



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 23-057

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Training Equipment**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than August 14, 2023 2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, please contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **resquinas@dbm.gov.ph**.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.

- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

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 for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)

A.	Procurement of Training Equipment - Omnidirectional Condenser Lavalier Microphone <ul style="list-style-type: none"> - Lavalier condenser microphone with windscreen and tie clip; - Can be plugged into any mobile phone or tablet with a headset microphone input jack; - Polar Pattern: Omnidirectional; - Frequency response: 45 Hz to 20,000 Hz; - Output impedance: 350; - Signal-to-Noise ratio: 65dB; - Maximum SPL: 124 dB SPL; - Sensitivity: -44.0 dBFS/Pa @1 kHz; - Equivalent Output Noise: 29 dB A-weighted 	3 units			
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*The above-quoted prices are inclusive of all costs and applicable taxes.

<u>SCHEDULE OF REQUIREMENTS</u>		<u>Bidder's Statement of Compliance</u>
A.	Procurement of Training Equipment - Omnidirectional Condenser Lavalier Microphone <ul style="list-style-type: none"> - Items shall be delivered within forty-five (45) calendar days upon the release of the Notice to Proceed 	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Twenty-Four Thousand Five Hundred Pesos only (Php24,500.00)	<p style="text-align: center;">In words: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">In figures: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>

Payment Details:

<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. 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 DBM **may** rescind 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.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

**Procurement of Training Equipment
Terms of Reference**

I. BACKGROUND

As per Office Order No. 425, s. 2023, a Technical Working Group (TWG) was created, headed by Undersecretary Margaux Marie V. Salcedo, as part of the efforts of the Department to help in the devolution of functions from the National Government (NG) to the Local Government Units (LGUs), a capacity-building intervention was envisioned to help in addressing the gaps which arose from the implementation of the Mandanas-Garcia Supreme Court ruling.

For this purpose, the Office of the Undersecretary Margaux Marie V. Salcedo (OUMMVS) aims to proceed with the foundational development of the program for the LGUs. It aims to cascade the expected behavior, attitude, skills and knowledge of a PFM practitioner in the LGUs given the devolution of functions.

The procurement of the training equipment shall support the activities of the OUMMVS in the initial implementation of the PFMCP-LGU.

The schedule of procurement of the following items is in August 2023.

II. TECHNICAL SPECIFICATIONS

ACTIVITY	PARTICULARS/DESCRIPTION
Procurement of Training Equipment	<ul style="list-style-type: none"> • Quantity: 3 units • Lavalier condenser microphone with windscreen and tie clip • Can be plugged into any mobile phone or tablet with a headset microphone input jack • Polar pattern: Omnidirectional • Frequency response: 45 Hz to 20,000 Hz • Output impedance: 350 • Signal-to-noise ratio: 65 dB • Maximum SPL: 124 dB SPL • Sensitivity: -44.0 dBFS/Pa @ 1 kHz • Equivalent Output Noise: 29 dB A-weighted

Schedule of Requirements	
Description	Schedule
3 units of omnidirectional condenser lavalier microphone	Said items shall be delivered within 45 calendar days upon the release of the Notice to Proceed.

III. BUDGET

The total proposed budget for procurement of training equipment is **TWENTY-FOUR THOUSAND FIVE HUNDRED PESOS AND 0/100 CENTAVOS ONLY (Php 24,500.00).**

IV. TERMS OF PAYMENT

The Terms of Payment shall be as follows:

1. Full payment upon the complete delivery, inspection, and acceptance of items; and
2. Payment shall be subject to any applicable tax obligation/deduction.

V. FUNDING SOURCE

The proposed budget for the program shall be charged against available DBM funds under the FY 2022 General Appropriations Act.

**TECHNICAL SPECIFICATIONS
FY 2023 PPMP**

Procurement of Training Equipment	
Particulars	Technical Specifications
3 units of omnidirectional condenser lavalier microphone	<ul style="list-style-type: none"> • Lavalier condenser microphone with windscreen and tie clip • Can be plugged into any mobile phone or tablet with a headset microphone input jack • Polar pattern: Omnidirectional • Frequency response: 45 Hz to 20,000 Hz • Output impedance: 350 • Signal-to-noise ratio: 65 dB • Maximum SPL: 124 dB SPL • Sensitivity: -44.0 dBFS/Pa @ 1 kHz • Equivalent Output Noise: 29 dB A-weighted

Schedule of Requirements	
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3 units of omnidirectional condenser lavalier microphone	Said items shall be delivered within 45 calendar days upon the release of the Notice to Proceed.

