




REQUEST FOR QUOTATION

RFQ No.: **2024-09-0118**

Date : Sept. 10, 2024

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	Lot	<p align="center">RENTAL OF CONFERENCING SYSTEM October 8 to 11, 2024 in Panglao, Bohol</p> <p>The 79th ASEAN Working Committee on Financial Services Liberalization (WC-FSL) Meeting and the 10th ASEAN-Canada Free Trade Agreement (ACAFTA) Sub-Working Group on Financial Services Negotiations Meeting **See attached Terms of Reference (TOR)**</p>	P385,000.00	P385,000.00
		<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit 2. PhilGEPS Registration Number **For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</p> <p>Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement</p>		
TOTAL AMOUNT				P385,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 5 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :




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TERMS OF REFERENCE

Instructions: In addition to providing a quotation, the authorized representative of a bidder is required to read the content of this document and affix his/her signature on all pages of this document as an indication that they understand the conditions stated herein and that they agree to be subject to an assessment to be made by a representative of the Procuring Entity as to their compliance to the said conditions.

Video System and Audio System Requirements

- a. Video and Audio conferencing equipment to be used from October 8-11, 2024 (Four Days) during the duration of the event. Detailed specifications are attached as Annex 1.
- b. Ingress shall be on October 7, 2024.
- c. Egress shall be after the event on October 11, 2024.
- d. Delivery and installation at the venue in Bohol shall be inclusive of cost, including meals and boarding of technicians in designated official venues for the event.
- e. All other technical support, production crew, and support staff necessary or may be needed to run the video and audio conferencing system shall also be included as part of the cost.
- f. Quotation should include standby equipment and manpower for possible extension of meeting on a consumable basis (24 hours).

General Requirements

- The winning bidder agrees to the set up of the function room as required by the DOF.
- The winning bidder shall make sure that all equipment and personal items are kept safe by locking the function room when not in use.
- Subject to approval by the authorized representative of the end user, the winning bidder may charge additional cost under the label "contingency" should there be any modifications in the number guaranteed to be paid by the end user.
- The winning bidder may also charge the end user for any additional incidental expenses as well as for any damages not indicated under the contract subject to verification and approval by the representative of the end-user.

Being the duly authorized representative of my/our company, I/we declare that I/we understand the conditions stated above and that I/we agree to undergo an assessment to be conducted by the representative of the Department of Finance.

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Phone No.: _____

Attachment

Meeting Requirements (Rectangular Hollow Setup) 4 Days		
No.	Unit	Details
VIDEO SYSTEM		
LED screen in the middle with cuddling on both sides to cover scaffolding:		
1	unit	LED wall 8ft x 11ft / wide cinema-size LED or projector screen, if available
1	set	Seamless video+data switcher w/ preview monitor at least 22" in size inclusive of all related cables & signal connectors run in HD Format
1	set	Updated version - laptop for presentation with back-up unit
1	lot	All other necessary cables & connectors (video/audio/power) needed to run the equipment
Floor monitors are to be placed inside the hollow square table to support the LED screens in front		
8	units	LED monitor 42/52 inches with brace base for tilting, inclusive of all cable and power connectors needed to run the equipment
1	unit	Videocamera/Webcam for online streaming
AUDIO SYSTEM		
6	units	Hi-fidelity speakers (for surround sound)
1	unit	Digital audio mixing console 24-32 channel
1	unit	Sub audio mixer
2	units	Chairman's conference microphone
12	units	Delegation conference microphone
2	units	Wired microphone (for voice-over)
1	unit	Digital audio recorder c/w power supply (audio recording shall be submitted in a portable external hard disk)
1	lot	All other necessary signal cables, cables & connectors (video/audio/power) needed to run the equipment
1	lot	All necessary extension cords, multi outlets, cables & connectors needed to run the equipment
1	lot	Any and all other technical equipment needed to ensure that the audio will run smoothly