



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

REQUEST FOR QUOTATION

No. 25-068

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Rental of Sound and Video System for the Conduct of Budget Fora for FY 2027 Budget Preparation**" for FY 2025 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

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 December 29, 2025, 12:00 Noon** 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 **2025 Business or 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 (NGPA GPPB-prescribed forms), and Income/Business Tax Return (for ABC's above Php 500k)**¹ 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 resquinas@dbm.gov.ph.

AARON ALBERTO A. ESCALONA

Director III, and Concurrent
Chief Administrative Officer

¹ Manually filed tax returns or filed through EFPS

² 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 SPECIFICATIONS

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)
Rental of Sound and Video System for the Conduct of Budget Fora for FY 2027 Budget Preparation					
Budget Forum for DBM Central Office and Regional Offices					
Day 1: January 28, 2026, (8:00 a.m. – 12:00 p.m.)					
A	<u>Professional Sound System</u> Line Array Speaker Powered Surround/Delay Speaker Sub Powered Speaker Self-powered Stage Monitor Speaker Stand Digital Mixer Wired Microphone Wireless Microphone Podium Mic Microphone Stand CD Player	4 units 8 units 4 units 6 units 6 units 1 unit 4 units 4 units 2 units 1 lot 1 unit			
B	<u>Video System (LED Video Wall)</u> Led Video Wall (10 ft. x 20 ft.) To placed in the center Data Video Channel Video Mixing Board Scan Converter Video Splitter Amplifier Video Cables, Connectors & Wires 22" Flat Screen TV Monitor	1 unit 1 unit 1 unit 1 unit 1 lot 1 unit			

	Platform (4 ft. x 20 ft. x 5 ft.) with Skirting	1 set					
	55" Plasma TV for Teleprompter	1 unit					
	Video Camera for Live Feed (Wireless with Complete System)	2 units					

Budget Forum for National Government Agencies (NGAs)

Day 2: January 29, 2026 (8:00 a.m. – 12:00 p.m.)

A	<u>Professional Sound System</u>						
	Line Array Speaker	4 units					
	Powered Surround/Delay Speaker	8 units					
	Sub Powered Speaker	4 units					
	Self-powered Stage Monitor	6 units					
	Speaker Stand	6 units					
	Digital Mixer	1 unit					
	Wired Microphone	4 units					
	Wireless Microphone	4 units					
	Podium Mic	2 units					
	Microphone Stand	1 lot					
	CD Player	1 unit					
B	Video System (LED Video Wall)						
	LED Video Wall (10 ft. x 20 ft.) to placed in the center	1 unit					
	Data Video Channel Video Mixing Board	1 unit					
	Scan Converter	1 unit					
	Video Splitter Amplifier	1 unit					
	Video Cables, Connectors & Wires	1 lot					

	22" Flat Screen TV Monitor	1 unit				
	Platform (4 ft. x 20 ft. x 5 ft.) with Skirting	1 set				
	55" Plasma TV for Teleprompter	1 unit				

Budget Forum for Government-Owned and Controlled Corporations (GOCCs)

Day 2: January 29, 2026 (1:00 p.m. – 5:00 p.m.)

A	Professional Sound System					
	Line Array Speaker	4 units				
	Powered Surround/Delay Speaker	2 units				
	Sub Powered Speaker	2 units				
	Self Powered Stage Monitor	2 units				
	Speaker Stand	6 units				
	Digital Mixer	1 unit				
	Wired Microphone	2 units				
	Wireless Microphone	4 units				
	Podium Mic	2 units				
	Microphone stand	1 lot				
CD Player	1 unit					
B	Video System (LED Video Wall)					
	LED Video Wall (10 ft x 20 ft) to be placed in the center	1 unit				
	Data Video Channel Video Mixing Board	1 unit				
	Scan Converter	1 unit				
	Video Splitter Amplifier	1 unit				
	Video Cables, Connectors and Wires	1 lot				

22" Flat Screen TV Monitor	1 unit			
Platform (4 ft. x 20 ft. x 5 ft.) with Skirting	1 set			
55" Plasma TV for Teleprompter	1 unit			

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

SCHEDULE OF REQUIREMENTS			
Items	Delivery Schedules	Expected Output	Bidder's Statement of Compliance
1 lot Sound and Video System set-up conducive for 600 participants of the FY 2027 Budget Forum for DBM Central Office and Regional Offices	Event date: January 28, 2026	The supplier is expected to deliver the service within the day of event	
1 lot Sound and Video System set-up conducive for 800 participants of the FY 2027 Budget Forum for NGAs	Event date: January 29, 2026		
1 lot Sound and Video System set-up conducive for 330 participants of the FY 2027 Budget Forum for GOCCs	Event date: January 29, 2026		

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Five Hundred Sixty Thousand Pesos Only (Php560,000.00)	In words: _____ _____ _____ _____
	In figures: _____ _____ _____

<u>PAYMENT DETAILS</u>	
<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
(Authorized Representative)
- _____
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 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 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
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es