



November 1, 2023

REQUEST FOR QUOTATION
No.: 2023-BDC(003)-NPSVP-0037

Supply and Delivery of Equipment for Online Events and Video Recordings
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Business Development and Communications** invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

LOT	PARTICULARS	QTY	UOM	Unit Cost (in PhP)	Approved Budget for the Contract (ABC) in PhP
	AUDIO EQUIPMENT				
1	1.) DYNAMIC MICROPHONE	2	Unit	34,000.00	68,000.00
	2.) AUDIO INTERFACE (STUDIO SET)	1	Unit	17,000.00	17,000.00
	3.) MICROPHONE STAND	2	Unit	4,000.00	8,000.00
	4.) MONITOR HEADSET	1	Unit	8,000.00	8,000.00
	5.) MICROPHONE WIRES XLR FEMALE TO MALE	2	Unit	500.00	1,000.00
	6.) RECORDER WITH LAVALIER MICROPHONE	1	Unit	15,000.00	15,000.00
	CAMERA EQUIPMENT				
2	7.) CAMERA TRIPOD	1	Unit	4,000.00	4,000.00
	8.) CAMERA BAG	1	Unit	3,000.00	3,000.00
	9.) SD CARD 512GB	2	Unit	5,500.00	11,000.00
	10.) 2TB PORTABLE EXTERNAL HARD DRIVE	1	Unit	5,000.00	5,000.00
	11.) 8TB DESKTOP EXTERNAL HARD DRIVE	1	Unit	15,000.00	15,000.00
	12.) 50L DRY CABINET BOX	1	Unit	8,000.00	8,000.00
	13.) TELEPROMPTER	1	Unit	25,000.00	25,000.00
	STUDIO LIGHTS EQUIPMENT				
3	14.) STUDIO LIGHTS	2	Unit	14,000.00	28,000.00
	15.) 120CM OCTAGON SOFTBOX	2	Unit	3,000.00	6,000.00
	16.) C-STAND GRIP ARM KIT LIGHTS STAND	2	Unit	9,000.00	18,000.00
TOTAL ABC in PhP (Inclusive of VAT)					240,000.00

Delivery Schedule: Thirty (30) calendar days upon receipt of Notice to Proceed.
Delivery Site: 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St.,
Legaspi Village, Makati City

Note: Bidders may bid in any or all of the three (3) lots. Manner of award will be on a per lot basis. Bids received in excess of the Approved Budget for Contract (ABC) for each lot shall be automatically rejected at the opening of the quotations. Supplier/s who submits the lowest calculated and responsive quotation shall be eligible for award.

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **November 7, 2023, 5:00 p.m.**

1. **PhilGEPS Certificate/Number;**
2. **Mayor's/Business Permit for the current year;**
3. **Notarized Omnibus Sworn Statement (Annex C);** and
4. For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor's/Business Permit for the current year

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to procurementunit@creditinfo.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.


PHOEBE ANN R. WAGAN
Administrative Services Officer V

PRICE PROPOSAL FORM

Date: _____

Administrative Office
 Credit Information Corporation
 6F, Exchange Corner Bldg., 107 VA Rufino St.
 cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. RFQ No. 2023-BDC(003)-NPSVP-0037, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

LOT	PARTICULARS	QTY	UOM	Unit Cost (in PhP)	BID PRICE in PhP (Inclusive of VAT)
1	AUDIO EQUIPMENT				
	1.) DYNAMIC MICROPHONE	2	Unit		
	2.) AUDIO INTERFACE (STUDIO SET)	1	Unit		
	3.) MICROPHONE STAND	2	Unit		
	4.) MONITOR HEADSET	1	Unit		
	5.) MICROPHONE WIRES XLR FEMALE TO MALE	2	Unit		
2	6.) RECORDER WITH LAVALIER MICROPHONE	1	Unit		
	CAMERA EQUIPMENT				
	7.) CAMERA TRIPOD	1	Unit		
	8.) CAMERA BAG	1	Unit		
	9.) SD CARD 512GB	2	Unit		
	10.) 2TB PORTABLE EXTERNAL HARD DRIVE	1	Unit		
	11.) 8TB DESKTOP EXTERNAL HARD DRIVE	1	Unit		
12.) 50L DRY CABINET BOX	1	Unit			
13.) TELEPROMPTER	1	Unit			
3	STUDIO LIGHTS EQUIPMENT				
	14.) STUDIO LIGHTS	2	Unit		
	15.) 120CM OCTAGON SOFTBOX	2	Unit		
	16.) C-STAND GRIP ARM KIT LIGHTS STAND	2	Unit		

TOTAL BID PRICE in PhP (Inclusive of VAT)	
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TOTAL BID PRICE IN WORDS:

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Proposal for and on behalf of: _____

**COMPLIANCE FORM
Technical Specifications
Supply and Delivery of Equipment for Online Events and Video Recordings**

Lot	Particulars	Qty	UOM	Statement of Compliance	Unit Cost (in PhP)	Total Bid Price (in PhP)
1	AUDIO EQUIPMENT					
	<p>1.) DYNAMIC MICROPHONE</p> <p>Specifications</p> <ul style="list-style-type: none"> • Type: Dynamic • Polar Pattern: Cardioid • Frequency Response: 50 Hz to 20 kHz • Microphone Connector: Three-pin professional audio (XLR) • Electromagnetic Hum Sensitivity (Typical, Equivalent SPL/milliOersted): <ul style="list-style-type: none"> • 60 Hz: 11 dB • 500 Hz: 24 dB • 1 kHz: 33 dB • Impedance: 150 Ω for connection to microphone inputs rated at 19 to 300 Ω • Output Level (at 1 kHz): <ul style="list-style-type: none"> • Open Circuit Voltage: – 59.0 dB (1.12 mV) • 0 dB = 1 volt per Pascal • Polarity: Positive pressure on diaphragm produces positive voltage on pin 2 relative to pin 3 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>2.) AUDIO INTERFACE (STUDIO SET)</p> <p>Specifications</p> <p>Microphone Inputs</p> <ul style="list-style-type: none"> • Dynamic Range 111 dB (A-weighted) • Frequency Response 20 Hz to 20 kHz ±0.1 dB <p>Line Inputs</p> <ul style="list-style-type: none"> • Dynamic Range 110.5 dB (A-weighted) • Frequency Response 20 Hz to 20 kHz ±0.1 dB <p>Headphone Outputs</p> <ul style="list-style-type: none"> • Dynamic Range 104 dB (A-weighted) 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply			

<ul style="list-style-type: none"> • Maximum Output Level 7 dBu <p>Inclusions</p> <ul style="list-style-type: none"> • w/ one (1) condenser microphone and microphone clip • w/ one (1) monitor headset • w/ XLR microphone cable (3 meters) 					
<p>3.) MICROPHONE STAND</p> <p>Specifications</p> <ul style="list-style-type: none"> • Has a mic clip for easy mounting of mic, in a snap • Has a boom retainer for instant attachment • Height adjustable, with a lock • Tripod base • Material: Die cast aluminum 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>4.) MONITOR HEADSET</p> <p>Specifications</p> <ul style="list-style-type: none"> • Type: Close-back dynamic • Driver Diameter: 40mm • Frequency Response: 15 - 24,000 Hz • Maximum Input Power: 1,600 mW @ 1KHz • Sensitivity: 98 dB • Impedance: 35 ohms • Cable-detachable: Yes 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>5.) MICROPHONE WIRES XLR FEMALE TO MALE</p> <p>Specifications</p> <ul style="list-style-type: none"> • Interface: XLR Male, XLR Female • Length: 5 meters • Interface Technics: Nickel-plated • Conductor: Tinned-copper • Shielding: Aluminum Foil +Metal Braided • Jacket: PVC • AWG: 23AWG • OD: 6.0mm 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>6.) RECORDER WITH LAVALIER MICROPHONE</p> <p>Specifications</p> <ul style="list-style-type: none"> • Two-channel audio recorder • Compatible with Zoom microphone capsules • Supports up to 24-bit/96 kHz audio in BWF-compliant WAV or a variety of MP3 formats • 1.25" monochrome LCD display 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		

	<ul style="list-style-type: none"> • Stereo 1/8" Mic/Line In mini phone jack with Plug-in power (2.5V) • Stereo 1/8" Phone/Line Output jack with dedicated volume control • Built in limiter and auto level control to avoid clipping • Records directly to micro SD and SDHC cards up to 32 GB • Micro USB port • Up to 10 hours of operation with alkaline batteries (when using lavalier) 					
2	CAMERA EQUIPMENT 7.) CAMERA TRIPOD Specifications <ul style="list-style-type: none"> • PTZ type: Panoramic head • Material: Aluminum • Diameter range: 11/20mm • Maximum height: 1460mm • Minimum height: 460mm • Storage Height: 430mm • Load bearing: 3KG Features <ul style="list-style-type: none"> • Lightweight, compact, sturdy, and durable • Dual spirit level, three adjustment knobs design damping effect ball head • 4-section column leg with quick release locks • Detachable quick release plate for quickly connecting to camera or camcorder • Standard 1/4" screw interface compatible with most digital cameras, fishing lights, etc. • Can be use for DSLR, Video Camera, and Mobile phones 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
	8.) CAMERA BAG Specifications <ul style="list-style-type: none"> • Top-loading camera bag • Has interior and side pockets for accessories • Has a handle, removable and adjustable padded shoulder strap, and belt loop 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
	9.) SD CARD 512GB Specifications	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		

<ul style="list-style-type: none"> • Storage capacity: 512 GB • Form Factor: SDHC Class 10, VSC 30, UHS 3 • Read Speed: 200MB/s • Write Speed: 140MB/s • Security: Built-in write protect switch 					
<p>10.) 2TB PORTABLE EXTERNAL HARD DRIVE</p> <p>Specifications</p> <ul style="list-style-type: none"> • Storage capacity: 2TB • Compatibility: USB 3.0 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>11.) 8TB DESKTOP EXTERNAL HARD DRIVE</p> <p>Specifications</p> <ul style="list-style-type: none"> • Desktop hard drive (HDD) storage • Storage capacity: 8TB • Hardware Encryption: 256-bit AES • Connector: SuperSpeed USB-A cable (at least 5Gbps) 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>12.) 50L DRY CABINET BOX</p> <p>Specifications</p> <ul style="list-style-type: none"> • 50L Capacity • Digital LCD Display • Slide/Pullable Trays, Anti-Rust Cabinet (special coated paint), Silent Operation • Low Power Consumption, Worldwide Voltage: 100-240V, Lockable • Door (comes with two keys), Magnetic Sealed Door for best RH control • Has manual humidity controller 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
<p>13.) TELEPROMPTER</p> <p>Specifications</p> <ul style="list-style-type: none"> • 70/30 Beamsplitter Glass • 21.5-22" Self-Reversing Monitor • 1024x738 Resolution, up to 1920x1080 Resolution • Height-Adjustable PTZ Mount • HDMI, AV, BNC, VGA, USB Type-A Inputs • Inclusions: Remote, Foot Pedal, and App Control 	1	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		

	<ul style="list-style-type: none"> • Supports Windows Operating Systems • With Teleprompter Hood, Video Cables 					
3	STUDIO LIGHTS EQUIPMENT					
	14.) STUDIO LIGHTS					
	<p>Specifications</p> <ul style="list-style-type: none"> • Portable LED monolite-style light source outputs up to 150W of power • Daylight-balanced with a color temperature of 5600K with a ±200K variance • Brightness can be dimmed from 0 to 100% • Wireless system with 32 channels in 16 groups • Yoke with tightening knob 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
	15.) 120CM OCTAGON SOFTBOX					
<p>Specifications</p> <ul style="list-style-type: none"> • The opening size is 120cm • Interior with reflect silver and comes with front translucent cover • Has high quality flash cloth to minimize light loss and to maximize light spread • With zipper opening, and is easy to install into a stand • Can be used with flashes and some studio flash lights with umbrella hole. • With Velcro sewn around the sides • Like an umbrella when being folded, small size, with a special bag, easy to carry. 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply			
16.) C-STAND GRIP ARM KIT LIGHTS STAND						
<p>Specifications</p> <ul style="list-style-type: none"> • Sliding Leg • Chrome-plated Steel Construction • 40" Main Riser • 2 Risers • 40" Extension Arm • 2.5" Grip Head 	2	Unit	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply			

1. Schedule of Delivery

The Service Provider shall commence supply and delivery of the items within 30 calendar days upon receipt of the Notice to Proceed.

It shall be the responsibility of the winning bidder(s) to ensure the complete and safe delivery of the items (i.e. free from any damage that may be due to the transport of items) to the above delivery address. The delivery shall be arranged by the winning bidder(s) in coordination and upon confirmation of the Procuring Entity's assigned recipient at the delivery address on said date. Further, the transportation costs shall already be covered in the contract price.

2. Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a one-time basis subject to submission of billing statement and other supporting documents by the SP, subject to the issuance of Certificate of Satisfactory Service by CIC.
2. The start of billing shall be based on the date of issuance of "Certificate of Acceptance".

STATEMENT OF COMPLIANCE

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Compliance for and on behalf of: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 2023 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ .

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.