

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2021-060 NP-SVP
Date: 8/23/2021
PR No./End-User : 2021-08-0291/CSI

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

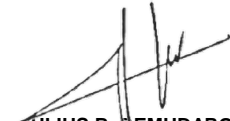
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the ***signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **09:00 A.M. of 27 August 2021**.


GLAMOUR F. N. MONTANO
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508


JULIUS B. REMUDARO
Chief, Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: **Item Basis** **Lot Basis** **Total Quoted Price**
2. Goods/Services shall be rendered on Details on Annex A
3. Place of Delivery: CSC-CO, IBP Road, Batasan Complex, Constitution Hills, Quezon City
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility**.
Account Name: _____ **Account Number:** _____
Bank Name: _____ **Branch:** _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **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.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **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."**

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2021-060 NP SVP
 Date: 23-Aug-21
 PR No./End-User: 2021-08-0291/CSI

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

| ITEM NO. | ITEM & DESCRIPTION | QTY | UNIT | YES | NO | REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin. | UNIT PRICE | TOTAL PRICE |
|----------|--|-----|------|-----|----|---|------------|-------------|
| | PROCUREMENT OF SERVICES FOR THE CONDUCT OF LIVE INTEGRATION ACTIVITY FOR THE 2021 PUBLIC SECTOR HR SYMPOSIUM ON SEPTEMBR 15-17, 2021 | | | | | | | |
| | One (1) online meeting with the live stream team | | | | | | | |
| | One (1) Remote Dry Rund Day | | | | | | | |
| | Stream to up to three (3) different platforms | | | | | | | |
| | Fully Graphics Capable System including stinger transitions | | | | | | | |
| | Two (2) Production laptops with operator | | | | | | | |
| | Master copy of livestream recording | | | | | | | |
| | High end computer with 4k capture card to handle remote recording | | | | | | | |
| | Technical Crew | | | | | | | |
| | Livestream Technical Director - in Charge of Overall technical details including equipment set-up live graphics, video playbak, recording and audio playback capture | | | | | | | |
| | LivestreamProgram Director - In-Charge of overall program, music and artwork | | | | | | | |
| | Three (3) Livestream Operators - In-Charge of managing each Zoom Account to be used in the event | | | | | | | |
| | EQUIPMENT SPECIFICATIONS: | | | | | | | |
| | High-end PC Server | | | | | | | |
| | <u>Desktop Encoder with the following specs:</u> | | | | | | | |
| | I9 9900K (8 core 16 threads 4.9Ghz) | | | | | | | |
| | 32 GB ram | | | | | | | |
| | RTX 2080 GPU | | | | | | | |
| | 1 RB SSD and 14 TB HDD | | | | | | | |
| | 4K HDMI Capture Card | | | | | | | |
| | Gigabit Ethernet and AC WIFI equipped for stable upstream | | | | | | | |
| | <u>PC/Laptop Requirement:</u> | | | | | | | |
| | One (1) high-end desktop PC for main broadcast | | | | | | | |
| | Three (3) high-end laptops for zoom accounts | | | | | | | |
| | One (1) high-end laptop for backstage zoom | | | | | | | |

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Internet Backbone: 200mpbs download and upload speed | | | | | | | | |
| Other Services Needed: | | | | | | | | |
| Provision for One (1) Graphic Artist | | | | | | | | |
| Provision for three (3) Zoom Account with Large Meeting for 1,000 pax | | | | | | | | |
| Provision for Project Management Team (coordinantion, tech assistants, agency service fee, comm | | | | | | | | |
| Provision of Resource Speaker to Conduct the Integration | | | | | | | | |
| Provision of One (1) Talent/Singer | | | | | | | | |
| APPROVED BUDGET FOR THE CONTRACT: Php280,000.00 | | | | | | | | |


GLAMOUR FE W. MONTANO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
Authorized Representative of the Service Provider