



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR QUOTATION**

**No. 24-082**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply, Delivery, Installation, Configuration, Testing, and Commissioning of Wireless Electronic Scoreboard"** for FY 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** November 28, 2024 , 2:00 PM at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2024 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation<sup>1</sup>.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at [eestipona@dbm.gov.ph](mailto:eestipona@dbm.gov.ph)

  
**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

<sup>1</sup> Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: \_\_\_\_\_



Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

### **INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
  - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
  - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

### **Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

### **TECHNICAL SPECIFICATIONS**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.



Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Supply, Delivery, Installation, Configuration, Testing, and Commissioning of Wireless Electronic Scoreboard</b> - See attached Annex "C" for the Technical Specifications					
A.	Brand-new Wireless Electronic Scoreboard	One (1) unit			
B.	Brand-new Wireless Shot Clock Display Board	Two (2) units			
C.	Brand-new Wireless Controller	One (1) unit			
<b>Warranties of the Supplier</b> - See attached Annex "C", Technical Specifications, Item 5.0					N/A

\*The above-quoted prices are inclusive of all costs and applicable taxes

<b><u>SCHEDULE OF REQUIREMENTS</u></b>			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
A.	<b>Supply, Delivery, Installation, Configuration, Testing, and Commissioning of Wireless Electronic Scoreboard</b> - See attached Annex "C" for the Technical Specifications	Within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP)	
B.	<b>Submission of Warranty Certificate</b>	Within seven (7) calendar days from the date of acceptance by the Administrative Service (AS)	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Two Hundred Thirty Three Thousand Pesos Only</b>  <b>(Php 233,000.00)</b>	In words:
	_____
	_____
	_____
	In figures:
	_____
	_____
	_____
	_____
	_____

<b><u>PAYMENT DETAILS</u></b>	
<b><u>Payment Terms:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice an upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

**CONFORME:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es



**TERMS AND CONDITIONS**

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service – General Services Division (AS-GSD), as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.

13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:
- a) Project name;
  - b) Approved budget for the contract;
  - c) Contract period;
  - d) Name of the winning bidder and its official business address;
  - e) Amount of contract awarded;
  - f) Date of Award and Acceptance;
  - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

**CONFORME:**



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Signature over Printed Name

---

Position/Designation

---

Office Telephone No.

---

Fax/Mobile No.

---

Email address/es



## TECHNICAL SPECIFICATIONS

### 1. PROJECT TITLE

Supply, delivery, installation, configuration, testing and commissioning of Wireless Electronic Scoreboard

### 2. OBJECTIVE

To provide high quality scoreboard display to be used for official games held at the Department of Budget and Management Central Office, Multipurpose Building.

### 3. IMPLEMENTATION PERIOD

The supply, delivery, installation, configuration, and testing and commissioning of the wireless electronic scoreboard shall be within fifteen (15) calendar days from the receipt of the Notice to Proceed (NTP).

### 4. SPECIFICATIONS AND SCOPE OF WORK

#### 4.1. The Supplier shall supply, deliver, install, configure, test, and commission the following Digital Scoreboard components:

##### 4.1.1. One (1) unit of brand-new Wireless Electronic Scoreboard with at least the following specifications such as but not limited to:

- 4.1.1.1. Wireless unit
- 4.1.1.2. Dimensions: 4 feet x 6 feet
- 4.1.1.3. 220v supply each unit
- 4.1.1.4. Digit size and color of segment:
  - 4.1.1.4.1. Game Time: 8 inches at Yellow LED lights
  - 4.1.1.4.2. Score – Home and Visitor: 8 inches at Red LED lights
  - 4.1.1.4.3. Team Fouls, Foul Time Out: 6 inches at Red LED lights
  - 4.1.1.4.4. Period and Shot Clock: 6 inches at Green LED lights
- 4.1.1.5. Aluminum black enclosure
- 4.1.1.6. Can be customized to the satisfaction of the end-user's visual requirements
- 4.1.1.7. With loud professional horn

##### 4.1.2. Two (2) units of brand-new Wireless Shot Clock Display Board with at least the following specifications such as but not limited to:

- 4.1.2.1. Wireless unit
- 4.1.2.2. Dimensions: 14 inches x 14 inches x 3 inches
- 4.1.2.3. 220v supply each unit
- 4.1.2.4. Digit size and color of segment:
  - 4.1.2.4.1. Game Time: 3 inches at Yellow LED lights
  - 4.1.2.4.2. Shot Clock Time: 6 inches at Red LED lights
- 4.1.2.5. Aluminum black enclosure

- 4.1.2.6. Can be customized to the satisfaction of the end-user's visual requirements

**4.1.3. One (1) unit of brand-new Wireless Controller with at least the following specifications such as but not limited to:**

- 4.1.3.1. With wireless sub-controller
- 4.1.3.2. With 3 to 4 hours battery backup time
- 4.1.3.3. 220v supply
- 4.1.3.4. With key switch
- 4.1.3.5. With .05-inch LED display
- 4.1.3.6. Can function from at least 80 meters away from the mother unit.

- 4.2. The Supplier shall provide all the necessary labor, tools, and equipment necessary for the proper installation of the devices such as, but not limited to, scaffolding, basic tools, brackets, etc.

- 4.3. The Supplier shall provide the following services to install, configure, and commission the wireless electronic scoreboard with the following scope of work within fifteen (15) calendar days from the receipt of the Notice to Proceed (NTP).

- 4.3.1. Dismantling and turnover of existing scoreboard system.
- 4.3.2. Installation of the scoreboard and shot clock at their pre-determined location.
- 4.3.3. Installation of wires (if necessary) and all accessories required for the proper operation of the equipment.
- 4.3.4. Configuration of the new scoreboard system.
- 4.3.5. Testing and commissioning

**5. Warranties of the Supplier**

- 5.1. The Supplier shall provide a thirty-six (36) month warranty which shall include support, repair, provision of a service unit, and parts replacement for the wireless electronic scoreboard system from the date of acceptance by the AS-GSD.

- 5.2. During the warranty period, the Supplier shall provide/render technical support service and fulfill service requests. Technical support can be delivered as a telephone call, electronic mail, and/or on-site support requested by the AS-GSD.

Problems reported on software and hardware components shall be resolved to the DBM's satisfaction within four (4) hours from receipt of the report.

- 5.3. During the warranty period, defective parts/accessories of the wireless scoreboard system shall be replaced, at no additional cost to the DBM, with the same or better specifications, model features, quality, and functionalities if the same is not repaired within the allowable resolution time of four (4) working hours.

- 5.4. During the warranty period, a service unit of at least the same specifications, model, features, and functionalities, or its equivalent in case of equipment breakdown, shall be provided, at no additional cost to the DBM. The service unit shall be made available and operational within twenty-four (24) working hours from the time the problem has been reported by the DBM.



However, mandatory replacement of the defective unit with a brand-new unit of the same or better specifications or model shall be made, if not repaired beyond one (1) month from the time the service unit was provided, at no additional cost to the DBM.

- 5.5. The Supplier warrants that it shall strictly conform to the terms and conditions of these Detailed Technical Specifications.
- 5.6. The Supplier warrants that the technical staff assigned are qualified to provide the deliverables required to the DBM's satisfaction.
- 5.7. The Supplier shall secure, maintain at its own expense all registration, licenses, or permits required by national or local laws and shall comply with the rules, regulations, and directives of regulatory authorities and Commissions.
- 5.8. The Supplier's technical staff assigned to support DBM shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules, and practices.
- 5.9. The Supplier shall be liable for loss, damage, or injury caused directly or indirectly through the fault or negligence of its technical staff assigned. It shall assume full responsibility therefore and the DBM shall be fully released from any liability arising therefrom.
- 5.10. The Supplier shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bidden out.

## **6. Terms of Payment**

- 6.1. One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, and auditing laws, rules, and regulations:
  - 6.1.1. Delivery Receipts
  - 6.1.2. Sales Invoice/Billings
  - 6.1.3. Certificate of Acceptance issued by the AS Director
  - 6.1.4. Updated and valid tax clearance