



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

---

**REQUEST FOR QUOTATION**

**No. 24-065**

The **Department of Budget and Management (DBM)** through its **Administrative Service (AS)**, intends to procure **"Supply and Delivery of Multimedia 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, B (Terms and Conditions), and C (Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than October 15, 2024 , 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 **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 form)**, 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<sup>1</sup>.

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

  
**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

---

<sup>1</sup> Failure 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 (Qty)	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Supply and Delivery of Multimedia Equipment</b>					
A.	Audio Recorder - See attached Annex C for the technical specifications	1 unit			



B.	Condenser for Microphone for Mobile Phone - See attached Annex C for the technical specifications	<b>3 units</b>				←
C.	Wireless Microphone for Recording - See attached Annex C for the technical specifications	<b>2 units</b>				←
D.	Camera Microphone - See attached Annex C for the technical specifications	<b>1 unit</b>				←
E.	Audio Interface - See attached Annex C for the technical specifications	<b>1 set</b>				←
F.	Voice Recorder - See attached Annex C for the technical specifications	<b>1 unit</b>				←
G.	Radio Communications - See attached Annex C for the technical specifications	<b>10 pieces</b>				←

<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b>Bidder's Statement of Compliance</b>
<b>Item</b>	<b>Delivery Schedule</b>	
<b>Supply and Delivery of Multimedia Equipment</b>		
A.	Complete delivery within thirty (30) calendar days upon the issuance of the Notice to Proceed	←
B.	Submission of Warranty Certificate by the Supplier within three (3) working days from the date of acceptance of all items. The Warranty Certificate shall cover a minimum of one (1) year warranty period for parts and service.	←

<u>FINANCIAL OFFER</u>		
Approved Budget for the Contract	Total Offered Quotation	
One Hundred Ninety Six Thousand Pesos only  (Php 196,000.00)	In words:	
	In figures: _____	

<b><u>PAYMENT DETAILS</u></b>	
<b><u>Payment Terms:</u></b>	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

## Supply and Delivery of Multimedia Equipment

### Terms of Reference

#### BACKGROUND

The Department of Budget and Management (DBM) is mandated to promote the sound, efficient, and effective management and utilization of government services. To achieve this, it is vital for the Department to provide timely and comprehensive information on budget-related matters, especially to the general public.

In line with this, real-time updates of the department's key programs and functions are needed through real-time multimedia equipment.

#### A. TECHNICAL SPECIFICATIONS

Item	Description	Parameters	Quantity	Unit
1	Audio Recorder	Audio Recorder for videos Live/Location Recording & Podcasting Swappable Stereo Mic, Built-In Speaker 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	1	unit
2	Condenser Microphone for Mobile Phone	Condenser Microphone for Mobile Phone Directional Mic for Viewable Media Cardioid Polar Pattern 35 Hz to 18 kHz Frequency Response No Battery, Powers from Device 3.5mm Output Furry Windscreen Included TRS Cable Included TRRS Cable Included	3	units
3	Wireless Microphone for Recording	Wireless Microphone for Recording 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), optimised 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) In- built rechargeable lithium-ion battery – up to 7 hours battery life	2	unit



4	Camera Microphone	<p>Camera Microphone 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</p>	1	unit
5	Audio Interface	<p>Audio Interface</p> <p>SUPPORTED SAMPLE RATES 44.1kHz, 48kHz, 88.2kHz, 96kHz, 176.4kHz, 192kHz</p> <p>MICROPHONE INPUTS Frequency Response: 20Hz - 20kHz <math>\pm</math> 0.1dB Dynamic Range: 111dB (A-weighted) THD+N: &lt;0.0012% Noise EIN: -128dBu (A-weighted) Maximum Input Level: 9dBu (at minimum gain) Gain Range: 56dB Impedance: 3k<math>\Omega</math></p> <p>LINE INPUTS Frequency Response: 20Hz - 20kHz <math>\pm</math> 0.1dB Dynamic Range: 110.5dB (A-weighted) THD+N: &lt;0.002% Maximum Input Level: 22dBu (at minimum gain) Gain Range: 56dB Impedance: 60k<math>\Omega</math></p> <p>INSTRUMENT INPUTS Frequency Response: 20Hz - 20kHz <math>\pm</math> 0.1dB Dynamic Range: 110dB (A-weighted) THD+N: &lt;0.03% Maximum Input Level: 12.5dBu (at minimum gain) Gain Range: 56dB Impedance: 1.5M<math>\Omega</math></p> <p>LINE/MONITOR OUTPUTS Dynamic Range (Line Outputs): 108dB THD+N: &lt;0.002% Maximum Output Level (0 dBFS): 15.5dBu Impedance: 430<math>\Omega</math></p> <p>HEADPHONE OUTPUTS Dynamic Range: 104dB (A-weighted) THD+N &lt;0.002% Maximum Output Level 7dBu Impedance &lt;1<math>\Omega</math> CONNECTIVITY *requires 900mA USB port</p>	1	set



6	Voice Recorder	<p>Voice recorder</p> <p>DIMENSIONS (W X H X D): 38.3 X 114.1 x 19.3 mm (1.51 x 4.50 x 0.76 inches) WEIGHT: 74 g (2.7 oz) BATTERY TYPE: Dry Battery</p> <p>BATTERY TYPE (PROVIDED): AAA x2 BUILT-IN MEMORY: 4GB</p> <p>BUILT-IN MICROPHONE: Stereo</p> <p>CALENDAR SEARCH: Yes LCD</p> <p>BACKLIGHT: No MAXIMUM</p> <p>FILES PER FOLDER: 199</p> <p>MAXIMUM FILES (TOTAL): 5000</p> <p>MENU LANGUAGE: German/English/Spanish/French/Italian/Russian/Turkish/Korean/Simplified Chinese/Traditional Chinese</p> <p>PC CONNECTIVITY: Yes</p> <p>PLAYBACK FORMAT: MP3/WMA/AAC-LC/L-PCM</p> <p>RECORDING FORMAT: MP3/L-PCM</p> <p>USB CONNECTION</p> <p>CHARGING: No</p> <p>MAX. RECORDING TIME LPCM 44.1 KHZ, 16 BIT: 5 Hrs 20 Min MAX. RECORDING TIME MP3 192 KBPS: 39 Hrs 45 Min MAX. RECORDING TIME MP3 128 KBPS: 59 Hrs 35 Min MAX. RECORDING TIME MP3 48 KBPS (MONAURAL): 159 Hrs</p> <p>BATTERY LIFE FOR RECORDING LPCM 44.1 KHZ, 16 BIT: 40 Hrs BATTERY LIFE FOR RECORDING MP3 192 KBPS: 55 Hrs</p>	1	unit
---	----------------	--	---	------

		<p>FOR RECORDING MP3 128 KBPS: 57 Hrs BATTERY LIFE  FOR RECORDING MP3 48 KBPS (MONAURAL): 62 Hrs  FREQUENCY RESPONSE  LPCM 44.1 KHZ, 16 BIT: 50-20,000 Hz  FREQUENCY RESPONSE MP3 192 KBPS: 50-20,000 Hz  FREQUENCY RESPONSE MP3 128 KBPS: 50-16,000 Hz  MANUAL RECORDING LEVEL  ADJUSTMENT: No  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  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</p> <p>Interface</p> <p>Input And Output Terminals: [PC I/F] Hi-Speed USB [Input] Stereo  Mic-in jack [Output] Stereo  Earphone jack</p>			
7	Radio Communications	<p>Radio Communications</p> <ul style="list-style-type: none"> <li>USB charging</li> </ul>	10		pcs.

		<ul style="list-style-type: none"> <li>• Portable back</li> <li>• Sound quality</li> <li>• Light and portable</li> <li>• High -capacity lithium battery is 9800mAh, with a standby 72 hours</li> <li>• Wiring frequency: UHF (400-470MHz)</li> <li>• Treatment power: 5W</li> <li>• Memory Channel: 16</li> <li>• Size: 6cm (W) × 13cm (H) × 2.1cm (d)</li> <li>• Weight: 94g (including battery, antenna)</li> <li>• Lithium battery capacity: 9800mAh</li> <li>• Corresponding to the headphone jack: 2 stitches K head</li> <li>• NCC certification code: dedicated 105ar3002</li> <li>• Work temperature: -20 ~ +60 °C</li> <li>• C51 intercom machine console × 2</li> <li>• C51 battery × 2</li> <li>• USB charging cable × 2</li> <li>• Special back clip × 2</li> <li>• Charger × 2</li> <li>• Manual × 1</li> </ul>		
--	--	--	--	--

#### B. SCHEDULE OF REQUIREMENTS

1. Complete delivery within 30 calendar days upon the issuance of the Notice to Proceed.
2. Submission of Warranty Certificate by the Supplier within three (3) working days from the date of acceptance of all items. The Warranty Certificate shall cover a minimum of one (1) year warranty period for parts and service.

#### C. BUDGET

The total proposed budget for this Supply and Delivery of Multimedia Equipment is **Php 196,000.00**

<b>Terms of Payment</b>	Full payment upon the complete delivery; and Payment shall be subject to any applicable tax obligation/deduction.
<b>Funding Source</b>	The proposed budget shall be charged against available DBM funds under the continuing FY 2023 General Appropriations Act.