

**REQUEST FOR QUOTATION**

**Procurement of Webinar Equipment**

P.R. No./Date Received: **2021-06-0088/ 23 June 2021**

RFQ/P No. / Date: **2021-06-0088/ 28 June 2021**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe submitted through registered or electronic mail to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to **procurement@phcc.gov.ph** or **mbnunez@phcc.gov.ph** on or before **02 July 2021, 5:00 PM** subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very 

**MA. CELESTE S. DIZON**  
Head, BAC Secretariat 

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
<b>Webinar Equipment</b>						
1	2	₱ 3,000.00	Ring Light with Stand			
2	2	₱ 12,000.00	USB Professional Microphone			
3	1	₱ 2,500.00	Creative PenTablet			
<i>(Please see attached Terms of Reference/Specifications)</i>						
<b>Total ABC</b>		<b>₱ 17,500.00</b>	<b>TOTAL Amount (Per Item purchase):</b>			
<b>Delivery Instructions:</b>				<i>Please see attached Terms of Reference/Specifications</i>		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_  
 Designation/Position : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone / Fax : \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Company Tax Identification Number : \_\_\_\_\_



**Communications and Knowledge Management Office**  
*Capacity Building and Advocacy Division*

**Technical Specifications**  
Procurement of Webinar Equipment

<b>Item No. 1: RING LIGHT WITH STAND</b>				
<b>QTY.</b>	<b>UNIT</b>	<b>DESCRIPTION/MINIMUM SPECIFICATION</b>	<b>EST. COST</b>	<b>AMOUNT</b>
2	Unit	<ul style="list-style-type: none"> <li>• 33cm</li> <li>• 3 Colors Dimmable</li> <li>• 2.1 M Stand and Phone Holder</li> <li>• Host Box USB type</li> <li>• Focus Type: Fixed Focus</li> <li>• Stable and Adjustable</li> <li>• USB Transfer: USB 2.0 High-Speed</li> <li>• Viewing Angle: 360 degrees PTZ</li> <li>• 10 Level Brightness</li> <li>• Delivery period: 15 to 30 days</li> <li>• Warranty: 1 year</li> </ul>	PhP1,500.00	PhP 3,000.00

<b>Item No. 2: USB PROFESSIONAL MICROPHONES</b>				
<b>QTY.</b>	<b>UNIT</b>	<b>DESCRIPTION/MINIMUM SPECIFICATION</b>	<b>EST. COST</b>	<b>AMOUNT</b>
2	Unit	<ul style="list-style-type: none"> <li>• USB microphone</li> <li>• With 96 kHz/24-Bit Resolution</li> <li>• Omnidirectional and Cardioid Modes</li> <li>• With Bidirectional and Stereo Modes</li> <li>• With 3.5mm Headphone Output</li> <li>• With USB Type C connector output</li> <li>• Driverless operation/plug and play</li> <li>• Supports/Compatible with Windows, MAC and other OS</li> <li>• With an Integrated stand for tables and desks</li> </ul>	PhP6,000	PhP 12,000.00

<b>Item No. 3: CREATIVE PEN TABLET</b>				
<b>QTY.</b>	<b>UNIT</b>	<b>DESCRIPTION/MINIMUM SPECIFICATION</b>	<b>EST. COST</b>	<b>AMOUNT</b>
1	Unit	<ul style="list-style-type: none"> <li>• Size 210 x 146 x 8.7mm / 8.3 x 5.7 x 0.3 in</li> <li>• Active area : 152.0 x 95.0mm (6.0 x 3.7 in)</li> <li>• Weight Tablet – at least 250g</li> </ul>	PhP2,500	PhP 2,500.00

	<ul style="list-style-type: none"> <li>• Technology: Patented electromagnetic resonance method</li> <li>• Resolution: at least 2540 lpi</li> <li>• Stylus type: Pressure-sensitive, Cordless Battery-free pen</li> <li>• Pen at least 9g</li> <li>• Pen pressure: 2048</li> <li>• Warranty: at least 1 year</li> <li>• System requirement: PC Window<sup>®</sup> 7, 8.1 and 10, Mac: OS x 10.10 or later</li> <li>• With USB Cable (Micro USB to USB-A)</li> <li>• With 3 standard replacement pen nibs</li> <li>• With nib removal tool</li> </ul>		
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**Note:**

Delivery Period: 15 calendar days after the receipt of the Purchase Order

Prepared by:



**GERALD BAYONA**  
Administrative Assistant, CBAD

Approved by:



**INAH GENEVE T. MANGILIN**  
OIC-Chief, CBAD

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