

ROUTING SLIP

Date: 14 MAR 2024

For/ To: NVP, DGC, AFA, MPP, RSE, SPL

Subject: TOR/ PR- Light and sound Action System for STEH

Other instructions (please specify)

Action System for STEH

Approval week 2024

Comment

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Endorsement

File

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Information

Initial / Clearance

Note & File

Note & Return

Prepare Draft / Reply

Review

HIGH SCHOOL - CALABARZON REGION CAMPUS

DOCUMENT TRACKING FORM

REFERENCE NO.: CID- 2024-104

DATE: 14 MAR 2024

Due Date:

From:

PSHS-00-F-RMU-01-Ver02-Rev1-10/18/20

ACTION/S TAKEN	SIGNATURE	DATE (mm/dd/yy)
forwarded to DEC - thru FMC	[Signature]	14 MAR 2024
return to RPE to [unclear] TOR II	[Signature]	3/15/2024
forwarded to BMU	[Signature]	3/18/24
signed	[Signature]	03/18/24
[unclear]	[Signature]	3/18/24
[unclear]	[Signature]	3/18/24
signed to RSE	[Signature]	3/19/2024
PR; Ad to [unclear]	[Signature]	
LPR - proposed [unclear] find to BAC	[Signature]	3/19/2024
JLKF - forwarded to RSE	[Signature]	3/19/24

TO ALL DIVISION RECORDS CUSTODIANS: Once document(s)/record(s) is/are signed, please return to the Records Management Unit (RMU) for proper monitoring and filing.

1-1



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.:	2024-02-053
Date :	Marh 19, 2024

Project: **RENTAL OF LIGHTS AND SOUND SYSTEM FOR STEM WEEK 2024**

The PHILIPPINE SCIENCE HIGH SCHOOL CALABARZON REGION CAMPUS (PSHS-CALABARZONRC) intends to apply the sum of FIFTEEN THOUSAND PESOS ONLY (Php 15,000.00) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: RENTAL OF LIGHTS AND SOUND SYSTEM FOR THE STEM WEEK 2024 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 For the complete details of this project, please "ORDER" RFQ Form No. 2024-02-053 on the "ASSOCIATED COMPONENTS" link found on this posting;
 - 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 March 20-22 2024 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 22, 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 Ronnel S. Escalera, 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.


 MARY ANGEL L. GAVINA
 BAC Chairperson



TERMS OF REFERENCE FOR THE RENTAL OF LIGHTS AND SOUND SYSTEM FOR STEM WEEK 2024

I. BACKGROUND OF THE PROJECT

STEM Week is an annual celebration of PSHS-CALABARZON to significantly improve student's learning through critical thinking, creative skills, and collaboration by applying STEM concepts in fun and engaging academic and non-academic activities. The theme for this year is STEM Adventures: Exploring the Wilderness of Knowledge. One of the highlights of this year's event is the CAMP. Through collaborating, adapting, and maximizing potentials (CAMP), scholars will learn to use their STEM-related talents and skills effectively.

II. RATIONALE

The lightings shall be considered to highlight the environment, while the sound system must be adapted to ensure that the events 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 Opening Program for STEM Week 2024 on April 04, 2024, following the described specifications below:

Qty	Unit	ITEM DESCRIPTION	Proposed Price	Proposed Total
1	Unit	Lights and Sounds full setup with speakers subwoofers	15, 000.00	15,000.00
4	pcs	Wireless Microphones		
18	Pcs	Par LED lights		

TOTAL: PHP 15, 000.00

IV. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **FIFTEEN THOUSAND PESOS (Php 15, 000.00)**.

V. MODE OF PROCUREMENT

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



Certificate No.: SCP000420C

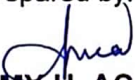
VI. EVALUATION AND SELECTION OF CRITERIA

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:


AMY U. ACLAN
Event Organizer


Recommending Approval:


MABELLE V. FURTO
CID Chief

Certified funds available:


DANICA G. CACAO/ ARNEL E. AGUILA
Budget Officer/Accountant

Recommending Approval:


MA. THERESA P. PAGULAYAN
FAD Chief

Approved by:


REX S. FORTEZA
Campus Director