



REQUEST FOR QUOTATION

RFQ No.: **2025-05-0063**

Date: May 27, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ
Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
		SUPPLY AND DELIVERY OF VARIOUS AUDIO AND VISUAL EQUIPMENT		
9	unit	Digital Voice Recorder	₱7,339.16	₱66,052.44
5	unit	Wireless Headphone	₱7,599.00	₱37,995.00
7	unit	Wireless Noise Cancelling Headphone	₱12,799.00	₱89,593.00
2	unit	Wireless Laser Pointer/Clicker Presenter <i>(please see attached technical specifications)</i>	₱3,034.85	₱6,069.70
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Latest Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with platinum membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Omnibus Sworn Statement (to be submitted by the winning bidder upon receipt of PO)		
TOTAL AMOUNT				₱199,710.14

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
9	unit	SUPPLY AND DELIVERY OF VARIOUS AUDIO AND VISUAL EQUIPMENT Digital Voice Recorder Wireless Headphone Wireless Noise Cancelling Headphone Wireless Laser Pointer/Clicker Presenter <i>(please see attached technical specifications)</i>		
5	unit			
7	unit			
2	unit			
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Latest Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with platinum membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Omnibus Sworn Statement (to be submitted by the winning bidder upon receipt of PO)		
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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TECHNICAL SPECIFICATIONS

RFQ No. 2025-05-0063 dated May 27, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the **Supply and Delivery of Various Audio and Visual Equipment**.

II. TECHNICAL SPECIFICATION

Detailed minimum specifications of the items to be procured:

Item	Specifications
1. DIGITAL VOICE RECORDER	<ul style="list-style-type: none">Built-in memory: 4GBBattery type: Built-in lithium batteryRecording format: LPCM/MP3Playback format: LPCM/MP3/AAC/WMAPC connectivity: YesBuilt-in microphone: Stereo: (S-mic)Maximum files per folder: 199Maximum files (total): 5,000 files (including number of folder)
2. WIRELESS HEADPHONE	<ul style="list-style-type: none">Type: Wireless on-ear headphoneDriver size: 40mmNumber of mic: 2Dynamic frequency: 20 Hz – 20 kHzImpedance: 32 ohmsBluetooth frequency and version: At least 2.4 GHz, Bluetooth 5.3Bluetooth transmitter power: ≤ 13 dBm (E.I.R.P)Features: True adaptive noise cancelling, ambient aware, voice assistant integration, detachable cable, hands free call, multi-point connection, rechargeable battery
3. WIRELESS NOISE CANCELLING HEADPHONE	<ul style="list-style-type: none">Type: Over-ear closed dynamicMagnet: NeodymiumFrequency response: 5Hz – 20,000HzCord type: Single-sided detachableInput: Stereo mini jackMic: Electret condenser micAmbient sound: YesBluetooth version: Bluetooth 5.2, 2.4 GHZSupported audio formats: SBC, AAC, LDACWarranty: At least 1 year
4. WIRELESS LASER POINTER / CLICKER PRESENTER	<ul style="list-style-type: none">Wireless technology: LaserOperating range: At least 20 metersConnectivity: USB + BluetoothBattery type: 2 AAA batteriesCompatibility: Windows, macOS or equivalent operating systems

III. SCHEDULE OF REQUIREMENTS

The supplier shall deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon receipt of the Purchase Order.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Phone No.: _____