



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 24-029

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of Audio Equipment"** for FY 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 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 April 5, 2024, 2:00 PM** 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 2024 **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.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms), Latest Income/Business Tax Return¹ (for ABC's above Php 500k)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.²

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

A handwritten signature in blue ink, appearing to read "A. Escalona".

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹Manually filed tax returns or filed through the EFPS

²Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

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 of 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 (Kindly State "Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Supply and Delivery of Audio Equipment					
A.	<u>Audio Recorder</u> <ul style="list-style-type: none"> ➤ Live/Location Recording & Podcasting ➤ Swappable Stereo Mic, Built-In Speaker 	1 unit			

	<ul style="list-style-type: none"> ➤ Dual XLR-1/4" Mic/Line Inputs ➤ Fast, User-Friendly Operability ➤ Records in WAV up to 96 kHz ➤ 3.5mm Line & Headphone Outputs ➤ Onboard Compressor & Low-Cut Filter ➤ Powered via Batteries, AC, or USB ➤ Supports SDHC Cards up to 32GB ➤ Stereo Safety Track Recording 				
B.	<p><u>Condenser Microphone for Mobile Phone</u></p> <ul style="list-style-type: none"> ➤ Directional Mic for Viewable Media ➤ Cardioid Polar Pattern ➤ 35Hz to 18 kHz Frequency response ➤ No battery, powers from device ➤ 3.5mm output ➤ Furry windscreen included ➤ TRS Cable included ➤ TRRS Cable included 	3 units			
C.	<p><u>Wireless Microphone for Recording</u></p> <ul style="list-style-type: none"> ➤ Dual channel wireless microphone system for recording two sound sources simultaneously ➤ Series IV 2.4GHz digital transmission, 128-bit encryption – crystal-clear audio at up to 200m (line of sight), optimized for extremely stable operation in dense RF environments ➤ 3.5mm TRS analog output, USB-C and iOS digital output – universal compatibility with cameras, mobile devices and computers ➤ On-board recording – over 40 hours of internal memory ➤ Option to record each channel separately or combine them for ultimate flexibility in post-production ➤ Safety channel, flexible gain control (three-stage pad, expandable to 10-stage) 	1 unit			

	<ul style="list-style-type: none"> ➤ In-built rechargeable lithium-ion battery – up to 7 hours battery life 				
D.	<p><u>Camera Microphone</u></p> <ul style="list-style-type: none"> ➤ Broadcast-Quality Condenser Microphone ➤ Designed especially for use with camcorder or video DSLR ➤ Maximum rejection of side and rear of microphone ➤ Two step High Pass Filter ➤ Low noise circuitry ➤ Lightweight durable construction ➤ Integrated foam windshield and shock mount ➤ Included Professional Windshield, 1.5m cable, 1/4" (6.35 mm) adapter ➤ 48V Phantom Power or 1.5 AA battery 	1 unit			
E.	<p><u>Stand Microphone</u></p> <ul style="list-style-type: none"> ➤ Frequency Response 20 - 20,000 Hz ➤ Power Requirements: USB Power (5V DC) ➤ Bit Depth: 16 bit ➤ Sample Rate: 44.1/48 kHz ➤ Volume Control: Mix control ➤ Headphone volume control ➤ Weight: 386 g (13.6 oz) ➤ Dimensions: 162.0 mm (6.38") long, 52.0 mm (2.05") maximum body diameter ➤ Output Connector: USB-type ➤ Headphone Output Power: 130 mW (at 1 kHz, 10% T.H.D., 32 ohm load) ➤ Headphone Jack: 3.5 mm (1/8") TRS (stereo) ➤ Accessories Included: Pivoting stand mount for 5/8"-27 threaded stands; 5/8"-27 to 3/8"-16 threaded adapter; soft protective pouch; tripod desk stand; 10' (3.1 m) USB cable 	1 unit			
F.	<p><u>Audio Interface</u></p> <ul style="list-style-type: none"> ➤ Supported sample rates <ul style="list-style-type: none"> ○ 44.1kHz, 48kHz, 88.2kHz, 96kHz, 176.4kHz, 192kHz 	1 set			

	<ul style="list-style-type: none"> ➤ <u>Microphone Inputs</u> <ul style="list-style-type: none"> ○ Frequency Response: 20Hz - 20kHz \pm 0.1dB ○ Dynamic Range: 111dB (A-weighted) ○ THD+N: <0.0012% ○ Noise EIN: -128dBu (A-weighted) ○ Maximum Input Level: 9dBu (at minimum gain) ○ Gain Range: 56dB ○ Impedance: 3kΩ ➤ <u>Line Inputs</u> <ul style="list-style-type: none"> ○ Frequency Response: 20Hz - 20kHz \pm 0.1dB ○ Dynamic Range: 110.5dB (A-weighted) ○ THD+N: <0.002% ○ Maximum Input Level: 22dBu (at minimum gain) ○ Gain Range: 56dB ○ Impedance: 60kΩ ➤ <u>Instrument Inputs</u> <ul style="list-style-type: none"> ○ Frequency Response: 20Hz - 20kHz \pm 0.1dB ○ Dynamic Range: 110dB (A-weighted) ○ THD+N: <0.03% ○ Maximum Input Level: 12.5dBu (at minimum gain) ○ Gain Range: 56dB ○ Impedance: 1.5MΩ ➤ <u>Line/Monitor Outputs</u> <ul style="list-style-type: none"> ○ Dynamic Range (Line Outputs): 108dB ○ THD+N: <0.002% ○ Maximum Output Level (0 dBFS): 15.5dBu ○ Impedance: 430Ω ➤ <u>Headphone Outputs</u> <ul style="list-style-type: none"> ○ Dynamic Range: 104dB (A-weighted) ○ THD+N: <0.002% ○ Maximum Output Level: 7dBu ○ Impedance: <1Ω ➤ <u>Connectivity</u> <ul style="list-style-type: none"> ○ requires 900mA USB port 				
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G.	<p><u>Voice Recorder</u></p> <ul style="list-style-type: none"> ➤ <u>Size & Weight</u> <ul style="list-style-type: none"> ○ Dimension (W X H X D): 38.3 x 114.1 x 19.3 mm or 1.51 x 4.50 x 0.76 inches ○ Weight: 74g (2.7oz) ➤ <u>General Features</u> <ul style="list-style-type: none"> ○ Battery Type: Dry Battery ○ Battery Type (provided): AAA x2 ○ Built-in Memory: 4GB ○ Built-in Microphone: Stereo ○ Calendar Search: Yes ○ LCD Backlight: No ○ Maximum files per folder: 199 ○ Maximum files (Total): 5000 ○ Menu Language: German / English / Spanish / French / Italian / Russian / Turkish / Korean / Simplified Chinese / Traditional Chinese ○ PC Connectivity: Yes ○ Playback format: MP3 / WMA / AAC-LC / L-PCM ○ Recording Format: MP3 / L-PCM ○ USB Connection Charging: No ➤ <u>Recording</u> <ul style="list-style-type: none"> ○ Max. recording time LPCM 44.1KHZ, 16BIT: 5 Hrs 20 Min ○ Max. recording time MP3 192KBPS: 39 Hrs 45 Min ○ Max. recording time MP3 128KBPS: 59 Hrs 35 Min ○ Max. recording time MP3 48KBPS (Monaural): 159 Hrs ○ Battery life for recording LPCM 44.1KHZ, 16BIT: 40 Hrs ○ Battery life for recording MP3 192KBPS: 55 Hrs ○ Battery life for recording MP3 128KBPS: 57 Hrs ○ Battery life for recording MP3 48KBPS (Monaural): 62 Hrs ○ Frequency response LPCM 44.1KHZ, 16BIT: 50-20,000 Hz ○ Frequency response MP3 192KBPS: 50-20,000 Hz ○ Frequency response MP3 128KBPS: 50-16,000 Hz ○ Manual recording level adjustment: No 	1 unit			
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	<ul style="list-style-type: none"> ○ Scene select: Yes ○ Cross-memory recording: No ○ Sync recording function: No ○ Recording monitor: Yes ○ Limiter function: No ○ Low-cut filter: Yes ○ Add/Overwrite Recording: No ○ FM Radio recording: No ○ AM Radio recording: No ○ VOR: Yes ○ Remote control APP from smartphone (Rec Remote): No ○ Optimized Voice Rec: Yes ➤ <u>Playback & Edit</u> ○ A-B Repeat: Yes ○ Alarm Playback: No ○ Digital Pitch Control (Speed Control): Yes ○ Digital Voice Up: Yes ○ Divide: Yes ○ Easy Search: Yes ○ Erase: Yes ○ File copy: Yes ○ Folder name change (without using PC): No ○ Full digital amplifier: No ○ Graphic equalizer: No ○ Key control: No ○ Move file: Yes ○ Noise cut: Yes ○ Protect: Yes ○ Track mark: Yes 				
Total					

**The above-quoted prices are inclusive of all costs and applicable taxes.*

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance (Kindly state "Comply")															
A.	Supply and Delivery of Audio Equipment																
<p>Note: Please provide a brochure/or any related materials along with the documentary requirements as basis on the items below for the evaluation of the Technical Specifications for the Project.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; text-align: center;">Audio Recorder</td> <td style="width: 15%; text-align: center;">1 unit</td> <td rowspan="7" style="width: 45%; vertical-align: middle; text-align: center;">within Thirty (30) calendar days upon the receipt of the Notice to Proceed (NTP)</td> </tr> <tr> <td style="text-align: center;">Condenser Microphone for Mobile Phone</td> <td style="text-align: center;">3 units</td> </tr> <tr> <td style="text-align: center;">Wireless Microphone for Recording</td> <td style="text-align: center;">1 unit</td> </tr> <tr> <td style="text-align: center;">Camera Microphone</td> <td style="text-align: center;">1 unit</td> </tr> <tr> <td style="text-align: center;">Stand Microphone</td> <td style="text-align: center;">1 unit</td> </tr> <tr> <td style="text-align: center;">Audio Interface</td> <td style="text-align: center;">1 set</td> </tr> <tr> <td style="text-align: center;">Voice Recorder</td> <td style="text-align: center;">1 unit</td> </tr> </table>		Audio Recorder	1 unit	within Thirty (30) calendar days upon the receipt of the Notice to Proceed (NTP)	Condenser Microphone for Mobile Phone	3 units	Wireless Microphone for Recording	1 unit	Camera Microphone	1 unit	Stand Microphone	1 unit	Audio Interface	1 set	Voice Recorder	1 unit	
Audio Recorder	1 unit	within Thirty (30) calendar days upon the receipt of the Notice to Proceed (NTP)															
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Voice Recorder	1 unit																

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Seventy-Six Thousand Five Hundred Thirty-Four Pesos only</p> <p>(Php76,534.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</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 an 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	

CONFORME:

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