



REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP
CENTER

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon Cit
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

PREVENTIVE MAINTENANCE OF AUDIO AND VIDEO EQUIPMENT

RFQ NO.: 2020-11-033

November 23, 2020

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or **through electronic mail at procurement@ppp.gov.ph** on or before 5:00pm on December 1, 2020, subject to the following terms and conditions:

- The electronic submission procedure shall be as follows:
 - Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center.
 - Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
 - Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, **ONLY** the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement in the amount of Php75,000.00.
- Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.
- Quotation must be submitted using the attached RFQ form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
 - Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment; and
 - PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award).
 - Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020.
 - Signed and Conformed Technical Specifications.

- √ Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.
- √ Bids should be valid for a minimum of one (1) month from deadline of submission of bids.
- √ Procured items must be served/provided to PPP Center.
- √ Payment shall be made seven (7) working days from receipt of billing statement and issuance of Certificate of Acceptance by PPPCP.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,

Laranang Maria
Theresa Lutrania
MARIA THERESA L. LARANANG
Chairperson, Bids and Awards Committee

Digitally signed by Laranang
Maria Theresa Lutrania
Date: 2020.11.23 14:46:45 +08'00'





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REQUEST FOR QUOTATION

23 November 2020

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	lot	Preventive Maintenance of Audio-Video Equipment at PPPCP Board Room For complete details see attached Technical Specifications Terms and Conditions: Delivery Period: Fifteen (15) working days from receipt of Job Order Warranty Period: Three (3) months from the issuance of Certificate of Acceptance by PPPCP.		
(Bidders, Please Provide complete information below)					
Farmed-out:			Signature:		
Retrieved on:			Name/Designation:		
			Name of Company:		
			Address:		
			Telephone/Fax:		
			TIN:		

TECHNICAL SPECIFICATIONS

Preventive Maintenance of Audio Visual Equipment for CY 2020

EQUIPMENT SPECIFICATIONS:

Quantity	Description	Brand/Serial Number
1 unit	Audio Mixer	Xenyx QXT622 USB (Behringer)
1 unit	ITC Amplifier	TI-120
1 unit	TOA Amplifier	A-1760
4 units	Wireless Microphone	BLX4/SM 58 (Shure)
1 unit	Chairman	CCS 900 (Bosch)
20 units	Delegate Microphone	CCS 900 (Bosch)
1 unit	CCS Curd (Control)	Bosch
1 unit	Podium Microphone	ITC T-62368
1 unit	Dome-type Speaker	SR 80M
1 unit	ATEN 4x4 Video Matrix Switcher	Video switcher
4 units	Multi-media Projector	Infocus IN124a

SCOPE OF WORK

1. The Service Provider shall conduct an on-site servicing of the above equipment as follows:
 - a) Cleaning, calibrating and adjustment of controls
 - b) Inspecting and testing of audio and visual/image quality performance
 - c) Testing of hardware/equipment performance
2. Conduct repair of the following:
 - a) Cable repair/ replacement if necessary
 - b) Lamp replacement
 - c) Mounting and dismantling of AV equipment
3. Conduct training on the use of the Audio-Visual equipment to the General Services Division (GSD) In-charge.

TERMS AND CONDITIONS

1. The Service Provider shall conduct the services within fifteen (15) days upon receipt of the Job Order and provide the following:
 - a) Preventive Maintenance Service of all the equipment stated shall be conducted and a service report shall be submitted to the PPPC-GSD including replacement of parts found during the visit. Said part/s shall be procured by PPPC and to be installed by the Service Provider at no cost to PPPC.

- b) For emergency services, an on - call qualified technicians shall response within 4 hours upon receipt of call from GSD In-charge.
 - c) Warranty of workmanship shall be three (3) months from the issuance of Certificate of Acceptance by PPPCP.
2. One-time payment shall be made within seven (7) days from the issuance of the inspection and acceptance report after complete delivery and thorough inspection, and PPC's receipt of the supplier's Statement of Account or Sales Invoice.

There shall be a retention of 10 percent (10%) of the total contract price which shall be released upon the completion of scheduled quarterly visits subject to the issuance of Certificate of Completion and acceptance by the GSD.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the Service Provider.

CONFORME:

Printed Name and Signature of Representative and Designation

Name of Company

Date: _____