



### REQUEST FOR QUOTATION

P.R. NO: 2024-08-2113      MODE OF PROCUREMENT: NP-Small Value Procurement  
P.R. DATE: 09 AUGUST 2024      REF. NO.: RFQ-2024-266  
END-USER: SCIS      DATE PREPARED: 09 AUGUST 2024  
PRN: \_\_\_\_\_      CLOSING DATE/TIME: 13 AUGUST 2024 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
RENTAL OF MULTIMEDIA SYSTEM	1	lot	80,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
a.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);  <b>OR</b>  PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2024
c.	Notarized Special Power of Attorney/Board Resolution/Authorization as authorized representative valid for six (6) months (if applicable)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
d.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Service Provider must be operating in the Philippines for at least three (3) years
f.	Should have at least one (1) coordinator assigned as person in-charge of pre-event preparations and coordination with KISS and SCIS before and during the event

**Failure to submit all documents as required above shall be automatically disqualified.**

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), 2<sup>nd</sup> Floor, 2 Storey Warehouse, and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: GIANINA P. AGIR -RFQ-2024-266.**
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
DIANNE G. IBIAS

Chief, Procurement Mgt. Section-PSMD &  
Head, BAC Secretariat



Description / Technical Specifications	Qty	Statement of compliance in the Terms of Reference
<b>RENTAL OF MULTIMEDIA SYSTEM</b>	1 lot	

**TERMS OF REFERENCE FOR  
RENTAL OF MULTIMEDIA SYSTEM**

**I. Event Details**

<b>Event</b>	Luncheon Meeting with the Singapore Government Delegation led by President Tharman Shanmugaratnam
<b>Date</b>	August 16, 2024
<b>Time</b>	8:00 AM to 4:00 PM
<b>Venue</b>	The Peninsula Manila, Makati City

**II. Background**

The Department of Environment and Natural Resources (DENR) is set to host a luncheon meeting with the Singapore Government Delegation, led by President Tharman Shanmugaratnam, on 16 August 2024 at The Peninsula Manila, Makati City. This high-level meeting is a vital platform for the exchange of knowledge, expertise, and innovative practices in environmental management and conservation between the Philippines and Singapore.

The event is designed to facilitate in-depth discussions on best practices, cutting-edge strategies, and collaborative approaches that both nations can adopt to address pressing environmental challenges, such as climate change, biodiversity loss, and sustainable resource management. By fostering a strong partnership and mutual understanding, this meeting aims to strengthen bilateral relations and pave the way for more effective and sustainable environmental initiatives in the region.

As part of the preparations for this meeting, a multimedia system is required. This system will serve as a central visual element, displaying key information, presentations, and visual content that will enhance the engagement and experience of the delegates. It is expected to contribute significantly to the overall success of the meeting by ensuring that visual communication is impactful and aligned with the event's objectives.

**III. Item Specifications  
Multimedia System:**

- 1 unit , LED P3, Led 9x12' Wall with 5' stand with PC Controller and Processor
- 1 set connecting cables
- 1 Monitor Sony 9" TV Monitor
- 2 untis DVD, Pioneer DVD Player
- 2 units, SE-500 Data Video Switvcher
- 1 unit Audio Video Cables and Accessories
- 1 unit Audio mixer

**IV. Approved Budget for the contract**

The price proposal/quotation should not exceed the approved budget in the amount of Eighty Thousand Pesos (P 80,000.00). Prices are inclusive of taxes and all applicable charges.

**V. Requirements and Qualifications**

1. Should be registered with the Philippine Government Electronic Procurement System (PHILGEPSS) as a legitimate service provider for government requirements.
2. Must be operating in the Philippines for at least three (3) years. *SC*
3. Should have at least one (1) coordinator assigned as person-in-charge of pre-event preparations and coordination with KISS and SCIS before and during the event
4. Should transport all the equipment and staff to and from the venue at the agreed time.
5. Should provide for the meals/meal allowance of the technical crew or personnel during the ingress, event proper, and egress.

**VI. Tasks and Responsibilities**

1. Ingress starting at 1:00AM on August 16, 2024.
2. Set up the LED wall, and other equipment.
3. Assist in the actual event.
4. Egress at 6:00 PM or earlier if applicable on August 16, 2024..

**VII. Terms of Payment**

The payment shall be done upon verification and acceptance of the service in compliance to the existing government accounting and auditing procedures.

Prepared by:

  
**ANN HAZEL D. JAVIER**  
OIC Chief, SAEPD-SCIS

Noted by:

  
**KARMELA BEATRIZ L. GALURA**  
Director, SCIS

Approved by:

  
**MAMILOU G. ERNI**  
Chief of Staff and Supervising  
Undersecretary for Strategic  
Communications

**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: as per attached Terms of Reference
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. Bidder has no overdue deliveries or unperformed services intended for DENR-CO.

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)	BIDDER'S TOTAL PRICE QUOTATION (P)
				Total	Total
	<b>RENTAL OF MULTIMEDIA SYSTEM</b>	1	lot	80,000.00	
<b>TOTAL</b>				<b>80,000.00</b>	

**Note: Financial offer must not exceed the ABC of per line items.**

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

\_\_\_\_\_  
NAME OF COMPANY (IN PRINT)

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation:

Date:

Email Address:

Telefax No.:

Mobile Number:

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