

Goods and Services

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2025-02-037
PR No. 2025-01-047
Mode of Proc: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!

*Title of the Project: **PROCUREMENT OF ICT EQUIPMENT FOR STUDIO SETUP OF SOCIAL MARKETING UNIT CY 2025 – 2**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;
For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (for ABCs 500k and above);
- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 1 day upon receipt of the Notice of Award.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
 - ✓ Manufacturer's sales literature or brochures;
 - ✓ Clear photos showing the brand, model, and specifications;
 - ✓ Website links with readable brand and detailed specifications;
 - ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or
 - ✓ Samples or independent test data, as appropriate

- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
 - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
 - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
 - c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC's notice to submit the required documentation via email to quotation.fo3@dswd.gov.ph. Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

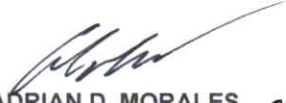
Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite <u>in case of difficulty accessing the above link, you may access the alternate link:</u> https://bit.ly/fo3bacsite Select the Menu – “ BID SUBMISSION ”
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	11:00 AM February 24, 2025

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,


ADRIAN D. MORALES
 Procurement Section Chief *8*

Terms and Conditions:

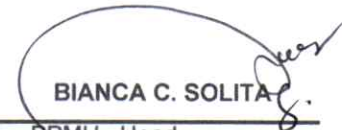
1. Award shall be made on per: Item Basis Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: within thirty (30) Calendar days
5. Place of Delivery/Activity: : DSWD Regional office III, DMGC, Maimpis, City of San Fernando Pampanga
6. Terms of Payment: thirty (30) Calendar days

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____
 Account Number: _____
 Bank Name: _____
 Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by the Service Provider.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): _____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.


BIANCA C. SOLITA

 PRMU Head

 (Signature over Printed Name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-02-037

Date: _____

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
1		LOT	STUDIO SETUP			
			Inclusion:			
			3 Sets of Desktop Computer			
			2 Unit of Professional CamCorder			
			1 Unit of Action Camera			
			2 Units of Webcam			
			1 Set of Backdrop Support System and Softbox Umbrella Lighting kit			
			2 Units of Microphone			
			SPECIFICATION:			
			DESKTOP COMPUTER			
			Specification:			
			Total Cores: ≥16			
			Total threads: ≥24			
			Max turbo Frequency 5.40 GHz			
			Performance Core Base frequency: 3.40 GHz			
			Cache: ≥ 30 MB			
			Storage: ≥ 1TB M.2 NVMeSSD+1TB2.5-inch SSD			
			Memory: ≥32GB DDR5 3600 mhz or higher			
			WLAN: YES (Gigabit)			
			LAN: Gigabit ethernet or better			
			Display: ≥24.5 Refresh rate :240hz			
			GPU Specifications			
			Cores≥ 7680			
			Boost clock (GHz):≥2.61			
			Based clock (GHz):≥2.31			
			Memory size: 12 GB			
			Memory type :≥ 12 GB GDDR6X			
			Maximum Display Resolution: 4k at 240Hz or 8K at 60Hz with DSC, HDR			
			Operating System: Window 10 or Higher (Must be able to join Active Directory with office 2021 Home or Higher			
			Accessories: Mouse, Keyboard			
			Warranty: One (1) Year Warranty			
			PROFESSIONAL CAMCORDER			
			Specification			
			Recording: Up to UHD 4K 60p video			
			Recording Format: MP4, MOV			
			Sensor: 1.0- inch MOS Sensor: at least 15MP			
			Image Stabilization: 5-axis			
			Live Streaming capability : Up to 1920 x 1080 video Resolution			
			Optical Zoom: Up to 20x			
			Digital Zoom: Up to 32x			
			Slow Motion Capability: Up to 120Fps			
			Audio Inputs: with built-in Microphone and up to 2 XLR inputs			
			ND Filters: Built-in			
			SD Card slots: up to 2 SD Card slots			
			Connectivity: Wi-fi			
			35 mm Film Camera Equivalent: At least 24.5 mm			
			LCD Monitor: at least 3.5 inch Wide LCD monitor			
			Focus: with Autofocus and Face Detection			
			Warranty: At least 1 year Warranty			
			Manual: with product documentation in print or availability of the same via website			
			ACTION CAMERA			
			Video Resolution and Frame Rates: Up to 2.7K 30fps			
			Photo Resolution: Up to 2560x1440 (16:9)			
			Video Modes: with at least time-lapse, time-shift, loop Recording, and slow Motion			
			Slow Motion Resolution: > 1080P: 1920 x 1080 @ 120fps			
			Photo Format: JPEG			
			Video Format: MP4			
			Aperture: At least F2.2			
			Audio: Built-in			
			Connectivity: Bluetooth, Wi-Fi, Wired Connection			
			Waterproof Depth: Up to 16ft/5m			
			Stabilization: with Video Stabilization Features			
			Warranty: At least 1 year Warranty			
			WEBCAM			
			Resolution: Up to 4k/30fps (4096x2160 pixels)			
			Focus Type: Autofocus			
			Gimbal: At Least 2-axis gimbal			
			Tracking and Controls: with AI/Auto Tracking and Gestures Controls			
			Zoom Capacity: Up to 4x			
			Microphone: Built-in, Stereo,Noise-cancelling			
			USB Connectivity: USB Plug and Play			
			Mounting: with adjustable and attachable Mounting Clip			

	Compatibility/System Requirements: Windows® 8 or later		
	User Manual: with Product Documentation in Print or Website		
	Warranty: At least 1 year warranty		
	BACKDROP SUPPORT SYSTEM AND SOFTBOX UMBRELLA LIGHTING KIT		
	Kit Inclusion:		
	1 PIECE - 43" 5-in-1 Reflector (Gold,Silver,White,Black, Translucent Fabric)		
	2 PIECES- Translucent Umbrella Lighting Kit (33" Diameter, High Quality Nylon		
	4 PIECES - Clips		
	6 PIECES - Clamps		
	2 PIECES- Soft box Lighting Kit (Adjustable light stand 33" to 83", E26/E27 Light Bulb Holder, Made of High Impact Plastic and Aluminum, with 45W 5500k Light Bulb)		
	3 PIECES - Backdrops (Black,white,Green)		
	1 PIECE - Backdrop Stand (8.5 ft x 10ft), Aluminum Alloy		
	MICROPHONE		
	For Recording, Streaming, and Podcasting		
	Cardioid Pattern to Reduce Ambient Noise		
	Analog XLR and Digital and Digital USB-C Connectors		
	192 kHz/32-Bit Float A to D Converter		
	Large 1 " Gold-Sputtered Diaphragm		
	Revolution Preamp, DSP Processing		
	Includes Pop Filter and Shock mount		
	Operates USB Bus Power		
	Warranty: At least 1 year warranty		
	ADDITIONAL REQUIREMENTS		
	To protect DSWD from unreliable and unproven products, ANY proof of evidence (e.g., website page, picture, downloadable brochure and the like) of the following is required:		
	1. Manufacturer of the proposed brand should be ISO 9001:2015 certified or better; proposed BRAND should have an existing technical web support; and		
	2. Proposed BRAND should be Electronic Environmental Assessment Tool EPEAT registered		
	3. Proposed BRAND should have an existing Technical web support; and		
	4. Manufacturer's Proposed Brand must be Capable of supporting Nationwide deployment with Accredited Service Centers within Central Luzon and/or NCR.		
	5. With a visible On/Off switch		
	6. Shall ensure notebooks and Desktop computers where the Availability of Replacement batteries and power supplies is guaranteed for at least 5 years after end of Production		
	7. In recyclable packages and shall provide a packaging take-back service		
	8. Delivery and Installation: Free of charge		
	<i>"Nothing follows"</i>		
	Approved Budget for the Contract: PhP 984,420.01		

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<p>In WORDS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In FIGURES:</p> <p>PHP _____</p> <p>_____</p>
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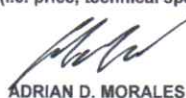
PURPOSE: **PROCUREMENT OF ICT EQUIPMENT FOR STUDIO SETUP OF SOCIAL MARKETING UNIT CY 2025 - 2**

PR No. : **2025-01-047**

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.

FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"



ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

SUPPLIER