



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11324097  
**Procuring Entity** DEPARTMENT OF TRADE AND INDUSTRY - REGION IV-A  
**Title** Supply, Delivery and Installation of Various Office & ICT Equipment for DTI IV-A Regional Office (1 Lot)  
**Area of Delivery** Laguna

<b>Solicitation Number:</b>	RFQ-24-0004	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	6
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment		
<b>Approved Budget for the Contract:</b>	PHP 142,800.00	<b>Document Request List</b>	3
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	07/10/2024
<b>Contact Person:</b>	IDY NELL MEERA TAYOBONG ADMIN OFFICER III 3rd Floor, Marcelita Bldg, Brgy Real, Calamba City Laguna Philippines 4027 63-917-5035349  idynelltayobong@dti.gov.ph	<b>Last Updated / Time</b>	07/10/2024 00:00 AM
		<b>Closing Date / Time</b>	10/10/2024 08:30 AM

#### Description

The Department of Trade & Industry Region IV-A (DTI-CALABARZON) invites all interested bidders to submit their quotation for the Supply, Delivery and Installation of Various Office & ICT Equipment for DTI IV-A Regional Office (1 Lot).

The Approved Budget for the Contract (ABC) is Php 142,800.00.

Please submit your documentary requirements and quotation in a sealed envelope based on the instructions in the bid envelope label guide.

The deadline for submission is on October 10, 2024, at 8:30 AM. Late submissions will not be accepted. Please submit the following documents.

#### I. FOR PHILGEPS RED MEMBERSHIP

##### A. Mandatory Requirements

##### 1. Technical Component Envelope

##### 1.1 Valid PhilGEPS Registration Number

##### 1.2 Valid Mayor's/Business Permit

##### 1.3 Latest Income and Business Tax Return filed through EFPS (for ABCs above Php 500k)

a. Annual Income Tax Return (For Taxable Year 2023): BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable

b. Business Tax Return (1st and 2nd Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable

##### 1.4 Notarized Omnibus Sworn Statement (for ABCs above Php 50k) (Please use the attached template.)

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

- Duly notarized Special Power of Attorney
- Duly notarized Board/Partnership Resolution

- Duly notarized Secretary's Certificate

For Sole Proprietorship, Notarized Omnibus Sworn Statement is sufficient if the owner will represent the company.

## 2. Financial Component Envelope

### 2.1 Signed Quotation (Please use the attached template.)

## B. Additional Supporting Documents

To be included in the Technical Component Envelope:

### 1. DTI Certificate of Registration (for Sole Proprietorship)

SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)

CDA Certificate of Registration (for Cooperatives)

### 2. BIR Certificate of Registration (BIR Form 2303)

### 3. Company Profile

### 4. Signed Statement of Completed Government and Private Contracts (Please use the attached template.)

## II. FOR PHILGEPS PLATINUM MEMBERSHIP

### A. Mandatory Requirements

#### 1. Technical Component Envelope

##### 1.1 Valid PhilGEPS Certificate of Registration

##### 1.2 Latest Income and Business Tax Return filed through EFPS (for ABCs above Php 500k)

a. Annual Income Tax Return (For Taxable Year 2023): BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable

b. Business Tax Return (1st and 2nd Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable

##### 1.3 Notarized Omnibus Sworn Statement (for ABCs above Php 50k) (Please use the attached template.)

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- Duly notarized Secretary's Certificate

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## 2. Financial Component Envelope

### 2.1 Signed Quotation (Please use the attached template.)

## Additional Supporting Documents

To be included in the Technical Component Envelope:

### 1. BIR Certificate of Registration (BIR Form 2303)

### 2. Company Profile

### 3. Signed Statement of Completed Government and Private Contracts (Please use the attached template.)

## Optional for Submission

To be included in the Technical Component Envelope:

### 1. DTI Certificate of Registration (for Sole Proprietorship)

SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)

CDA Certificate of Registration (for Cooperatives)

### 2. Valid Mayor's/Business Permit

Thank you.

**Created by** IDY NELL MEERA TAYOBONG

**Date Created** 04/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

## TERMS OF REFERENCE

### Supply, Delivery and Installation of Various Office & ICT Equipment for DTI IV-A Regional Office (1 Lot)

#### I. Delivery Location and Contact Persons

##### Delivery Location:

DTI IV-A Regional Office  
3<sup>rd</sup> Floor Marcelita Building, National Highway, Brgy. Real,  
Calamba City, Laguna

##### Contact Persons:

Marjorie Anne B. Reyes  
OIC-Chief Administrative Officer, AFMD

Idy Nell M. Tayobong  
Administrative Officer III (Supplies Officer), AFMD

Mark T. Pumares  
IT Assistant, AFMD

Contact No.: 0917-503-5349  
Email: [r04a@dti.gov.ph](mailto:r04a@dti.gov.ph)

#### II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is One Hundred Forty-Two Thousand Eight Hundred Pesos (Php 142,800.00).

#### III. Scope of Work and Deliverables

1. Scope of Work - The work to be performed shall consist of all activities including configuration, coordination, and supervision for the supply, delivery and installation of the equipment for DTI IV-A Regional Office including but not limited to:
  - Supply, delivery and installation of all the equipment within thirty (30) calendar days from receipt of Notice to Proceed and Purchase Order.
  - Supervision of the testing and provide training of at least one (1) hour on operation, maintenance and troubleshooting for all of the equipment at supplier's cost.
  - Provide manuals, hand-outs and other peripherals for each equipment.

2. Deliverables:

- Complete delivery and installation of all the equipment based on the required specifications.
- Test-run of all the equipment is conducted. Warranty cards were turned over to DTI IV-A Regional Office.
- Training of personnel on operation, maintenance and troubleshooting for at least one (1) hour for all of the equipment.

IV. Technical Specifications

Item No.	Qty.	Unit	Specification	Unit Cost	Amount
1	3	unit	<b>PROFESSIONAL WIRELESS MICROPHONE SYSTEM</b> <ul style="list-style-type: none"> <li>• UHF Professional Gooseneck Microphone system</li> <li>• Adopt double panel manufacturing SMD electronic components, glass fiber superior performance is stable and durable</li> <li>• Four-channel wireless conferencing system with fixed frequency and enhanced anti-jamming capability to avoid any unpleasant interference from other sources</li> </ul>	14,500.00	Php 43,500.00
2	1	unit	<b>PROFESSIONAL AUDIO MIXER</b> <ul style="list-style-type: none"> <li>• IMIX Audio Mixer MC-6 with 2AUX USB BT EQ Individual</li> <li>• Phantom Power IMIX by Trident MC-6 6-Channel Professional</li> <li>• Mixer with 2AUX USB BT EQ Individual Phantom Power</li> <li>• Professional Mixer, - MC-6, - 256 DSP, - 24-bit DSP professional mixer</li> <li>• 6 Channel Universal (XLR or PL) Mic / Line Input</li> </ul>	9,700.00	9,700.00
3	1	unit	<b>LCD PROJECTOR</b> <ul style="list-style-type: none"> <li>• 3,800 lumens of color and white brightness1, Native</li> </ul>	32,800.00	32,800.00

			XGA Resolution and 4:3 Performance, <ul style="list-style-type: none"> <li>• Long Lamp life up to 12,000 hours in ECO Mode,</li> <li>• Built-in Moderator function3 for easy sharing using iProjection</li> <li>• Advanced network connectivity</li> </ul>		
4	1	unit	<b>DOCUMENT CAMERA</b> <ul style="list-style-type: none"> <li>• 1080p Full HD document camera with 30 fps screen refresh rate</li> <li>• 2 Megapixel resolution for outstanding image quality</li> <li>• 8x digital zoom for flexibility, 90° rotating camera, autofocus and freeze function, LED light, integrated microphone</li> <li>• Direct USB connection for power and data</li> <li>• Folding design for easy portability, low weight (&lt; 1 kg), carry case included</li> </ul>	36,800.00	36,800.00
5	1	unit	<b>CONFERENCE SPEAKER</b> <ul style="list-style-type: none"> <li>• Karaoke Amplifier with Baffles Amplifier</li> <li>• Power: 2000Wx2 PMPO, 2 Channel, 2 Mic Input, USB Port, Bluetooth Function, Balance Control, Tone Control (Music), Tone Control (Mic), Mic Echo, FM Radio, AUX Input, Line Output</li> <li>• Baffles w/ Speaker Stand</li> <li>• Power: 2000W PMPO, Impedance: 4-8Ohms, Sensitivity: 97dB/W/M, Frequency Response: 20Hz~18kHz</li> </ul>	9,200.00	9,200.00
6	3	unit	<b>HALLWAY SPEAKERS</b>	3,600.00	10,800.00



			<ul style="list-style-type: none"> <li>• 600W Dynamic Full Range Passive Speaker</li> <li>• Frequency Range - 40-20.000Hz Woofer -12"/30cm Sensitivity -105 dB (±3dB) Max. input power - 600W RMS power - 350W</li> <li>• Mid-range - 1x piezo Impedance - 8 ohms Surface finish - Textured paint</li> <li>• Input connectors - 2×NL4MP speakon</li> <li>• Dimensions - 58x37x31cm</li> <li>• Package dimensions - 71x47x37</li> <li>• Net weight - 11kg Gross weight - 14kg Noise - 103dB Activity - Passive</li> <li>• Operation Mode - Wire Speaker System - Mono Speaker</li> <li>• Material - Wood</li> </ul>		
<b>Approved Budget for the Contract (ABC)</b>					<b>Php 142,800.00</b>

#### V. Other Project Terms and Conditions

The supplier is required to provide all the following services, including additional services, if any, specified in the schedule of requirements:

- Furnish operations and maintenance manual for the supplied equipment.
- Provide competent and credible trainer/resource person for the training services at supplier's cost.
- If possible, inter-related equipment shall be supplied by a single manufacturer or subsidiary/partner company.
- In case of equipment breakdown, provide sufficient supply of appropriate parts and local technician for the whole duration of the contract or warranty period.
- Ensure availability of after sales services and prompt response of not more than five (5) working days from date of notice of need.

#### VI. Terms of Payment

The payment will be facilitated within fifteen (15) calendar days upon complete delivery, inspection and acceptance of the equipment.

## VII. Tie-Breaking Method

Where, after post-qualification, an occurrence of a tie takes place among bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB), the measure to resolve the case is by "toss coin (best of 7)".

Prepared by:

  
**MARK T. PUMARES**  
IT Assistant, AFMD

Reviewed by:

  
**MARJORIE ANNE B. REYES**  
OIC-CAO, AFMD

Approved by:

  
**MARISSA C. ARGENTE**  
Regional Director

Code:	
Version:	
Date Effective:	



## DOCUMENTARY REQUIREMENTS FOR NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT UNDER SEC. 53.9 (GOODS & SERVICES)

### I. FOR PHILGEPS RED MEMBERSHIP

#### A. Mandatory Requirements

##### 1. Technical Component Envelope

- ☐ 1.1 Valid PhilGEPS Registration Number
- ☐ 1.2 Valid Mayor's/Business Permit<sup>1</sup>
- ☐ 1.3 Latest Income and Business Tax Return filed through EFPS<sup>2</sup> (for ABCs above Php 500k)

- a. **Annual Income Tax Return** (For Taxable Year 2023): BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable
- b. **Business Tax Return** (1<sup>st</sup> and 2<sup>nd</sup> Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable

- ☐ 1.4 Notarized Omnibus Sworn Statement<sup>3</sup> (for ABCs above Php 50k)  
(Please use the attached template.)

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

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- Duly notarized Board/Partnership Resolution
- Duly notarized Secretary's Certificate

For Sole Proprietorship, Notarized Omnibus Sworn Statement is sufficient if the owner will represent the company.

##### 2. Financial Component Envelope

- ☐ 2.1 Signed Quotation  
(Please use the attached template.)

#### B. Additional Supporting Documents

##### To be included in the Technical Component Envelope:

- ☐ 1. DTI Certificate of Registration (for Sole Proprietorship)  
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)  
CDA Certificate of Registration (for Cooperatives)
- ☐ 2. BIR Certificate of Registration (BIR Form 2303)
- ☐ 3. Company Profile
- ☐ 4. Signed Statement of Completed Government and Private Contracts  
(Please use the attached template.)



Code:	
Version:	
Date Effective:	



## II. FOR PHILGEPS PLATINUM MEMBERSHIP

### A. Mandatory Requirements

#### 1. Technical Component Envelope

- ☐ 1.1 Valid PhilGEPS Certificate of Registration<sup>4</sup>
- ☐ 1.2 Latest Income and Business Tax Return filed through EFPS<sup>5</sup> (for ABCs above Php 500k)
  - a. **Annual Income Tax Return:** (For Taxable Year 2023) BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable
  - b. **Business Tax Return** (1<sup>st</sup> and 2<sup>nd</sup> Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable
- ☐ 1.3 Notarized Omnibus Sworn Statement<sup>6</sup> (for ABCs above Php 50k)

*(Please use the attached template.)*

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

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- ☐ 1. BIR Certificate of Registration (BIR Form 2303)
- ☐ 2. Company Profile
- ☐ 3. Signed Statement of Completed Government and Private Contracts  
*(Please use the attached template.)*

### C. Optional for Submission

#### To be included in the Technical Component Envelope:

- ☐ 1. DTI Certificate of Registration (for Sole Proprietorship)  
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)  
CDA Certificate of Registration (for Cooperatives)
- ☐ 2. Valid Mayor's/Business Permit<sup>7</sup>

Code:	
Version:	
Date Effective:	



<sup>1</sup>GPPB Resolution No. 09-2020 allows Procuring Entities to accept the following alternate documentary requirements applicable to Negotiated Procurement - Small Value Procurement (Goods & Services) during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder:

1. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; and
2. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment

The interested bidder/s must submit documentary proof of existence of the State of Calamity, or implementation of community quarantine or similar restrictions in the locality together with the bid submission.

<sup>2</sup>BIR Revenue Regulations No. 3-2005 requires all prospective participants to any government procurement of goods and services are mandated to file their income and business tax returns and other required information electronically using the Electronic Filing and Payment System (EFPS), effective 01 April 2005.

1. Latest Income Tax Return (ITR) – for participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
2. Latest Business Tax Return – refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date.

<sup>3</sup>Supra note 1

<sup>4</sup>Section 8.5.2 of the 2016 Revised IRR of RA 9184 requires all bidders to upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- a. Registration Certificate;
- b. Mayor's/Business Permit or its Equivalent Document;
- c. Tax Clearance;
- d. Philippine Contractors Accreditation Board (PCAB) license and registration; and
- e. Audited Financial Statements

<sup>5</sup>Supra note 2

<sup>6</sup>Supra note 1

<sup>7</sup>Supra note 1

Prepared by:

**MARJORIE ANNE B. REYES**  
OIC-Chief Administrative Officer  
BAC Secretariat Head

**HARVIN BOB P. PUNO**  
AO V (MAA III)  
BAC Secretariat

**IDY NELL M. TAYOBONG**  
AO III (Supplies Officer)  
BAC Secretariat

Reviewed and approved by:

**REVELYN A. CORTEZ**  
OIC-Assistant Regional Director  
BAC Chairperson  
Date: \_\_\_\_\_

Noted by:


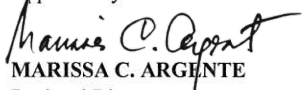
**MARISSA C. ARGENTE**  
OIC-Regional Director  
Head of the Procuring Entity  
Date: \_\_\_\_\_

## PURCHASE REQUEST

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**Fund Cluster: **01-Regular Agency Fund**

Office/Section : AFMD		PR No.: 2024-09-309		Date: 26-Sep-24	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Procurement of ICT Equipment for the DTI IV-A Regional Office	1	142,800.00	142,800.00
	unit	Professional Wireless Microphone System	3	14,500.00	43,500.00
		Specifications:			
		• UHF Professional Gooseneck Microphone system			
		• Adopt double panel manufacturing SMD electronic components, glass fiber superior performance is stable and durable			
		• Four-channel wireless conferencing system with fixed frequency and enhanced anti-jamming capability to avoid any unpleasant interference from other sources			
		• 4 pcs Conference Microphone Per Set			
	unit	Professional Audio Mixer	1	9,700.00	9,700.00
		Specifications:			
		• IMIX Audio Mixer MC-6 with 2AUX USB BT EQ Individual			
		• Phantom Power IMIX by Trident MC-6 6-Channel Professional			
		• Mixer with 2AUX USB BT EQ Individual Phantom			
		• Professional Mixer, - MC-6, - 256 DSP, - 24-bit DSP professional mixer			
		• 6 Channel Universal (XLR or PL) Mic / Line Input			
	unit	LCD Projector	1	32,800.00	32,800.00
		Specifications:			
		• 3,800 lumens of color and white brightness1,			
		Native XGA Resolution and 4:3 Performance,			
		• Long Lamp life up to 12,000 hours in ECO Mode,			
		• Built-in Moderator function3 for easy sharing using iProjection			
		• Advanced network connectivity			
	unit	Document Camera	1	36,800.00	36,800.00
		Specifications:			
		• 1080p Full HD document camera with 30 fps screen refresh rate			
		• 2 Megapixel resolution for outstanding image quality			
		• 8x digital zoom for flexibility, 90° rotating camera, autofocus and freeze function, LED light, integrated microphone			
		• Direct USB connection for power and data			
		• Folding design for easy portability, low weight (< 1 kg), carry case included			
	unit	Conference Speaker	1	9,200.00	9,200.00
		Specifications:			
		• Karaoke Amplifier with Baffles Amplifier			
		• Power: 2000Wx2 PMPO, 2 Channel, 2 Mic Input, USB Port, Bluetooth Function, Balance Control, Tone Control (Music), Tone Control (Mic), Mic Echo, FM Radio, AUX Input, Line Output			

Entity Name: **DEPARTMENT OF TRADE AND INDUSTRY REGION IV-A**Fund Cluster: **01-Regular Agency Fund**

Office/Section : AFMD		PR No.: 2024-09-309 Responsibility Center Code : _____		Date: <b>26-Sep-24</b>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		• Baffles w/ Speaker Stand			
		• Power: 2000W PMPO, Impedance: 4-8Ohms, Sensitivity: 97dB/W/M, Frequency Response: 20Hz~18kHz			
	<b>unit</b>	<b>Hallway Speakers</b>	<b>3</b>	<b>3,600.00</b>	<b>10,800.00</b>
		Specifications:			
		• 600W Dynamic Full Range Passive Speaker			
		• Frequency Range - 40-20.000Hz			
		Woofer - 12"/30cm Sensitivity - 105 dB (±3dB) Max. input power - 600W RMS power - 350W			
		• Mid-range - 1x piezo Impedance - 8 ohms Surface finish - Textured paint			
		• Input connectors - 2×NL4MP speakon			
		• Dimensions - 58x37x31cm			
		• Package dimensions - 71x47x37			
		• Net weight - 11kg Gross weight - 14kg Noise - 103dB Activity - Passive			
		• Operation Mode - Wire Speaker System - Mono Speaker			
		• Material - Wood			
<b>Approved Budget for the Contract (ABC)</b>					<b>142,800.00</b>
Purpose: Procurement of ICT Equipment for the DTI IV-A Regional Office					
Requested by:			Approved by:		
Signature : 					
Printed Name : <b>MARJORIE ANNE B. REYES</b>			<b>MARISSA C. ARGENTE</b>		
Designation : OIC-Chief Administrative Officer			Regional Director		



Republic of the Philippines  
**DEPARTMENT OF TRADE AND INDUSTRY**  
**REGION IV-A (CALABARZON)**  
Calamba City, Laguna

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**REQUEST FOR QUOTATION**

The **Department of Trade and Industry Region IV-A**, through its Regional Committee on Alternative Methods of Procurement (RCAMP), intends to procure **Supply, Delivery and Installation of Various Office & ICT Equipment for DTI IV-A Regional Office (1 Lot)** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your quotation along with the complete documentary requirements listed in **Annex A** addressed to the Regional Committee on Alternative Methods of Procurement (RCAMP) and to the given address below, on or before **8:30 AM of 10 October 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**REGIONAL COMMITTEE ON ALTERNATIVE METHODS OF PROCUREMENT**  
3F Marcelita Building, National Highway, Brgy. Real, Calamba City, Laguna  
Contact No.: (049)250-3398 / 0917-503-5349

The Head of the Procuring Entity (HoPE) of the DTI Region IV-A reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the RCAMP Secretariat at (049) 250-3398 / 0917-503-5349 or send email to [IdyNellTayobong@dti.gov.ph](mailto:IdyNellTayobong@dti.gov.ph).

  
**MARJORIE ANNE B. REYES**  
RCAMP Chairperson

**DEPARTMENT OF TRADE AND INDUSTRY REGION 4-A**  
Certified ISO 9001:2015



Date: \_\_\_\_\_  
RFQ No.: 11324097

<b>Company/Business Name:</b>	
<b>Business Address:</b>	
<b>Name of Authorized Representative:</b>	
<b>Position/Designation:</b>	
<b>Contact No.:</b>	
<b>Email Address:</b>	

<p style="text-align: center;"><b>INSTRUCTIONS</b></p> <p>Note: Failure to follow these instructions will disqualify your entire quotation.</p> <p>(1) Do not alter the contents of this form in any way.</p> <p>(2) The use of this RFQ is <b>highly encouraged</b> to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.</p> <p>If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.</p> <p>In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.</p> <p>(3) <b>All technical specifications must be complied with.</b> Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.</p> <p>(4) Quotations, including documentary requirements, received after the deadline shall not be accepted.</p>
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<p style="text-align: center;"><b>TERMS AND CONDITIONS</b></p> <p>1. Bidders shall provide correct and accurate information required in this form.</p> <p>2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.</p> <p>3. Price quotation/s must be valid for <b>thirty (30) calendar days</b> from the deadline of submission.</p>
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4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DTI Region IV-A shall adopt and employ "toss coin (best of 7)" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 06-2005.
7. Award of contract shall be made to the lowest and responsive quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DTI Region IV-A. The delivery of item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Delivery Receipt and Sales Invoice and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DTI Region IV-A may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. No. 9184 and its 2016 Revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

## TECHNICAL SPECIFICATIONS

**Project Title: Supply, Delivery and Installation of Various Office & ICT Equipment for DTI IV-A Regional Office (1 Lot)**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if the item being offered is free.
2. Bidders must state “**Comply**” or “**Not Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each specification.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item No.	Description	Quantity	Statement of Compliance	Unit Amount	Total Amount
	<b>Supply, Delivery and Installation of Various Office &amp; ICT Equipment for DTI IV-A Regional Office (1 Lot)</b>	1 lot			
	<b>Professional Wireless Microphone System</b> <ul style="list-style-type: none"> <li>• UHF Professional Gooseneck Microphone system</li> <li>• Adopt double panel manufacturing SMD electronic components, glass fiber superior performance is stable and durable</li> <li>• Four-channel wireless conferencing system with fixed frequency and enhanced anti-jamming capability to avoid any unpleasant interference from other sources</li> <li>• 4 pcs Conference Microphone Per Set</li> </ul>	3 units			
	<b>Professional Audio Mixer</b> <ul style="list-style-type: none"> <li>• IMIX Audio Mixer MC-6 with 2AUX USB BT EQ Individual</li> <li>• Phantom Power IMIX by Trident MC-6 6-Channel Professional</li> </ul>	1 unit			

	<ul style="list-style-type: none"> <li>• Mixer with 2AUX USB BT EQ Individual Phantom Power</li> <li>• Professional Mixer, - MC-6, - 256 DSP, - 24-bit DSP professional mixer</li> <li>• 6 Channel Universal (XLR or PL) Mic / Line Input</li> </ul>				
	<b>LCD Projector</b> <ul style="list-style-type: none"> <li>• 3,800 lumens of color and white brightness<sup>1</sup>, Native XGA Resolution and 4:3 Performance,</li> <li>• Long Lamp life up to 12,000 hours in ECO Mode,</li> <li>• Built-in Moderator function<sup>3</sup> for easy sharing using iProjection</li> <li>• Advanced network connectivity</li> </ul>	1 unit			
	<b>Document Camera</b> <ul style="list-style-type: none"> <li>• 1080p Full HD document camera with 30 fps screen refresh rate</li> <li>• 2 Megapixel resolution for outstanding image quality</li> <li>• 8x digital zoom for flexibility, 90° rotating camera, autofocus and freeze function, LED light, integrated microphone</li> <li>• Direct USB connection for power and data</li> <li>• • Folding design for easy portability, low weight (&lt; 1 kg), carry case included</li> </ul>	1 unit			
	<b>Conference Speaker</b> <ul style="list-style-type: none"> <li>• Karaoke Amplifier with Baffles Amplifier</li> <li>• Power: 2000Wx2 PMPO, 2 Channel, 2 Mic Input, USB Port, Bluetooth Function, Balance Control, Tone Control (Music), Tone Control</li> </ul>	1 unit			

	(Mic), Mic Echo, FM Radio, AUX Input, Line Output <ul style="list-style-type: none"> <li>• Baffles w/ Speaker Stand</li> <li>• Power: 2000W PMPO, Impedance: 4-8Ohms, Sensitivity: 97dB/W/M, Frequency Response: 20Hz~18kHz</li> </ul>				
	<b>Hallway Speakers</b> <ul style="list-style-type: none"> <li>• 600W Dynamic Full Range Passive Speaker</li> <li>• Frequency Range - 40-20.000Hz Woofer - 12"/30cm Sensitivity -105 dB (±3dB) Max. input power - 600W RMS power - 350W</li> <li>• Mid-range - 1x piezo Impedance - 8 ohms Surface finish - Textured paint</li> <li>• Input connectors - 2×NL4MP speakon</li> <li>• Dimensions - 58x37x31cm</li> <li>• Package dimensions - 71x47x37cm</li> <li>• Net weight - 11kg Gross weight - 14kg Noise - 103dB Activity - Passive</li> <li>• Operation Mode - Wire Speaker System - Mono Speaker</li> <li>• Material - Wood</li> </ul>	3 units			
	<b>I. Scope of Work</b>  The work to be performed shall consist of all activities including configuration, coordination, and supervision for the supply, delivery and installation of the equipment for DTI IV-A Regional Office including but not limited to: <ul style="list-style-type: none"> <li>• Supply, delivery and installation of all the equipment within thirty (30) calendar days from receipt of Notice to</li> </ul>				



	<p>Proceed and Purchase Order.</p> <ul style="list-style-type: none"> <li>• Supervision of the testing and provide training of at least one (1) hour on operation, maintenance and troubleshooting for all of the equipment at supplier's cost.</li> <li>• Provide manuals, hand-outs and other peripherals for each equipment.</li> </ul>				
	<p><b>II. Deliverables</b></p> <ul style="list-style-type: none"> <li>• Complete delivery and installation of all the equipment based on the required specifications.</li> <li>• Test-run of all the equipment is conducted. Warranty cards were turned over to DTI IV-A Regional Office.</li> <li>• Training of personnel on operation, maintenance and troubleshooting for at least one (1) hour for all of the equipment.</li> </ul>				
	<p><b>III. Other Project Terms and Conditions</b></p> <p>The supplier is required to provide all the following services, including additional services, if any, specified in the schedule of requirements:</p> <ul style="list-style-type: none"> <li>• Furnish operations and maintenance manual for the supplied equipment.</li> <li>• Provide competent and credible trainer/resource person for the training services at supplier's cost.</li> <li>• If possible, inter-related equipment shall be supplied by a single manufacturer or</li> </ul>				

	subsidiary/ partner company. <ul style="list-style-type: none"> <li>• In case of equipment breakdown, provide sufficient supply of appropriate parts and local technician for the whole duration of the contract or warranty period.</li> <li>• Ensure availability of after sales services and prompt response of not more than five (5) working days from date of notice of need.</li> </ul>				
	<b>IV. Terms of Payment</b>  The payment will be facilitated within fifteen (15) calendar days upon complete delivery, inspection and acceptance of the equipment.				

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<b><u>One Hundred Forty-Two Thousand Eight Hundred Pesos (Php 142,800.00)</u></b>	<b>In words:</b>    
	<b>In figures:</b>  

TERMS OF PAYMENT
Payment shall be made through LBP's LDDAP-ADA/eMDS/Bank Transfer facility, within fifteen (15) calendar days upon complete delivery, inspection and acceptance of the equipment. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

PAYMENT DETAILS	
Banking Institution:	
Account No.:	
Account Name:	
Branch:	

I hereby certify that all the statements and information provided herein are complete, true, and correct.

Signature of Authorized Representative: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

Code:	
Version:	
Date Effective:	



## DOCUMENTARY REQUIREMENTS FOR NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT UNDER SEC. 53.9 (GOODS & SERVICES)

### I. FOR PHILGEPS RED MEMBERSHIP

#### A. Mandatory Requirements

##### 1. Technical Component Envelope

- ☐ 1.1 Valid PhilGEPS Registration Number
- ☐ 1.2 Valid Mayor's/Business Permit<sup>1</sup>
- ☐ 1.3 Latest Income and Business Tax Return filed through EFPS<sup>2</sup> (for ABCs above Php 500k)

- a. **Annual Income Tax Return** (For Taxable Year 2023): BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable
- b. **Business Tax Return** (1<sup>st</sup> and 2<sup>nd</sup> Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable

- ☐ 1.4 Notarized Omnibus Sworn Statement<sup>3</sup> (for ABCs above Php 50k)  
(Please use the attached template.)

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

- Duly notarized Special Power of Attorney
- Duly notarized Board/Partnership Resolution
- Duly notarized Secretary's Certificate

For Sole Proprietorship, Notarized Omnibus Sworn Statement is sufficient if the owner will represent the company.

##### 2. Financial Component Envelope

- ☐ 2.1 Signed Quotation  
(Please use the attached template.)

#### B. Additional Supporting Documents

##### To be included in the Technical Component Envelope:

- ☐ 1. DTI Certificate of Registration (for Sole Proprietorship)  
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)  
CDA Certificate of Registration (for Cooperatives)
- ☐ 2. BIR Certificate of Registration (BIR Form 2303)
- ☐ 3. Company Profile
- ☐ 4. Signed Statement of Completed Government and Private Contracts  
(Please use the attached template.)

Code:	
Version:	
Date Effective:	



## II. FOR PHILGEPS PLATINUM MEMBERSHIP

### A. Mandatory Requirements

#### 1. Technical Component Envelope

- ☐ 1.1 Valid PhilGEPS Certificate of Registration<sup>4</sup>
- ☐ 1.2 Latest Income and Business Tax Return filed through EFPS<sup>5</sup> (for ABCs above Php 500k)
  - a. **Annual Income Tax Return:** (For Taxable Year 2023) BIR Form Nos. 1701 / 1701A / 1702-RT / 1702-EX / 1702-MX, as applicable
  - b. **Business Tax Return** (1<sup>st</sup> and 2<sup>nd</sup> Quarter of 2024): BIR Form Nos. 2550Q or 2551Q, as applicable
- ☐ 1.3 Notarized Omnibus Sworn Statement<sup>6</sup> (for ABCs above Php 50k)

*(Please use the attached template.)*

The Omnibus Sworn Statement must be accompanied by any of the following supporting documents, whichever is applicable, granting its duly authorized representative the full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.

- Duly notarized Special Power of Attorney
- Duly notarized Board/Partnership Resolution
- Duly notarized Secretary's Certificate

For Sole Proprietorship, Notarized Omnibus Sworn Statement is sufficient if the owner will represent the company.

#### 2. Financial Component Envelope

- ☐ 2.1 Signed Quotation  
*(Please use the attached template.)*

### B. Additional Supporting Documents

#### To be included in the Technical Component Envelope:

- ☐ 1. BIR Certificate of Registration (BIR Form 2303)
- ☐ 2. Company Profile
- ☐ 3. Signed Statement of Completed Government and Private Contracts  
*(Please use the attached template.)*

### C. Optional for Submission

#### To be included in the Technical Component Envelope:

- ☐ 1. DTI Certificate of Registration (for Sole Proprietorship)  
SEC Certificate of Registration with latest Articles of Incorporation (for Partnership or Corporation)  
CDA Certificate of Registration (for Cooperatives)
- ☐ 2. Valid Mayor's/Business Permit<sup>7</sup>



Code:	
Version:	
Date Effective:	



<sup>1</sup>GPPB Resolution No. 09-2020 allows Procuring Entities to accept the following alternate documentary requirements applicable to Negotiated Procurement - Small Value Procurement (Goods & Services) during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder:

1. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; and
2. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment

The interested bidder/s must submit documentary proof of existence of the State of Calamity, or implementation of community quarantine or similar restrictions in the locality together with the bid submission.

<sup>2</sup>BIR Revenue Regulations No. 3-2005 requires all prospective participants to any government procurement of goods and services are mandated to file their income and business tax returns and other required information electronically using the Electronic Filing and Payment System (EFPS), effective 01 April 2005.

1. Latest Income Tax Return (ITR) – for participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
2. Latest Business Tax Return – refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date.

<sup>3</sup>Supra note 1

<sup>4</sup>Section 8.5.2 of the 2016 Revised IRR of RA 9184 requires all bidders to upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- a. Registration Certificate;
- b. Mayor's/Business Permit or its Equivalent Document;
- c. Tax Clearance;
- d. Philippine Contractors Accreditation Board (PCAB) license and registration; and
- e. Audited Financial Statements

<sup>5</sup>Supra note 2

<sup>6</sup>Supra note 1

<sup>7</sup>Supra note 1

Prepared by:

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Reviewed and approved by:

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OIC-Assistant Regional Director  
BAC Chairperson  
Date: \_\_\_\_\_

Noted by:

**MARISSA C. ARGENTE**  
OIC-Regional Director  
Head of the Procuring Entity  
Date: \_\_\_\_\_