09-0014-02	Item Description	Quantity	Total Cost
1	LOT		RENTAL OF LIGHTS (WITH SPOT LIGHT FOLLOW THROUGH) AND LAPEL MICROPHONES FOR THE SPOTLIGHT ON A MUSICAL SHOWCASE: BATCH 2026	2 SETS	15,000
			<b>A. MICROPHONE</b> 2 pcs. Lapel Microphone		
			<b>B. LIGHTS</b> 12 pcs. LED par Light with free Follow Spot 1 pc. Light controller		
			<b>Note:</b> The setup will be polished and ready as early as 12:00 pm of April 17 and 24, 2024 to allow the Technical Team to collaborate and provide prior instructions to the Supplier Operators of Lights and Spot lights.		
					15,000

Purpose: To create a seamless lighting system and choreographed light display that accentuates the performers and highlights the musical's narrative.

Requested by:

*Sarha A. Bautista*  
**SARHA A. BAUTISTA**  
FACULTY, PEHM UNIT

23 FEB 2024

Approved by:

*Rex S. Forteza*  
**REX S. FORTEZA**  
CAMPUS DIRECTOR



### PURCHASE REQUEST

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

Fund Cluster: **1101101**

Office/Section : <b>CID-PEHM UNIT</b>		PR No.: <b>2024-03-046</b>	Date: <b>March 08, 2024</b>		
		Responsibility Center Code : <b>19-016-09-00014-02</b>			
Stock / Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT	RENTAL OF LIGHTS (WITH SPOT LIGHT FOLLOW THROUGH) AND LAPEL MICROPHONES FOR THE SPOTLIGHT ON A MUSICAL SHOWCASE: BATCH 2026	2 SETS	7,500	15,000
		A. MICROPHONE 2 pcs. Lapel Microphone			
		B. LIGHTS 12 pcs. LED par Light with free Follow Spot 1 pc. Light controller			
		<b>Note:</b>  <i>The setup will be polished and ready as early as 12:00 pm of April 17 and 24, 2024 to allow the Technical Team to collaborate and provide prior instructions to the Supplier Operators of Lights and Spot lights.</i>			
					15,000

Purpose: To create a seamless lighting system and choreographed light display that accentuates the performers and highlights the musical's narrative.

Requested by: Sarha A. Bautista **23 FEB 2024**  
 Signature: SARHA A. BAUTISTA  
 Designation: FACULTY, PEHM UNIT

Approved by: REX S. FORTEZA  
 Signature: REX S. FORTEZA  
 Designation: CAMPUS DIRECTOR







**TERMS OF REFERENCE  
FOR THE RENTAL OF LIGHTS (WITH SPOT LIGHT FOLLOW THROUGH)  
AND LAPEL MICROPHONES FOR THE SPOTLIGHT ON A MUSICAL SHOWCASE:  
BATCH 2026**

**I. BACKGROUND**

The PSHS CalabarzonRC is a specialized public school that offers a rigorous and enriched curriculum to prepare its students for careers in science, technology, engineering, and mathematics (STEM). It strives to foster a culture of excellence, innovation, and service among its learners and staff; to create a learning environment that supports the development of not only academic skills, but also musical abilities. The PSHS CalabarzonRC believes that music-making is an integral part of the curriculum, pedagogy and performance of its scholars, and seeks to nurture their musical talents and interests.

**II. RATIONALE**

As per Music 4 general course objective: the students are to develop the habit of selecting the quality of music performed, musical performances attended, and music listened to improved their musicality formally and informally; participate in some kind of musical performance either as an individual or as a member of the group. This endeavor also marked a significant milestone for the 4-year Music course in secondary schools across the country, serving as a culminating activity.

**III. SCOPE OF WORK AND JOB SPECIFICATIONS**

The supplier is required to provide lights and lapel microphones that meet the following specifications for the event, which will take place at the Multi-Purpose Gymnasium.

The setup will be polished and ready as early as 12:00 pm of April 17 and 24, 2024 to allow the Technical Team to collaborate and provide prior instructions to the Supplier's Operators of Lights and Spot lights.

**DETAILS:****A. MICROPHONE**

2 pcs. Lapel Microphone

**B. LIGHTS**

12 pcs. LED par Light with free Follow Spot

1 pc. Light controller

**IV. APPROVED BUDGET FOR THE CONTRACT**

The allocated budget for the contract has been approved at 15, 000 pesos.



**V.MODE OF PROCUREMENT**

The authorized mode of procurement shall be "SMALL VALUE PROCUREMENT" in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act 9179. *9184.*

**VI.EVALUATION AND SELECTION CRITERIA**

The project will be awarded to the supplier submitting the lowest bid with complete documents

**VII.PAYMENT SCHEME**

Payment will be processed within 30-45 days upon successful delivery of the specified items to the procuring entity.

**VIII.DELIVERY TERM**

- April 17, 2024 (2:30-3:30 pm, 1<sup>st</sup> show)
- April 17, 2024 (4:00-5:00 pm, 2<sup>nd</sup> show)
- April 24, 2024 (2:30-3:30 pm, 1<sup>st</sup> show)
- April 24, 2024 (4:00-5:00 pm, 2<sup>nd</sup> show)

Prepared by:

*S. Bautista* 04 MAR 2024  
**SARHA A. BAUTISTA**  
PEHM Teacher

Noted:

*R. Escalera*  
**RONNEL S. ESCALERA**  
PEHM Unit Head

Recommending Approval:

*Mabelle V. Furto*  
**MABELLE V. FURTO**  
CID Chief

Certified Appropriate Funds Available:

*D. Cacao*  
**DANICA G. CACAO**  
Budget Officer

*Arnel E. Aguil*  
**ARNEL E. AGUILA**  
Accountant

Recommending Approval:

*Ma. Theresa P. Pagulayan*  
**MA. THERESA P. PAGULAYAN**  
FAD Chief

Approved by:

*Mr. Rex S. Forteza*  
**MR. REX S. FORTEZA**  
Campus Director