

REQUEST FOR QUOTATION

RFQ No. : 2023-276 NP SVP
Date: : 06-Dec-23
PR No./End-User : 2023-12-1759 / OHRMD-TSSD

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/services 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 service provider 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. **Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment.**

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, **CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.**

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 **05:00 P.M. of 11 December 2023**


GLAMOUR F. N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


PRESENTACION M. GAJES
Supervising Administrative Officer
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 Please refer to Annex A for details.
3. Place of Delivery: CSC-CO, OFAM Warehouse, Gr. Flr. IBP Rd. 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. **Failure to comply with any of the said requirements shall be a cause for the disqualification of your quotation.**
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. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**
10. Terms of Payment: **within 15-30 days upon submission of complete supporting documents.**
11. 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.
12. 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.**
13. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
14. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
15. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
16. **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."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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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
	Rental of Multimedia Services for 2023 CSC Year-end Celebration	1	lot					
	* Required: visual presentation services (LED walls and additional AV outputs), simple audio services (rental of digital audio mixer and support equipment)							
	* With optional requirements, see annex.							
	* Expected Event Date: 15 December 2023							
	* Refer to Annex A.1 for specific details							
	APPROVED BUDGET FOR THE CONTRACT: PHP90,000.00							


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

 Printed Name/Signature
 Authorized Representative of the Service Provider

**Technical Specifications for Procurement of Multimedia Services for the CSC Central Office
Year-end Celebration and PRAISE Awards Rites**

1. Section 1: General Guidelines

1.1. Tax Inclusion and Additional Fees. Bid prices submitted must include tax, delivery, and other fees required for delivery of services. No increases or decreases in final payment shall be provided to the service provider above or below their submitted bid price.

1.2. Date of Activity. Service providers shall provide their services, in general, on the date of the activity, 15 December 2023, for the entirety of the day, unless otherwise specified or required.

2. Section 2: Specification for Multimedia Services

2.1. Approved Budget for Contract. The approved budget for this lot is **Php90,000**.

2.2. Scope of Services. The services shall cover the provision of the following multimedia services: audio management services and LED wall projection services. Optional services for provision include lights management services, rental of musical and band equipment, and live streaming services. These services shall be provided during the CSC Central Office Year-end Celebration and PRAISE Awards Rites at the CSC Auditorium.

2.2.1. Audio Management Services. Service provider shall provide audio management services during the whole-day event. Service provider should be able to provide a digital audio mixing station, and related peripherals to allow for external sound sources to both feed to and record the audio of the event. It is recommended that the service provider has enough channels for their audio mixer to cover inputs of microphones, at least two additional sound devices such as mobile devices and phones and their provided band equipment. Service provider shall also ensure that outputs can be grouped and forwarded onto external recording devices or livestreaming equipment.

2.2.1.1. Optional Audio Management Services. Service provider may provide extra audio equipment such as microphones (both wired and wireless), speakers capable of covering the event grounds (at least two for each side, four recommended unless two can cover the entirety of the stage grounds).

2.2.2. Optional Lights Management Services. Service provider may optionally provide lights management services during the whole-day event. These include stage and area lighting, light control station, and related peripherals.

2.2.3. LED Wall Projection Services. Service provider shall provide LED wall projection services to cover the stage at the event grounds. The LED wall shall be presented

in landscape in **9 x 12 ft size**, with supporting equipment such as video mixers, control stations, and other related equipment to allow the presentation of external video feeds to the LED Wall. Service provider shall ensure that the video mixers can provide at least two more video outputs for use with CSC's projectors for the rear side of the auditorium.

2.2.4. Optional Rental of Musical and Band Equipment. Service provider may optionally provide musical and band equipment for use by third party presenters. The equipment may include but is not limited to the following: **guitars (electric, bass), drum set, keyboard and related amplifiers** to be connected with the provided sound system. Related amps for other equipment may be provided

2.2.5. Optional Live Streaming Services. Service provider may optionally provide, at minimum, one set of video capture equipment, such as a **camcorder**, and related equipment such as video equipment mixers and PTZ control stations if necessary for use in livestreaming the activity online through social media. CSC shall provide the streaming credentials for use during the activity. Additional video capture equipment may be provided at the discretion of service provider. Service provider shall also allow CSC's video capture equipment, if available to be connected to the service provider's equipment for additional video sources during the activity.

2.2.6. Additional Services. Service provider shall ensure that the rental of equipment is accompanied by operators and an event multimedia coordinator.

2.3. Coordination with End-User Unit. Service provider shall coordinate with end-user unit (OHRMD). Coordination for other units shall be coursed through the end-user unit unless delegated by the end-user unit to other units.

2.4. Utilization of Existing Equipment. Service provider may utilize the existing CSC equipment present, such as the lights and sounds equipment as **additional** items for their provided equipment. Service provider shall ensure that all existing CSC equipment, if utilized, shall be compatible with their existing equipment.

2.5. Site Visit, Setup, and Teardown. Service provider shall conduct initial site visit at least three days before event prior and conduct setup on the day before the event with the latest being early morning before the event conduct to allow for rehearsals if necessary. Teardown shall immediately be done after the event completion.

2.6. Provision on the Use of Grounds. The CSC elevator may only be used in the transport of packed/crated equipment with enough clearance to fit two additional staff in the elevator to the auditorium. Tables, chairs, long poles, and similar equipment are not allowed for transport via elevator.

2.7. Damage and Claims. Service provider shall endeavor to keep the area under decoration free of damage during the service period and ensure that their equipment does not result in damage to the facilities. Service Provider shall be liable for any damage incurred because of negligence, and any damage shall be primarily deducted from the final payment of the contract should there be any, and not precluding any

other administrative or criminal liabilities which may be charged against the contractor under RA 9184.

2.8. Subcontracting. No subcontracting shall be allowed for this lot.