

APR 23 2024



REPUBLIC OF THE PHILIPPINES
Sandiganbayan
Quezon City

RFQ No. / Date:	R-SVP-2024-102-04 /	April 23, 2024
P.R. No. / Date:	24-04-323	April 1, 2024

REQUEST for QUOTATION

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Item No.	Qty	Unit	Description	Approved Budget for the Contract (ABC)
1.	1	Lot	<p>Procurement of Rental of Lights and Sounds with LED Wall and Photo and Video Coverage Services for the Retirement Celebration of Associate Justice Oscar C. Herrera, Jr.</p> <p>Event Details:</p> <p>Date – May 22, 2024 Venue – Sandiganbayan Centennial Building, Commonwealth Ave. Corner IBP Road, Quezon City Estimated Attendees – 150 pax Theme – Business Casual</p> <p>1. AUDIO EQUIPMENT</p> <p>1.1. Two (2) units Powered Speaker 1.2. Two (2) units Floor Monitor Speaker 1.3. Two (2) units Sub Speaker 1.4. Two (2) units Crank Stands for Speakers 1.5. One (1) unit Digital Mixer 1.6. One (1) lot Controller with high performance Laptop 1.7. Two (2) units Wireless Microphone 1.8. Six (6) units Wired Microphone 1.9. Six (6) units Stage Microphone Stand 1.10. One (1) set complete and compatible cables, connectors and accessories</p> <p>2. LIGHTING EQUIPMENT</p> <p>2.1. Two (2) units Moving Head Lights 2.2. Sixteen (16) units Parled Lights Amber/Full Color 2.3. Two (2) units T-Bar Light Stand 2.4. One (1) set Digital Light Controller 2.5. One (1) set complete and compatible cables, connectors and accessories</p> <p>3. LED SCREEN</p> <p>3.1. One (1) set LED Wall 9 x 12 ft. 3.2. One (1) set High quality branded Video Processor 3.3. One (1) unit High quality branded Video Digital Mixer 3.4. One (1) lot Cable patch Connectors</p>	Php 90,000.00

		<p>3.5. One (1) lot Power Distribution 3.6. One (1) unit high performance Laptop 3.7. One (1) lot Riser for LED wall 3.8. One (1) lot Counterweights 3.9. One (1) set complete and compatible cables, connectors and accessories</p> <p>4. EQUIPMENT FOR PHOTO AND VIDEO</p> <p>4.1 Two (2) units Digital Cameras 4.2 One (1) skilled Videographer 4.4 One (1) skilled Photographer 4.4 One (1) lot Complete set of RAW HD Photo and Video Coverage of the events on USB/Flash Drive</p> <p>5. VIDEO CAMERA (FOR LIVE FEED)</p> <p>1.1. One (1) unit Video Camera for Live Feed 1.2. One (1) unit Tripod 1.3. One (1) unit 30m HDMI Cable</p> <p style="text-align: center;">Scope of Work:</p> <p>The Service Provider (SP) shall provide the following services:</p> <ol style="list-style-type: none"> 1. The SP shall provide and set up appropriate Sound System and Lights, LED Screen, Photo and Video Coverage and Livefeed for the Retirement Celebration of Associate Justice Oscar C. Herrera, Jr. 2. The SP shall provide photo and video coverage of the event for at least five (5) hours. 3. The SP shall provide unlimited pre-event meetings with the Sandiganbayan (end-user) via video conferencing and/or in-person meetings. 4. The SP shall coordinate with the events coordinator/manager and other suppliers regarding the location of the lights, sounds, and other accessories inside the venue. 5. The SP shall be in the venue at least seven (7) hours before the event and shall make all the necessary arrangements for the smooth start of the event. 6. The SP shall have no authority to assume or create any obligations and/or commitments for or on behalf of the end-user without the latter's written authorization. 7. The SP shall coordinate with the venue manager and the Sandiganbayan (end-user) regarding the floor plan, seating arrangement, theme accent, table setup and flower arrangement designs. 8. The SP shall provide the necessary transportation and meal expenses of its crews/staff. 9. The SP shall undertake to comply with all the required health and safety protocols. 10. All materials developed and used under this contract shall be owned by, and turned over to, the end-user with all copyright and other intellectual property rights associated with the deliverables under the project. 11. The SP shall abide by the Data Privacy Act provisions for collecting data from participants. 	
	Delivery Period:	Fifteen (15) working days from receipt of the Purchase Order (PO).	
	Deadline of Submission:	April 30, 2024/ 3:00 P.M.	

INSTRUCTIONS

Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
 - a. Valid and current Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return¹
 - d. Notarized Omnibus Sworn Statement (OSS), compliant with the latest GPPB template² (*may be submitted prior to the issuance of a Notice of Award or payment*)

If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.³

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period
- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

ATTY. DASHELL C. YANCHA-PO
Chief Judicial Staff Officer
Procurement Management Division

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

¹ For ABC above Php500,000.00 (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

² For ABC above Php50,000.00 (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

³ Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **The supplier shall submit the signed "Conforme" in the PO within two (2) calendar days upon receipt thereof.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.

5. In case of a tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico S. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,



WINDSOR P. PAMORCA

Judicial Staff Officer III

Procurement Management Division

PRICE QUOTATION FORM

SANDIGANBAYAN BIDS AND AWARDS COMMITTEE

Sandiganbayan Centennial Building
Batasan Road, Quezon City

ATTN: PROCUREMENT MANAGEMENT DIVISION

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Qty.	Unit	Description	Quote per unit	Total
1.	1	Lot	Procurement of Rental of Lights and Sounds with LED Wall and Photo and Video Coverage Services for the Retirement Celebration of Associate Justice Oscar C. Herrera, Jr. <i>(See complete description in RFQ)</i>		
Delivery Period:			Fifteen (15) working days from receipt of the Purchase Order (PO).		
Deadline of Submission:			April 30, 2024/ 3:00 P.M.		

INSTRUCTIONS

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

Very truly yours,

Name & Signature of Authorized Representative

Company Name

Company Address

Tax Identification Number (TIN)

PhilGEPS Registration Number

Contact Number/s

Email Address

Date Issued