

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

REQUEST FOR QUOTATION

RFQ No. : 2024-243 NP-SVP
Date: 09/13/2024
PR No./End-User : 2024-09-1339 (OAC-HRG)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. / E-Mail : _____
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.

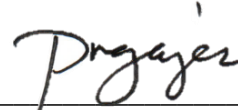
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration** or **Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **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 **18 September 2024 @ 3:00 p.m.**



EDGARDO M. WYCO
931-7935; 931-7939; 931-8092 Loc. 508



PRESENTACION M. GAJES
Supervising Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:



Item Basis

Lot Basis



Total Quoted Price

1. Award shall be made on per: _____
2. Goods/Services shall be rendered on _____
3. Place / time of Delivery: **Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time**
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."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,


REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

RFQ No. 2024-243
 Date: 13-Sep-24
 PR No./End-User: 2024-09-1339 (OAC-HRG)

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

LOT	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
1	2024 PCSA Pasasalamat Program Rental of Multimedia Services	1	lot					
	* Required: visual presentation services (LED Walls and additional AV outputs), and sound system (rental of digital audio mixer and support equipment)							
	* Expected Event Date: 30 September 2024							
	** see Terms of Reference (TOR) below for details							
	Approved Budget for the Contract: PhP75,000.00.							
	xxxxxxxx-Nothing Follows-xxxxxxxx							


EDGARDO M. WYCO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider



TERMS OF REFERENCE

TECHNICAL SPECIFICATIONS FOR THE RENTAL OF AUDIO AND VISUAL EQUIPMENT AND SERVICES FOR THE 2024 PCSA PASASALAMAT PROGRAM

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, 30 September 2024, for the entirety of the day, unless otherwise specified or required.

SECTION 2: SPECIFICATION FOR LED WALL RENTAL

- 2.1 Total Approved Budget for Contract.** The approved budget for this lot is **Php75,000.00**.
- 2.2. Scope of Services.** The services shall cover the provision of the following multimedia services: LED wall projection services. These services shall be provided during the PCSA Family Day at the CSC Auditorium.
 - 2.2.1 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.

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

SECTION 3: SPECIFICATION FOR LIGHTS AND SOUNDS RENTAL

3.1. Scope of Services. The services shall cover the provision of the following multimedia services: audio management services with optional add-ons. These services shall be provided during the PCSA Family Day at the CSC Auditorium.

3.1.1. 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.

3.1.2. 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).

3.1.3 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.

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

Common Requirements

1.1. 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.

1.2. 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.

1.3. 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.

1.4. 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.

1.5. 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.

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