



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**  
**(SECTION 53.9)**

Date: SEPTEMBER 26, 2023

Project No: LEGAL-23-CE1-0222B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF CONFERENCE MICROPHONE AND OTHERS**  
Approved Budget for the Contract : **Php48,797.50**  
End-User / Implementing Office : **CITY LEGAL DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **SEPTEMBER 29, 2023, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00);
- 6 Omnibus Sworn Statement prescribed by the **QC BAC – Goods and Services**;
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

In a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<i>With the following Minimum Technical Specification:</i>				
1	<b>HEADSET/HEADPHONE WITH MICROPHONE</b> Stereo headset, 3.5mm multi-device headset; Height: 162 mm; Width: 144mm; Depth: 46mm; Weight: 0.074kg; Cable length: 2.35m; Microphone Type: Unidirectional; Sensitivity (headphone): 32 Ohms; Sensitivity (headphone): 100 dB +/- 3 dB; Sensitivity (microphone): -58dBV/μBar, -38 dBV/Pa +/- 4 dB; Frequency response (headset): 20 Hz -20 KHz; Frequency response (microphone): 100 Hz – 16 KHz	Unit	5		
2	<b>MULTIPURPOSE VIDEO MICROPHONE</b> Weight: 116.5g; power source: AA Battery; connectivity technology: wired; Device interface: 3.5mm (1/8inch); signal-to-noise Ratio (SNR) 78Db; Type: Digital camera microphone	Unit	2		
3	<b>HIGH POWER AUDIO SYSTEM</b> Dolby digital surround CD, DVD, USB, FM, Audio IN1, TV (HDMI) (Audio IN), Bluetooth (iAP over BT), analog audio input, HDMI output, USB port, speaker output front, microphone input, music equalizer, football mode, video EQ, fiesta mode, bass boost function (mega bass), DSEE sound enhancement, clear audio, speaker light (multi-color), karaoke, sleep timer, USB port charging output, USB rec; Bluetooth, 0.5w power consumption (in standby), Main unit dimensions: main unit 33.5W x 17.2H x 31.0 D cm (approx..) weight: 3.8kg (approx..) Front speaker dimensions: front speaker 28.5W x 40.5H x31.0 D cm (approx.) weight: 7.2kg (approx.) Inclusions: fm antenna, remote control	Unit	1		
4	<b>CONFERENCE MICROPHONE</b> Sensitivity: 10MV/pa; Output Impedance: 2K Ohms; Power Source: DC 3V AA; with 10 meters wire; mic connectivity: Wired; size: Length - 14.5 cm x Width - 11cm; Weight: 0.5kg; color: black	Unit	10		

Amount in Words: \_\_\_\_\_

**Other Requirements:**

1. Statement of Warranty – Minimum of One (1) Year

Delivery Period : Thirty (30) Calendar Days  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address