



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

REQUEST FOR QUOTATION

No. 24-071

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply, Delivery and Testing of Photography Equipment Accessories"** for FY2024 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 08, 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), Income/Business Tax Return (for ABC's above Php 500k)¹** 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 Quotation².

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


AARON ALBERTO A. ESCALONA
Chief Administrative Officer *ph*

¹ Manually filed tax returns or filed through the EFPS

² 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.

ANNEX "A"

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)
One Lot (1) Supply, Delivery and Testing of Photography Equipment Accessories					
1	Gimbal Camera Stabilizer	1 unit			
2	SD Card Cases	2 units			
3	SDXC Memory Card	6 units			
4	Multi-Card Reader	2 units			
5	Fluid Head with 190x Video Aluminum Tripod and Leveling Column Kit	2 units			
6	Camera Bag	2 units			
7	Backdrop	1 set			
8	Storage Box	1 unit			
9	Portable Softbox Set	1 set			
10	Portable LED Lights	2 units			
11	Ring Light	3 units			
	<i><u>Important Note:</u> For the Technical Specifications of the above items, please refer to ANNEX "C"</i>				

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

<u>SCHEDULE OF REQUIREMENTS</u>			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
1	Supply and Delivery of all Photography equipment accessories	Within thirty (30) calendar days upon receipt of the Notice to Proceed	
2	Testing of all Photography equipment accessories	Within three (3) working days upon receipt of all photography equipment accessories	
3	Submission of a warranty certificate which shall cover one (1) year warranty for all accessories and equipment from the date of acceptance.	Within three (3) working days from the acceptance of all photography equipment accessories	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Sixty-Two Thousand Four Hundred Seventy Pesos Only (Php162,470.00)	In words:
In figures:	

PAYMENT DETAILS	
<u>Payment Terms:</u>	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
(Authorized Representative)

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 Advocacy, Communications and Training Service (ACTS), 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:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

ANNEX "C"

TECHNICAL SPECIFICATIONS

Item	Description	Parameters	Quantity	Unit
1	Gimbal Camera Stabilizer	<ul style="list-style-type: none"> Mechanical Rotation Range: Yaw (Pan): 360° ; Pitch (Tilt): -112 to 214° ; Roll: -95 to 240° Number of Axes: 3 - Pitch (Tilt), Roll, Yaw (Pan) Compatibility: Mobile App: Yes: Android & iOS App Name: Ronin App Load Capacity: 3kg Mount: 1 x 1/4"-20 Female; 2 x NATO Rail Weight: 1.07 kg Material: Aluminum Alloy Battery: Built-In Battery 3000 mAh / 21 Wh 	1	unit
2	SD Card Cases	<ul style="list-style-type: none"> MATERIAL: Water-resistant polycarbonate resin EXTERIOR DIMENSIONS: 12.5cm x 8cm x 2.6cm 	2	units
3	SDXC Memory Card	<ul style="list-style-type: none"> SDXC Memory Card Digital Storage Capacity: 64gb Flash Memory Type: SDXC Item Dimension: 6 x 4 x 0.1 inches Memory Storage Capacity: 64gb Secure Digital Association Speed Class: Class 10 	6	units
4	Multi-Card Reader	<ul style="list-style-type: none"> Multi-Card Reader Supports All (including UHS-II) memory cards Card Formats/Types: UHS-II, SDHC(UHS-I), SDXC(UHS-I), microSDHC(UHS-I), microSDXC (UHS-I)" 	2	units
5	Fluid Head with 190x Video Aluminum Tripod and Leveling Column Kit	<ul style="list-style-type: none"> Fluid Video Head with 190X Video Aluminum Tripod & Leveling Column Kit Weight: 3.2 kg Safety Payload UNI/PdR 105:2021: 8 kg Counterbalance Weight: 2.4 kg Maximum Height: 173.3 cm Min Height: 50.3 cm Base Diameter: 60 mm Bubble Spirit Level (No.): 1 Certifications: None Closed Length: 72.2 cm Colour: Black Top Attachment: 1/4" screw, 3/8" screw Ball Flat: Flat Easy Link: Yes Front Tilt: -70° / +90° 	2	units

ANNEX "C"

		<ul style="list-style-type: none"> • Head Type: Video/Fluid Head • Leg Type: Single • Leg Angles: 25°,46°,66°,88° • Leg Lock Type: Flip Lock • Leg Sections: 3 • Material: Aluminum • Maximum Height (With Center Column Down): 149.3 cm • Maximum Working Temperature: 60 °C • Minimum Working Temperature: -20 °C • Pan Bar Included: Yes • Pan Drag: fluid cartridge with fixed drag • Panoramic Rotation: 360 ° • Plate Type: 500PLONG • Quick Release: Yes • Tilt Drag: fluid cartridge with fixed drag • Upper Disc Diameter: 60 mm • Accessory Compatibility: 500HLV 		
6	Camera Bag	<ul style="list-style-type: none"> • Carrying Options: Shoulder Strap • Bottle Pocket: No • Monopod/Tripod Holder: Yes • Security Lock: No • Dimension: Exterior: 15 x 9.8 x 6.7" / 38 x 25 x 17 cm Interior: 14.4 x 8.3 x 5.1" / 36.5 x 21 x 13 cm (Not Expanded), 14.4 x 9.8 x 5.1" / 36.5 x 25 x 13 cm (Expanded) • Interior Type: Adjustable Dividers (Hook & Loop) • Maximum Volume: 3.6 gal / 13.5 L • Number of Dividers: 4 • Padded Interior: Yes • Padded Strap: Yes • Type of Closure: Zipper • Water Resistant: Water Resistant (Material, Zipper) • Weight :2.4 lb / 1.1 kg (With Partitions), 1.96 lb / 0.89 kg (Without Partitions) • Color: Space Black • Material Exterior: Polyester, Polyurethane 	2	units
7	Backdrop	<ul style="list-style-type: none"> • Backdrop Photo Studio Black White Green Backdrop Chroma Key Screen Background Stand Kit (10ft) 	1	set
8	Storage Box	<ul style="list-style-type: none"> • Easy to carry • Trolley with pull handle and two back-wheels • Removable padded interior • Have adjustable slots by moving the dividers 	1	unit

ANNEX "C"

		<ul style="list-style-type: none"> • Dimension: Exterior: 22 x 15.5 x 10 inches, Interior: 19 x 13,5 x 6 inches; Pull Handle Height Max Extended 15inches 		
9	Portable Softbox Set	<ul style="list-style-type: none"> • Portable Softbox set of 3 3 x Flash Heads 3 x Light Stands 1 x Softbox: 31.5 x 47.2" 1 x Umbrella: 40" 1 x XT16 Wireless Trigger 1 x Barndoor Set 1 x Rolling Kit Bag 1 x Stand Bag 	1	set
10	Portable LED Lights	<ul style="list-style-type: none"> • Portable LED Lights • Dimming: 0-100%, Includes Reflector • 32 Channels, 16 Groups, Optional Remote • 50W Draw, AC Adapter, Removable Handle • 8 Lighting FX 	2	units
11	Ring Light	<ul style="list-style-type: none"> • Ring light with stand For the ring light with adjustable color temperature • Size: 18 inches • Power source: 12-16.8 • Power rating: 50 watts • Lumen: 4800 • Color temperature: 3200-5500K CRI: >85 • Voltage: 110V-240V • Mode: 480 LED • For the light stand Height: adjustable from 2ft 9in to 6ft 4in Stem: 5/8" 	3	units