



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

REQUEST FOR QUOTATION

No. 24-079

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Procurement of Productivity Device/Tool for the Smart Office"** 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 (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 20, 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 and Certificate of Authorized Seller/Reseller of the device/tool or brand being offered** 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

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.

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.

<u>PAYMENT DETAILS</u>	
<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 Information and Communications Technology Systems Service (ICTSS), 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

DETAILED TECHNICAL SPECIFICATION

1.0 PROJECT TITLE

Procurement of Productivity Device/Tool for the Smart Office

2.0 OBJECTIVE

To acquire a productivity device/tool bundled with intelligent writing, high-definition video conferencing, and wireless sharing that fits into any environment and effortlessly transforms meeting rooms and executive offices into smart spaces.

3.0 DELIVERY DATE

The supply, delivery, installation, configuration, testing, and commissioning of the productivity device/tool shall be within fifteen (15) calendar days from the receipt of the Notice to Proceed (NTP).

4.0 SPECIFICATIONS

The contractor shall supply, deliver, install, configure, test, and commission one (1) unit of 86-inch screen productivity device/tool, ensuring the has the following specifications, features, and functionalities:

4.1 General Requirements

4.1.1 All-in-one terminal which includes:

- 4.1.1.1 Interactive Panel
- 4.1.1.2 Video conference codes
- 4.1.1.3 Built-in speaker, microphone, and camera
- 4.1.1.4 OPS Module

4.1.2 System Configuration: 8 Core CPU, 12 GB RAM, 64 GB Flash

4.1.3 Rolling stand

4.1.4 2 Stylus Pen

4.1.5 Remote Controller

4.2 Display Requirements

4.2.1 D-LED Touch Screen

4.2.2 Aspect Ratio 16:9

4.2.3 Refresh Rate: 60 HZ

4.2.4 Brightness: 350 nits

4.2.5 4K Screen Resolution

4.2.6 Zero-gap bonding

4.2.7 Supports anti-glare (AG)

4.2.8 Soft Light Screen

4.2.9 Optical anti-blue light, for eye protection and, doesn't change color

4.2.9.1 (Authentication certificate must be provided)

4.2.10 Flicker-free display

4.2.11 Automatic screen brightness adjustment

4.2.12 The color gamut is not less than 85% NTSC

4.2.13 Screen protection up to physically toughened Mohs 7

4.3 Touch Screen Requirement

4.3.1 Touch Control Precision of $\pm 1\text{mm}$

4.3.2 Supports 20 Touch Points

4.3.3 Infrared Touch Control

4.3.4 Touch Response Time: $\leq 10\text{ ms}$

4.3.5 Writing latency: 16 ms

4.4 Camera Requirements

- 4.4.1 Resolution: 4K30 (3840 x 2160)
- 4.4.2 Horizontal Field of View: 80 degrees
- 4.4.3 Camera Sensor Size must be at 1/2.8"
- 4.4.4 Aperture F1.8
- 4.4.5 Shooting distance from 0.5 m to infinity
- 4.4.6 Zoom Capacity up to 2x Digital
- 4.4.7 Sharpness: 1800 Lines
- 4.4.8 TV Distortion <2%
- 4.4.9 Camera Lens Cover and Lens Cap for Privacy Protection
- 4.4.10 Lens type should be Fixed focal length
- 4.4.11 PTZ Adjustment: e-PTZ
- 4.4.12 Can support the following:
 - 4.4.12.1 Automatic Exposure (AE)
 - 4.4.12.2 Automatic White Balance (AWB)

4.5 Microphone Requirements

- 4.5.1 Built-in 6 microphone arrays
- 4.5.2 Sound Pickup Angle: 180 degrees
- 4.5.3 Sound Pickup Distance: 12 Meters
- 4.5.4 Microphone Frequency: 80Hz to 20kHz
- 4.5.5 Optimize Sound Pick-Up Technology
 - 4.5.5.1 Sound Source Location
 - 4.5.5.2 Echo Cancellation
 - 4.5.5.3 Automatic Gain Control

4.6 Optional External Microphone

- 4.6.1 Two (2) external omnidirectional microphones
 - 4.6.1.1 Sound Pick up distance of at least 6 meters
 - 4.6.1.2 Two (2) microphones can be cascaded
 - 4.6.1.3 20 kHz full-frequency audio pickup, 48 kHz sampling frequency
 - 4.6.1.4 Acoustic echo cancellation (AEC), automatic gain control (AGC), automatic noise reduction (ANR)

4.7 Speaker Requirements

- 4.7.1 Built-in 2 Speakers
- 4.7.2 Frequency domain: 100 Hz to 20kHz
- 4.7.3 Number of Speaker Units: 4
- 4.7.4 40 W Power

4.8 Network Connectivity Requirements:

- 4.8.1 Wireless Connection
 - 4.8.1.1 Wi-Fi 6
 - 4.8.1.2 Wi-Fi Frequency: 2.4 GHz + 5 GHz
 - 4.8.1.3 NFC Enabled

4.9 Interface Requirements

- 4.9.1 Video Input: 1 x HDMI (up to 4K)
- 4.9.2 Video Output: 1 x HDMI (up to 4K)
- 4.9.3 Audio Input

- 4.9.3.1 1 x 3.5 mm Line In
 - 4.9.3.2 1 x HD-AI
- 4.9.4 Audio Output
 - 4.9.4.1 1 x 3.5 mm Line Out
- 4.9.5 Other Ports
 - 4.9.5.1 3 x USB Type-A 3.0
 - 4.9.5.2 1 x USB Type-C d
 - 4.9.5.3 1 x RJ45 (10/100/1000 Mbit/s LAN)
- 4.10 OPS Module Requirements
 - 4.10.1 The performance should be no less than I7-10700, 16G DDR4 RAM, and 512G SSD.
 - 4.10.2 Interface
 - 4.10.2.1 1 x RJ45 network port
 - 4.10.2.2 1 x DP display port
 - 4.10.2.3 1 x HDMI display port
 - 4.10.2.4 1 x LINE IN microphone jack
 - 4.10.2.5 1 x LINE OUT audio output port
 - 4.10.2.6 2 x Wi-Fi antenna port
 - 4.10.2.7 3 x USB 2.0 Type-A port
 - 4.10.2.8 3 x USB 3.0 Type-A port Buttons:
 - 4.10.2.8.1 Buttons
 - 4.10.2.8.2 1 x Power button
 - 4.10.2.8.3 1 x One-click restoration button
 - 4.10.2.8.4 Indicators:
 - 4.10.2.8.4.1 1 x Power-on indicator (green)
 - 4.10.2.8.4.2 1 x Power indicator (red)
 - 4.10.2.8.4.3 1 x Disk indicator (yellow)
 - 4.10.3 Operating System: Latest version of Windows
- 4.11 Remote Controller Requirements
 - 4.11.1 Remote control that controls the volume, speaker on/off, microphone mute/unmute, camera open/close, previous/next page
- 4.12 Whiteboard Requirements
 - 4.12.1 Writing latency, no more than 16ms
 - 4.12.2 The built-in whiteboard supports handwriting, drawing, erasing, marking, saving, zooming, and locking the whiteboard. The background color can be changed
 - 4.12.3 The whiteboard supports page turning. A maximum of 100 pages are supported
 - 4.12.4 Selectable pen type: pencil, pen, and highlighter. Pen color: color palette
 - 4.12.5 Full-screen annotation: You can take a screenshot of any screen to enter the whiteboard annotation
 - 4.12.6 The contents of the whiteboard can be saved locally and edited when you open it for the second time, saved in an external USB flash memory, and sent to an email.
 - 4.12.7 When writing on the electronic whiteboard, the hand-drawn graphics can be recognized as standard geometric figures, and the hand-written text can be recognized as standard printed text
- 4.13 Projection Requirements
 - 4.13.1 Wired projection through HDMI cable. Projection resolution supports up to 1080p60fps and 4K30fps.
 - 4.13.2 Wired projection through USB Type-C cable. Projection resolution supports up to 1080p60fps and 4K30fps. When the PC is projected to the device, the device can control the PC reversely without extra cables

- 4.13.3 Wireless projection by entering the projection code on the mobile phone and PC. Projection resolution supports up to 1080p60fps and 4K15fps. When PC is projected to the device, the device can control the PC reversely
- 4.13.4 Wi-Fi Direct Projection. Users do not need to configure a Wi-Fi router or change the network of their mobile phones or PCs during screen projection. Projection resolution: up to 1080P60fps and 4K15fps. When the PC is projected to the device, the device can control the PC reversely
- 4.13.5 Support wireless dongle for one-click projection for PC. Projection resolution: up to 1080p60fps or 4K15fps. The device can control the PC reversely
- 4.13.6 DLNA projection, during projection, the user can use a mobile phone to perform other tasks
- 4.13.7 Allows users to project through menus on the mobile phone without projection APP
- 4.13.8 Allows users to use the same projection APP to project screens to OPS Windows
- 4.14 Third-party Video Conference Requirements
 - 4.14.1 Supports third-party video conference APP
 - 4.14.2 Can use the camera, microphone, and speaker for a third-party video conference APP
 - 4.14.3 Can use the camera auto-framing and voice tracking features for third-party video conference APP
- 4.15 Openness Requirements
 - 4.15.1 Android apps can be installed
 - 4.15.2 Support APP store dedicated to large screens device
 - 4.15.3 Supports APIs (third-party applications can perform registration, conference call, conference control, configuration query, and address book query based on the APIs)
- 4.16 Special Features
 - 4.16.1 Multi-window: The desktop can be divided into two windows that display two applications. User can change the size of the two windows by dragging.
 - 4.16.2 Supports Bring Your Own Meeting (BYOM), device hardware capabilities such as microphones, cameras, speakers, and touchscreens can be easily used as peripherals for 3rd party conferences on PC, by using Type-C cables, projection app, or wireless dongle
 - 4.16.3 Information window without OPS module, which plays one or more images cyclically. Users can customize images directly on the device or for multiple devices on the management platform.
 - 4.16.4 Welcome page without OPS module, the welcome page should contain text (font can be edited) and pictures (can be customized).
 - 4.16.5 Users can quickly customize applications on the home page. Common applications can be placed on the home page for quick search. At least six applications can be configured on the home page.
 - 4.16.6 Supports dynamic wallpapers and static wallpapers. Wallpapers can be changed and imported.
 - 4.16.7 Clone screen content to another screen via HDMI cable
 - 4.16.8 The built-in operating system and the OPS module Windows operating system can use the same network cable to access the network.
 - 4.16.9 Network bridge function for terminals that connect to the device through Wi-fi. The function can be disabled.
 - 4.16.10 The IP address can be retained after factory settings are restored.
 - 4.16.11 Supports the OTA (over-the-air) technology.
- 4.17 Security Requirements
 - 4.17.1 Embedded encryption chip
 - 4.17.2 Support STARTTLS
 - 4.17.3 TLS
 - 4.17.4 SRTP Encryption
 - 4.17.5 Secure boot

5.0 SCOPE OF SERVICES

- 5.1 The contractor must be an Authorized Seller/Re-seller of the device/tool or brand being offered (certificates must be submitted together with the bid documents and will be subject to post-qualification).
- 5.2 The contractor shall provide a user's manual of the device/tool in soft copy, including information on the deployment, system resource/overhead requirements of the software/IT equipment employed in the project, as well as procedures for installation, uninstallation, configuration, integration, and usage, within the implementation period.
- 5.3 The contractor shall provide a warranty of twelve (12) months for the productivity device/tool including service of parts and labor, the warranty shall commence on the day the DBM – ICTSS Director issues the Certificate of Acceptance.
- 5.4 During the warranty or maintenance period, technical support shall be available eight (8) hours a day, five (5) days a week (8x5). Technical support may be delivered in the form of a telephone call, electronic mail, and/or on-site support as requested by the DBM.
- 5.5 Problems on software and hardware components, reported during the maintenance period, shall be resolved to the satisfaction of the DBM within four (4) hours from receipt of the report.
- 5.6 During the warranty or maintenance period, defective parts or accessories of the subject ICT equipment shall be replaced, at no additional cost to the DBM, with the same or better brand, model features, quality, and functionalities if the same is not repaired within the allowable resolution time of fifteen (15) calendar days.
- 5.7 During the maintenance period, a service unit of at least the same brand, model, features, and functionalities or its equivalent in case of ICT equipment breakdown, shall be provided, at no additional cost to the DBM. The service unit shall be made available and operational within one (1) calendar day 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 brand or model shall be made, if not repaired beyond fifteen (15) calendar days from the time the service unit was provided, at no additional cost to the DBM

- 5.8 A Certificate of Acceptance shall be issued by the ICTSS Director once all the requirements are fully met by the contractor.

6.0 SERVICE LEVEL AGREEMENT

The DBM shall maintain a Service Level Agreement with the contractor, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

Component	Description	Liquidated Damages
Supply and Delivery	The contractor shall supply, deliver, install, configure, test and commission one (1) unit of an 86' screen device with accessories within fifteen (15) calendar days from the receipt of the NTP	1/10th of 1% of the total contract price shall be imposed per day of delay.

7.0 WARRANTIES OF THE CONTRACTOR

For the procurement of this project, the warranties shall include the following:

- 7.1 The contractor warrants that it shall strictly conform to the terms and conditions of these Detailed Technical Specifications.
- 7.2 The contractor warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the Department of Budget and Management (DBM).
- 7.3 The contractor shall secure, and 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.
- 7.4 The contractor'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.
- 7.5 The contractor's technical staff assigned to support DBM shall coordinate with the Information and Communications Technology Systems Service (ICTSS) in the implementation of this project.
- 7.6 The contractor 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.
- 7.7 The contractor shall neither assign, transfer, pledge, nor subcontract any part of or interest in the contract being bidden out.
- 7.8 The contractor shall identify the certified technical staff who will be given authority to access and operate the specified equipment. The DBM, through the ICTSS, shall be informed within five (5) calendar days, through formal notice, of any change or replacement of technical staff assigned.
- 7.9 The contractor shall provide a three (3)-year comprehensive warranty which shall include technical support, provision of the service unit, parts replacement for the hardware/appliance, and preventive maintenance.

8.0 CONFIDENTIALITY OF DATA

- 8.1 All project personnel or technical staff of the contractor shall be required to sign a Non-Disclosure Agreement (NDA).
- 8.2 The DBM Enterprise Network System, its components, parts, and all products, products samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- 8.3 The contractor agrees to hold all the foregoing information in strict confidence. The contractor further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.

9.0 TERMS OF PAYMENT

One-time payment shall be made subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

- 9.1 Delivery Receipt
- 9.2 Sales Invoice/Billing Statement
- 9.3 Certificate of Acceptance issued by the ICTSS Director
- 9.4 NDA
- 9.5 Valid and Updated Tax Clearance