



Republic of the Philippines
Department of Education

Procurement Management Service

ACQUISITIONS COMMITTEE

Request for Quotation (RFQ)

Reference No.:	2021-EPS4(003)-AC-NPSVP-044
End-user Unit:	EXTERNAL PARTNERSHIPS SERVICE - INTERNATIONAL COOPERATION OFFICE (EPS-ICO)
Due date:	September 13, 2021
If further information is required, please contact:	EXTERNAL PARTNERSHIPS SERVICE - INTERNATIONAL COOPERATION OFFICE (EPS-ICO) Contact Nos. 8637-6463; 8637-6462

September 8, 2021

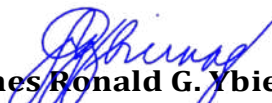
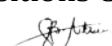

To: All Prospective Proponents

1. The **Department of Education**, through its **Acquisitions Committee (AC)**, requests price quotation for the project ***Rental of ICT Machinery and Equipment (including event management and documentation) for the conduct of 16th Senior Officials Meeting on Education, 11th SOM-ED Plus Three, 5th ASEAN Plus Three Education Ministers Meeting, 6th SOM-ED East Asia Summit, 5th East Asia Summit Education Ministers Meeting*** particularly described and detailed in the **Project Reference**, hereto attached as **Appendix "A"**.
2. Said quotation shall be received on or before **10:00 A.M. on September 13, 2021** by courier or by hand-delivery at the address given below:

Acquisitions Committee
Rm. M-511, 5th Floor, Mabini Bldg.
DepEd Complex, Meralco Avenue, Pasig City, Philippines
depedcentral.bacsecretariat@deped.gov.ph
3. The successful proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions of Contract** provided as Item V of the Project Reference. The terms and conditions provided under the General Conditions of Contract of Procurement of Goods and Services under the Philippine Bidding Documents as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
 - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - 3.3. The **Technical Specifications** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
4. If proponent is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of RA 9184 within five (5) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.

Supplier's Business Name:				TIN:	
Address:					
Telephone No.:		Fax No.:		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:				Date:	

5. Proponents are required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESO SIX HUNDRED THOUSAND and 00/100 (Php600,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Acquisitions Committee (AC).
6. Quotation shall be enclosed in a sealed envelope and addressed to the AC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no.2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
 - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.


James Ronald G. Ybiernas
 Chairperson, Acquisitions Committee
 

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Rental of ICT Machinery and Equipment (including event management and documentation) for the conduct of 16th Senior Officials Meeting on Education, 11th SOM-ED Plus Three, 5th ASEAN Plus Three Education Ministers Meeting, 6th SOM-ED East Asia Summit, 5th East Asia Summit Education Ministers Meeting

II. PROJECT OWNER:

Department of Education –
External Partnerships Service - International Cooperation Office (EPS-ICO)

III. OBJECTIVE:

To procure the project *Rental of ICT Machinery and Equipment (including event management and documentation) for the conduct of 16th Senior Officials Meeting on Education, 11th SOM-ED Plus Three, 5th ASEAN Plus Three Education Ministers Meeting, 6th SOM-ED East Asia Summit, 5th East Asia Summit Education Ministers Meeting* in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The supplier with the Single / Lowest Calculated Bid (SCB or LCB) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the AC, which documents shall be validated to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number;
- (iii) Duly Notarized Omnibus Sworn Statement (See attached **Annex "A"**)
 - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in Item no. 2 of the attached Omnibus Sworn Statement);
- (iv) Income Tax Returns (Annual Income Tax Returns of the preceding tax year); and
- (v) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months)

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

V. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. Proponent shall be responsible for sourcing its Goods/equipment and services, and shall make the deliveries and provide services in accordance with the schedule, and specifications of the award or contract. Failure of the proponent to comply with this provision shall be ground for cancellation of the award or contract issued to the proponent.

2. Proponent shall pick-up the Contract and Notice to Proceed issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A Fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the contract remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Proponent who accepted a Contract and Notice to Proceed but failed to deliver the required Goods and Services within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the Proponent.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the Proponent subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.

6. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The delivery terms applicable to this Contract are delivered to the **Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City**. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods / Services at their final destination.

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in Schedule of Requirements, as indicated in **Annex "B"** and Technical Specifications as indicated in **Annex "C"**.

Upon delivery of the Goods/Equipment to the Delivery Site, the Supplier shall notify DepEd thru EPS-ICO and present the following documents:

- i. Original and 4 copies of the Supplier's Invoice showing Goods'/service' description, quantity, unit price, and total amount;
- ii. Original and four copies of the Manufacturer's and/or Supplier's Warranty Certificate, where applicable;

- iii. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing number and description of items received and duly signed and dated by the Authorized Receiving Personnel (ARP).

For this purpose, the DepEd's Representative at the Project Site: **DepEd Central Office – Ms. CARMEN THEA SAMORO for the End-User Unit, and MS. MARITESS L. ABLAY for the Inspectorate Team** as designated by the Assistant Secretary for Procurement and Administration per D.O. 027 s. 2020.

Packaging

As may be applicable for goods to be delivered and as may be indicated in the contract, the Supplier shall provide such packaging as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points of transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions of DepEd.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on a conspicuous part of the outer packaging. If this is not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation

Transport of the Goods shall be arranged by the Supplier, and related costs shall be included in the contract price.

DepEd accepts no liability for the damage of Goods during transit. Risk and title will not pass to DepEd until its receipt and final acceptance at the final destination, through its authorized receiving personnel.

Intellectual Property Rights

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

C. Schedule of Payment

Thirty (30) days full payment upon submission of complete required documents.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract.

Advance Payment

An advance payment not to exceed **fifteen percent (15%)** of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

D. Inspections

Pre-delivery

Where applicable for goods to be delivered, pre-delivery inspections shall be conducted by DepEd thru the duly designated Inspectorate Team. The said inspections shall be made upon notice to the DepEd of the readiness of the goods for inspection.

VI. SCHEDULE OF REQUIREMENTS as indicated in **Annex "B"**.

VII. TECHNICAL SPECIFICATIONS as indicated in **Annex "C"**.

VIII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Proponents shall submit their quote for one (1) lot.
3. Proponent must fill up the spaces with the required and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

6. Proponent shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial Proposal (**Annex "D"**) otherwise, non- submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Purchase Order (PO) under **Annex "E"**.
7. Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Acquisitions Committee
Department of Education
Room M-511, 5thFloor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depedcentral.bacsecretariat@deped.gov.ph
Look for: Rubi Angeli C. Pirote (Project in Charge)

IX. FINANCIAL PROPOSAL QUOTATION FORM as indicated in **Annex "D"**.

Omnibus Sworn Statement**For the Conduct of Procurement Activities under Republic Act No. 11494 or the *Bayanihan* to Recover as One Act**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of *[Name of Bidder]*;

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-

user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Acquisitions Committee (AC), the Technical Working Group, and the AC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____ at _____, Philippines.

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Item	Quantity	UOM	Delivery Period	
1	Video Switcher	1	unit	September 28, 2021 to October 1, 2021	
	Capture Card (HDMI-Thunderbolt)	1	unit		
	Video Recorder	1	unit		
	4 Channel Audio Mixer	1	unit		
	1080p Camera	3	units		
	Tripods	3	units		
	Laptop (for streaming)	1	unit		
	32 inch TV monitor (director and floor monitor)	2	units		
	Wireless Lapel Microphones	2	units		
	Handheld Microphones	2	units		
	Divalities 4 banks	6	units		
	LED Panel Lights	4	units		
	SDI Cables 15 meters	3	units		
	RJ45 Cable (for internet connection)	1	units		
	Manpower				
	Director	1	pax		
	Technical Director	1	pax		
	Cameraman	3	pax		
Audio Engineer	1	pax			
Technical Assistants/Lightman	3	pax			

SCOPE OF SERVICES

I. BIDDER

Event Management Service Provider

II. PROJECT TITLE

16th Senior Officials Meeting on Education, 11th ASEAN Plus Three Senior Officials Meeting on Education, 6th East Asia Summit Senior Officials Meeting on Education, 5th ASEAN Plus Three Education Ministers Meeting, and 5th East Asia Summit Education Ministers Meeting.

III. PURPOSE/OBJECTIVES

The *Department of Education* (“DepEd,” “Client”) needs the services of a local *Event Management Service Provider* (“Provider”) that specializes in handling major corporate events and social functions.

IV. BACKGROUND

The Philippines, as a member of the Association of Southeast Asian Nations (ASEAN), currently sits as the Chair of the ASEAN Education Ministers Meeting (ASEM). Based on the ASEM Terms of Reference, the Chair must convene the Ministers and Senior Officials of Education during its chairmanship. The meetings are organized to provide policy direction, important updates, and a platform for discussion among the attendees.

In this regard, the Department of Education, in partnership with the ASEAN Secretariat in Jakarta, Indonesia, Department of Foreign Affairs, Commission on Higher Education, Technical Education and Skills Development Authority, will be hosting 16th SOM-ED, ASEAN Plus Three, and East Asia Summit meetings on September 29 – October 1, 2021 via video conferencing, and physically at the DepEd Bulwagan ng Karunungan.

These meetings will run back-to-back with high-level attendees from Southeast Asia, Australia, China, India, Japan, New Zealand, Russia, South Korea, and the USA.

V. RATIONALE

A smooth-running and well-organized event ensures its success, especially for a high-level one. To achieve such success, it is important to have a team dedicated to managing and running the event, including before and after the event itself.

While DepEd is committed to making the event a success, the dedicated manpower required of the part of the Organizers to fully organize and hold such an event of great significance makes it necessary for the Organizers to partner with a group experienced in organizing and managing events.

By complementing the Organizing Committee with a capable and well-established Provider, the event will offer all delegates an engaging, relevant, efficient, and extraordinary event experience. This *Scope of Services* shall delineate the roles and responsibilities of the Provider relevant to the Event.

VI. MINIMUM REQUIREMENTS

The Provider must have at least the following requirements to qualify for this Project:

1. A Filipino-owned and -operated organization legally registered under Philippine laws that can provide event conceptualization, management, and logistics.
2. At least three years of experience in organizing small-, medium-, and large-scale events, including planning, organizing, and implementing both face-to-face and virtual events.
3. Accreditation with the Philippine Government Electronic Procurement System (PhilGEPS).
4. No pending legal cases involving the Provider and any public or private entity.
5. Must be willing to provide services on an obligation/send-bill basis.

VII. GENERAL REQUIREMENTS

1. Event date is three consecutive days between 29 September – 1 October 2021.
2. Venue will be at the Bulwagan ng Karunungan, DepEd Complex, Meralco Avenue, Pasig City.
3. All services and products must be included in the quoted price.
4. Price quotations should be in Philippine pesos and inclusive of 12% VAT and all other applicable taxes and charges, with a validity for a period of one hundred and twenty (120) calendar days.

VIII. SCOPE AND WORK DELIVERABLES

DepEd requires the services of an Event Management Service Provider for the event, which is expected to have delegates from the Philippines and overseas.

The Provider shall work very closely with the Organizers and related DepEd stakeholders in the planning, coordination, management, implementation, and supervision of administrative and logistical requirements of the Event.

A. Overall Event Management

The Provider shall:

1. Develop and implement an agreed-upon project budget.
2. Coordinate with the Organizers on overall support in the logistical execution of the Event, including event management and documentation (which includes, but is not limited to, textual, photo, and video coverage).
3. Assign a dedicated Project Manager and production teams with ample and efficient personnel to complement the Organizers' respective counterparts to manage the planning, coordination, and conduct of the Event; and
4. Report to the Organizers on the status of the Event on a regular basis and/or as the need arises.

B. Concept and Creative Output

The Provider shall:

1. Provide an appropriate event flow with timings based on the approved program design as drafted and finalized by the Organizers.
2. Adopt the program, continuity script, guide spiels for the host, welcome and keynote addresses/speeches, and guides as drafted and finalized by the Organizers.
3. Adopt the visual materials provided by the Organizers, including, but not limited to:

- a. Virtual background;
- b. Logos and posters; and
- c. Other collaterals (streamers, banners, and signs, among others).

C. Audiovisual and Stagecraft

The Provider shall:

- 1. Provide the following furnishings/fixtures/equipment when not provided in venues, including determination of appropriate specifications (sizes, dimensions, and materials):
 - a. Stage backdrop panels, including LCD projection/LED video walls, and other framing and thematic elements based on the approved stage layout and design.
 - b. Stage platforms, stage overlay, scaffolding, truss, lectern, stanchions, and seating, among others, whenever necessary.
- 2. Provide a comprehensive lights and sound system appropriate to the Event and the venue.
- 3. Provide appropriate audiovisual (AV) and multimedia systems and equipment, which include, but are not limited to, video cameras, LED video panels, LCD flat-panel screens, and online streaming equipment, among others.
- 4. Provide other necessary services and furnishings/fixtures/equipment.

D. Human Resources and Production Staff

The Provider shall:

- 1. Scout for, book, manage, and provide the following personnel to complement their respective DepEd counterparts in ensuring a smooth run of the Event and based on its requirements, including, but not limited to production and technical staff.
- 2. Ensure that all personnel hired for the Event must be:
 - a. Highly qualified to perform the roles assigned to them.
 - b. Oriented on local and international culture and protocols, including orders of precedence and proper address.

IX. SERVICE QUALITY

Upon award of the contract, the Provider, including its partners, suppliers, and subcontractors, is expected to provide high-quality services in an efficient manner.

The Event is highly critical for DepEd’s delegates, partners, and stakeholders; thus, the Provider must meet these basic qualifications to merit service quality:

- 1. The Provider must assign enough support personnel to accommodate the Organizers and respond to the latter’s requests.
- 2. The Provider must assign technical and event personnel to constantly support any technical and logistical needs before, during, and after the Event and at the Organizers’ request.

X. EXPECTED OUTPUT/DELIVERABLES OF THE PROVIDER

- 1. Work plan
- 2. Venue design, infrastructure, and other paraphernalia, including complete lights, sounds, and audio-visual equipment
 - a. Stage designed and laid out with approved layout
 - b. LED video walls
 - c. Flat-screen monitors

3. Assigned Project Manager and event personnel (documenters, photographers, videographers, hosts, receptionists, registration personnel, ushers, technical staff, etc.)
4. Progress and final reports (technical and financial)
5. Submit raw and edited video recordings/materials to the Organizers
6. Other deliverables as mandated by Organizers during the Project

XI. SCHEDULE OF REQUIREMENTS AND PAYMENT

1. Contract duration: September 28, 2021 – October 1 2021
2. This Contract shall be for a term of four days, which shall commence on September 28, 2021, upon the delivery and set-up of the equipment on the agreed venue.
3. Terms of Payment: 30 days full payment upon submission of complete required documents.

XII. TERMS AND CONDITIONS

1. Lessor warrants that the Equipment is in good condition, and it is in good operating condition.
2. Technical support services shall be provided by the lessor during the rental period as stated in the technical specifications.
3. Repairs are done onsite and offsite. If offsite, service unit will be provided at no cost to the lessee.
4. The Lessor shall retain custody and control of the equipment and shall be fully responsible for the maintenance and safety of the equipment during the entire period of lease.

XIII. OTHER CHARGES

1. Contract price are inclusive of payment for rental fees, delivery charges, technical crew, and other charges as stated in the technical specifications.
2. Lessor is responsible for all license fees, registration fees, assessments, charges, taxes and encumbrances which may be imposed in relation to the license and use of the Equipment, including, without limitation, all sales, withholding, value-added and/or goods and services taxes.

A. Delivery Schedule

Complete delivery of the items shall be made within **September 28, 2021 to October 1, 2021**, or from the commencement date indicated therein, in coordination with DepEd EPS-ICO.

B. Project Site

Goods/Services shall be delivered to **DepEd Central Office, Meralco Avenue, Pasig City.**

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
- 3) Price-Lowest Unit Cost

Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- Acquisitions Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative

Technical Specifications

Detailed Technical Specification

Lot No.	Qty.	Description	Specification	Bidder's Statement of Compliance	Bidder's Actual Offer
1	1	Video Switcher	Available M/E 4 M/E		
			Effect Types 1 x Transition, Chroma Key, Luma Key		
			Graphics Memory 20 Images		
			Downstream Keys 1 x Chroma 2 x Luma		
			Generators 2 x Color 3 x Pattern		
			Audio Mixing 2-Channel Mixing		
			Processing		
			Switching Type Pushbutton, Software		

		<p>Processing Resolution UHD 4K at 29.97</p>		
		<p>Color Processing 10-Bit 4:2:2</p>		
		<p>Input</p>		
		<p>Number of Video Input Sources 8</p>		
		<p>Video Input Connectors 4 x BNC (3G-SDI / 6G-SDI / HD-SDI / SD-SDI) Female 4 x HDMI Female</p>		
		<p>Input Video Format HDMI / SDI (10-Bit 4:2:2) UHD 4K: 23.98/24/25/29.97 fps 1080p: 23.98/24/25/29.97/50/59.94 fps 720p: 50/59.94 fps 576i / 625 lines: 50 fps 480i / 525 lines: 59.94 fps</p>		
		<p>Audio Input Connectors 2 x 3-Pin XLR Mono Analog Female 2 x RCA Mono Analog Female</p>		
		<p>Input Audio Format Analog</p>		
		<p>Embedded Audio Input HDMI: 2-Channel (per Input) SDI: 2-Channel (per Input)</p>		
		<p>Output</p>		

		Video Output Channels 6		
		Video Output Connectors 4 x BNC (3G-SDI / 6G-SDI / HD-SDI / SD-SDI) Female (Program) 2 x HDMI Female (Program)		
		Output Video Format HDMI / SDI (10-Bit 4:2:2) UHD 4K: 23.98/24/25/29.97 fps 1080p: 23.98/24/25/29.97/50/59.94 fps 720p: 50/59.94 fps 576i / 625 lines: 50 fps 480i / 525 lines: 59.94 fps		
		Audio Output Connectors 2 x 3-Pin XLR Mono Analog Female		
		Output Audio Format Analog		
		Embedded Audio Output HDMI: 2-Channel (per Output) SDI: 2-Channel (per Output)		
		Multiview Output 1-Way Multiview viaHDMI, SDI		
		Monitor Output 1 x HDMI		
		Connectivity		
		Other I/O 1 x BNC Reference Input 1 x BNC Reference Output		

		1 x RJ45 LAN Input/Output 1 x USB Type-B Firmware Input		
		Video Standard Compliance SMPTE 259M/292M/424M		
		HDCP Support None		
		Hardware		
		OS Compatibility Windows 8.1 or Later macOS 10.14 or Later		
		Power		
		Power Connector 1 x NEMA 5-15R Input		
		Power Consumption Power Supply: 100 to 240 VAC (60 W)		
		Environmental		
		Operating Temperature 32 to 104°F / 0 to 40°C		
		Storage Temperature -4 to E43 / -20 to 60°C		

		Operating Humidity 0 to 95%		
		General		
		Rack Form Factor 1 RU		
		Dimensions 19 x 5.79 x 1.73" / 48.3 x 14.71 x 4.39 cm		
		Weight 3.75 lb / 1.7 kg		
		Packaging Info		
		Package Weight 4.35 lb		
		Box Dimensions (LxWxH) 19.1 x 7.4 x 3.5"		
	1	Capture Card (HDMI-Thunderbolt)	SDI Video Input 1x 10-bit SD/HD switchable	
			HDMI Video Input 1x HDMI type A connector	
			Host Connection Mini DisplayPort (Thunderbolt)	

		<p>SDI Audio Input 8 channels embedded in SD and HD</p>		
		<p>HDMI Audio Input 8 channels embedded in SD and HD</p>		
		<p>Input</p>		
		<p>Computer Interface Thunderbolt</p>		
		<p>Video Input Connectors 1 x HDMI Female 1 x BNC (3G-SDI) Female</p>		
		<p>SD Format Support 625/25 PAL, 525/29.97 NTSC and 525/23.98 NTSC</p>		
		<p>Input Video Format HDMI (10-Bit 4:4:4/4:2:2/4:2:0) 1080p: 23.98/24/25/29.97/30 fps 1080PsF: 23.98/24/25/29.97/30 fps 1080i: 50/59.94/60 fps 720p: 50/59.94/60 fps SDI (8/10-Bit 4:2:2 YUV) 1080p: 23.98/24/25/29.97/30 fps 1080PsF: 23.98/24/25/29.97/30 fps 1080i: 50/59.94/60 fps 720p: 50/59.94/60 fps PAL: 50 fps NTSC: 60 fps</p>		
		<p>HD Format Support 720p50, 720p59.94, 720p60, 1080PsF23.98, 1080p23.98, 1080PsF24, 1080p24, 1080PsF25, 1080p25, 1080PsF29.97, 1080p29.97, 1080PsF30,</p>		

		1080p30, 1080i50, 1080i59.94 and 1080i60		
		SDI Compliance SMPTE 259M and SMPTE 292M		
		Audio Input Connectors None		
		Input Audio Format Analog: 48 kHz / 24-Bit		
		SDI Metadata Support VITC read for 3:2 pulldown removal VANC capture and playback using up to 3 lines of video in file HD RP188 Closed captioning		
		Embedded Audio Input HDMI: 8-Channel SDI: 8-Channel		
		Sampling Video: 4:2:2 Audio: Television standard sample rate of 48 kHz at 24 bit		
		Color Precision 10-bit		
		Color Space REC 601, REC 709		

		<p>HDMI Configuration HDMI automatically configures to connected display</p>		
		<p>HDMI Resolution Pixel for pixel HD resolution input to connected device</p>		
		<p>HDMI Color Precision 10-bit</p>		
		<p>Standard</p>		
		<p>Multiple Rate Support SDI and HDMI are switchable between standard definition and high definition</p>		
		<p>Copy Protection HDMI input is unable to capture from copy protected HDMI sources Always confirm copyright ownership before capture or distribution of content</p>		
		<p>Video Standard Compliance SMPTE 259M/292M</p>		
		<p>Colorspace Conversion Hardware based real time</p>		
		<p>HD Down Conversion Software based down conversion during video playback</p>		
		<p>Real Time Effects Apple Final Cut Pro internal effects Adobe Premiere Pro Mercury Playback Engine effects Avid Media Composer 6 internal effects</p>		

		<p>Internal Software Upgrade Firmware built into software driver. Loaded at system start or via updater software.</p>		
		<p>Physical Installation Requires computer with a Thunderbolt port</p>		
		<p>System Compatibility Mac OS X 10.7 Lion or later, and Mac OS X 10.8 Mountain Lion or later (If you encounter incompatibility issues with updated versions of OS X, please download the newest driver for the recorder from http://www.blackmagicdesign.com/support.)</p>		
		<p>Hardware</p>		
		<p>OS Compatibility Windows 7 or Later macOS 10.14 or Later Linux</p>		
		<p>Power</p>		
		<p>Power Connector None</p>		
		<p>Environmental</p>		
		<p>Operating Temperature 41 to 104°F / 5 to 40°C</p>		
		<p>Storage Temperature -4 to 113°F / -20 to 45°C</p>		

		<p>Operating Humidity 0 to 90%</p>		
		<p>General</p>		
		<p>Certifications C-Tick, CE, FCC, as per Manufacturer</p>		
		<p>Dimensions 3.62 x 1.77 x 0.98" / 9.19 x 4.5 x 2.49 cm</p>		
		<p>Weight 5.33 oz / 151 g</p>		
		<p>Warranty Length Limited 1-Year Warranty</p>		
1	Video Recorder	<p>Video Input Digital Video 3 x SDI (10-Bit SD/HD/3G Switchable) 1 x SDI (10-Bit SD/HD/3G/6G UHD Switchable) 1 x HDMI 1.4 Type-A (Supports UHD 4K)</p> <p>Analog Video 1 x Component YUV (3 x BNC) SD/HD</p>		
		<p>Video Output Digital Video 3 x SDI (10-Bit SD/HD/3G Switchable) 1 x SDI (10-Bit SD/HD/3G/6G UHD Switchable) 1 x SDI Monitor Output (10-Bit SD/HD/3G Switchable) 1 x HDMI 1.4 type A (Supports UHD 4K)</p> <p>Analog Video</p>		

		1 x Component YUV (3BNC) SD/HD		
		Audio Input Analog 2 x 3-Pin XLR Balanced Connectors 2 x RCA Jacks for Unbalanced Audio Digital SDI 16 x Channels Embedded in SD and HD in QuickTime Files 2 x Channels in Avid DNxHD MXF files. HDMI 8 x Channels Embedded in SD and HD in QuickTime Files 2 x Channels in Avid DNxHD MXF Files		
		Audio Output Analog 2 x 3-Pin XLR Balanced Connectors Digital SDI 16 x Channels Embedded in SD and HD in QuickTime Files 2 x Channels in Avid DNxHD MXF Files. HDMI 8 x Channels Embedded in SD and HD in QuickTime Files 2 x Channels in Avid DNxHD MXF Files		
		Timecode Input: 1 x XLR Output: 1 x XLR		

		<p>Computer Interface 1 x USB 2.0 Mini-B for Initial Setup, Software Updates and HyperDeck Utility Software Control</p>		
		<p>SSD Interface 2 x 2.5" SATA-II or SATA-III 3Gb/s</p>		
		<p>Media Formats ExFAT (Windows/Mac) or HFS+ (Mac)</p>		
		<p>Sync Input Blackburst or Tri-Sync</p>		
		<p>Device Control Sony-Compatible RS-422 Deck Control Port</p>		
		<p>Recorder Recorder Control: 12 Buttons and Jog Wheel for Local Control / or Use Either RJ45 Ethernet or USB 2.0 High-Speed Interface</p> <p>Recorder Configuration: Use USB 2.0 High-Speed Interface</p>		
		<p>Format Support UHD 4K (HDMI Only) 2160P: 30/29.97/25/24/23.98 1080p: 60/59.94/50/30/29.97/25/24/23.98 1080PsF: 30/29.97/25/24/23.98 1080i: 60/59.94/50 720p: 60/59.94/50 525i: 59.94 NTSC 625i: 50 PAL</p>		

		<p>SDI Compliance SMPTE 259M, 292M, 296M, 425M</p>		
		<p>SDI Metadata Support Timecode: HD RP188 Closed Captioning: CEA-708</p>		
		<p>Video Sampling 0.168078704</p>		
		<p>Audio Sampling 48 kHz, 24-Bit</p>		
		<p>Color Precision 10-Bit</p>		
		<p>Color Space REC 601 REC 709</p>		
		<p>Multiple Rate Support SDI and HDMI Switchable between SD, HD and UHD. SDI Switches between 270 Mb/s Standard Definition SDI, 1.5G-SDI HD, 3G-SDI and 6G-SDI. Analog SD/HD</p>		
		<p>Copy Protection HDMI Input is Unable to Capture from Copy-Protected HDMI Sources. Always Confirm Copyright Ownership Before Capture or Distribution of Content.</p>		
		<p>Codecs Supported Uncompressed QuickTime Apple ProRes 422 (HQ) QuickTime ProRes 422 QuickTime ProRes 422 (LT) QuickTime ProRes 422 (Proxy) QuickTime Avid DNxHD QuickTime</p>		

		Avid DNxHD MXF up to 1080i60		
		Operating Systems Mac 10.14 Mojave Mac 10.15 Catalina or Later Windows 8.1 and 10		
		LCD Display Color 2.2" / 5.6 cm		
		Internal Power Supply 110-240 V, 50-60 Hz		
		Operating Temperature 41 to 104°F / 5 to 40°C		
		Operating Humidity 0% to 90% Non-Condensing		
		Storage Temperature -4 to 113°F / -20 to 45°C		
		Rack Size 1 RU / Less than 7" / 18 cm Deep		
		Dimensions (WxDxH) 19 x 6.18 x 1.75" / 48.26 x 15.7 x 4.45 cm		
		Weight 4.4 lb / 2 kg		
	1	4 Channel Audio Mixer	Mixer	

			Number of Analog Input Channels 4 (4 Mono / 0 Stereo)		
			Number of Mic Preamps 4		
			Number of Analog Output Channels 4		
			Max I/O Capacity 6 x Input / 4 x Output		
			Mix Routing 1 x Stereo Bus 2 x Mono Aux Send		
			Presets Yes		
			Display Main Display: LED		
			Faders None		
			Meters Channel Meter: 4 x Single LED		
			Signal Processing		

			Dynamic Processing Compressor, Limiter, Gate		
			EQ 3-Band EQ 3-Band Parametric		
			Graphic EQ None		
			Solo/Mute Mute per Input Channel		
			Internal Effects 3 x Chorus 2 x Flanger 4 x Phaser 1 x Tremolo 3 x Delay 5 x Reverb		
			Real Time Analyzer None		
			Audio Delay None		
			Automatic Mic Mixing None		
			Digital Audio		

		Sample Rates 48 kHz		
		Bit Depth 24-Bit		
		Performance		
		Signal Generator None		
		Connectivity		
		Analog Inputs 4 x Combo XLR-1/4" TRS Balanced/Unbalanced Mic/Hi-Z Input 2 x 1/4" TRS Balanced/Unbalanced Aux Input		
		Analog Outputs 2 x 1/4" TRS Balanced Main Output 4 x 1/4" Aux Send 1 x 1/4" Headphone Output		
		Phantom Power +48 V, Selectable On/Off		
		Digital I/O 1 x RJ45		
		MIDI I/O None		

		USB 1 x USB Type-A (USB 2.0, Audio Playback) 1 x USB Type-B (USB 2.0, Audio Streaming, Host Connection)		
		Expansion Ports None		
		Wireless Connectivity None		
		External Display Connection None		
		Recording		
		Media Support USB Drive		
		File Format Support Playback: MP3, WAV		
		Compatibility		
		OS Compatibility macOS Windows		
		Physical		
		Dimensions 3.3 x 7.3 x 8.4" / 82.6 x 184.2 x 213.4 mm		

		Weight 2.1 lb / 1 kg		
		Packaging Info		
		Package Weight 4.525 lb		
		Box Dimensions (LxWxH) 10 x 9.95 x 6.65"		
		Microphone		
		Primary Applications Live Sound, Studio Recording		
		Form Factor Handheld / Stand/Boom Mount		
		Intended Sound Sources Vocals, Instrument		
		Sound Field Mono		
		Operating Principle Pressure Operated		
		Capsule 1 x Dynamic		

			Polar Pattern Cardioid		
			Orientation End Address		
			Pad None		
			High-Pass Filter None		
			Tone Adjustment None		
			Gain Adjustment None		
			Indicators None		
			On-Board Controls None		
			Windscreen Foam (Available Separately)		
			Performance		
			Frequency Range 40 Hz to 15 kHz		

		Impedance 150 Ohms		
		Load Impedance 310 Ohms		
		Sensitivity 56 dBV/Pa (1 kHz, Open Circuit Voltage)		
		Connectivity		
		Output Connectors (Analog) 1 x XLR 3-Pin (on Mic)		
		Headphone Connector None		
		Physical		
		Color Gray		
		Mounting 5/8"-27 Female, Mic Clip (Included)		
		Included Case Zipper Pouch		
		Included Filters None		

		Construction Material Steel, Steel Wire Grille		
		Dimensions ø: 1.26 x L: 6.18" / ø: 32 x L: 157 mm		
		Weight 10.02 oz / 284 g		
		Packaging Info		
		Package Weight 1.32 lb		
		Box Dimensions (LxWxH) 10.1 x 4.95 x 3.45"		
		Headphone		
		Earpiece Design Over-Ear (Circumaural), Closed-Back		
		Earpiece Swivel Yes, 90°		
		Earpiece Connection / Wearing Style Wired		
		Foldable No		

			Driver Type Dynamic		
			Driver Size 2.0" / 50 mm		
			Magnet Type Neodymium		
			Impedance 32 Ohms		
			Active Noise Cancellation		
			Performance		
			Frequency Response 20 Hz to 20 kHz		
			Sensitivity 110 dB at 1 mW		
			Maximum Power Handling 100 mW		
			Wired Connectivity		
			Audio Connector to Source 1 x 1/8" / 3.5 mm TRS Male		

			Adapter (Included) 1/4" TRS		
			Cable Design Single-Sided, Detachable		
			Audio Connector to Earpiece 1 x 1/8" / 3.5 mm Female 1 x 1/4" TRS Female		
			Cable Length 10' / 3 m		
			Cable Color Black		
			Physical		
			Color Black		
			Weight 9.8 oz / 278 g		
			Packaging Info		
			Package Weight 0.995 lb		
			Box Dimensions (LxWxH) 7 x 6.4 x 4"		

			Packaging Info		
			Package Weight 1.15 lb		
			Box Dimensions (LxWxH) 7.1 x 6.5 x 1.8"		
			Stand		
			Height 8.3 to 13.5" / 21 to 34.3 cm		
			Base Type Round		
			Base Dimensions 6.2 x 6.2" / 15.7 x 15.7 cm		
			General		
			Mounting Thread 5/8"-27 Male		
			Weight 2.4 lb / 1.1 kg		
			Packaging Info		

			Package Weight 2.9 lb		
			Box Dimensions (LxWxH) 7.05 x 7.05 x 1.9"		
			Connector 1 3-Pin XLR Male		
			Connector 2 3-Pin XLR Female		
			Cable Length 6' / 1.8 m		
			Shielding 95% Spiral		
			Wire Gauge 24 AWG		
			Contact Plating Silver		
			Packaging Info		
			Package Weight 0.385 lb		
			Box Dimensions (LxWxH) 9.1 x 8.25 x 0.9"		

			Interface USB 2.0 (480 Mb/s)		
			Connector 1 USB Type-A Male		
			Connector 2 USB Type-B Male		
			Cable Type Cable		
			Cable Length 10' / 3 m		
			Variable Length No		
			Packaging Info		
			Package Weight 0.18 lb		
			Box Dimensions (LxWxH) 9.3 x 6.35 x 0.65"		
	3	1080p Camera	General		
			Power Supply DC 7.2 V (when the battery is used) DC 7.3 V (when the AC adaptor is used)		

		Power Consumption 11.8 W (recording)		
		Operating Temperature 0 °C to 40 °C (32 °F to 104 °F)		
		Operating Humidity 10 % to 80 % (no condensation)		
		Weight Approx. 2.4 kg (5.3 lb) (excluding the battery and accessories)		
		Dimensions 180 mm (W) x 195 mm (H) x 438 mm (D) (7 inches x 7-11/16 inches x 17-1/4 inches) (excluding protruding parts)		
		Camera		
		Pickup Devices 1/3-type progressive, 2.2 megapixel, 3MOS sensors		
		Lens Optical image stabilizer lens, 22x motorized zoom, F1.6 to 3.2 (f=3.9 mm to 86 mm) 35 mm conversion: 28 mm to 616 mm (16:9)		
		Filter Diameter 72 mm		
		Optical System Prism color separation		
		ND Filter OFF, 1/4, 1/16, 1/64		

		<p>Minimum Shooting Distance Approx. 1 m (39-3/8 inches)</p>		
		<p>Gain Settings 0/3/6/9/12/15/18/24*/30* dB *Assigned to the USER button (S.GAIN)</p>		
		<p>Color Temperature Settings ATW, ATW LOCK, preset 3200 K, preset 5600 K, preset VAR, Ach, Bch</p>		
		<p>Digital Zoom 2x/5x/10x, assigned to the USER button</p>		
		<p>Minimum Illumination 0.4 lx (F1.6, gain +30 dB, shutter speed 1/30 seconds)</p>		
		<p>Shutter Speed (Preset) [59.94 Hz*1] 60i/60p mode: 1/60 sec. to 1/2000 sec. (7 steps) 30p mode: 1/30 sec. to 1/2000 sec. (8 steps) 24p mode: 1/24 sec. to 1/2000 sec. (8 steps) [50 Hz] 50i/50p mode: 1/50 sec. to 1/2000 sec. (7 steps) 25p mode: 1/25 sec. to 1/2000 sec. (8 steps)</p>		
		<p>Shutter Speed (Synchro Scan) [59.94 Hz*1] 60i/60p mode: 1/60.0 sec. to 1/249.8 sec. 30p mode: 1/30.0 sec. to 1/249.8 sec. 24p mode: 1/24.0 sec. to 1/249.8 sec. Opening Angle: 3.0 d - 180.0 d - 360.0 d, 0.5 degrees step [50 Hz] 50i/50p mode: 1/50.0 sec. to 1/250.0 sec. 25p mode: 1/25.0 sec. to 1/250.0 sec. Opening Angle: 3.0 d - 180.0 d - 360.0 d, 0.5 degrees step</p>		
		<p>Shutter Speed (Slow) [59.94 Hz*1] 60i/60p mode: 1/8 sec., 1/15 sec., 1/30 sec. 30p mode: 1/8 sec., 1/15 sec. 24p mode: 1/6 sec., 1/12 sec. [50 Hz] 50i/50p mode: 1/6 sec., 1/12 sec., 1/25 sec. 25p mode: 1/6 sec., 1/12 sec. *Only when the VFR MODE is OFF in the SCENE FILE screen</p>		
		<p>Memory Card Recorder</p>		

		<p>Recording Format AVCHD Ver. 2.0 standard (AVCHD Progressive) DV standard (AVI Type2)</p>		
		<p>Recording Media SD memory card (FAT12, FAT16):512 MB, 1 GB, up to 2 GB SDHC memory card (FAT32):4 GB, 6 GB, 8 GB, 12 GB, 16 GB, 32 GB SDXC memory card (exFAT):48 GB, 64 GB, up to 2 TB *However, memory cards above Class 4 are supported in PH/HA mode, memory cards above Class 2 are supported in PM/HE/CH mode, and memory cards above Class 6 are supported in PS mode, during VFR recording and DV mode.</p>		
		<p>Video/Audio Recording Specification (AVCHD)</p>		
		<p>Recording Video Signals (59.94Hz)94Hz) PS mode: 1080/59.94p*1 PH mode: 1080/59.94i*1, 1080/29.97p*1,1080/23.98pN*2, 720/59.94p*1,720/29.97p*1, 720/23.98pN*2 PM mode: 720/59.94p*1 HA/HE/CH mode: 1080/59.94i*1</p>		
		<p>Recording Video Signals (50Hz) PS mode: 1080/50p, PH mode: 1080/50i, 1080/25p, 720/50p, 720/25p PM mode: 720/50p, HA/HE/CH mode: 1080/50i</p>		
		<p>Interval Recording OFF/1 sec. /10 sec. /30 sec. /1 min. /2 min. interval,maximum 168 hours (1 week) recording *For the recording mode, PH 1080/24p or PH 1080/25p fixed</p>		
		<p>Variable Frame Rate 1080/24p, 1080/30p: 2*/6/9/12/15/18/20/21/22/24/25/26/27/28/30/32/34/36/40/44/48 /54/60 fps (frames per second) 1080/25p: 2*/6/9/12/15/18/20/21/22/23/24/25/26/27/28/30/32/34/37/42/45 /48/50 fps (frames per second) * Fixed on 0 dB gain and manual focus mode</p>		

		Audio Recording Signal 48 kHz/16 bit		
		Digital Audio Format (PS/PH Mode) Linear PCM 2 CH/ 2 CH, switchable PM/HA/HE/CH mode;, 2 CH		
		Audio Bit Rate PS/PH mode: 384 kbps PM/HA/HE/CH mode: 256 kbps		
		DV Recording Specification		
		Recording Video Signals (DV) [59.94 Hz*1] 480/59.94i*1, 480/29.97p*1, 480/23.98p*1 [50 Hz] 576/50i, 576/25p		
		Audio Recording Signal (DV) 48 kHz/16 bit, Linear PCM (digital 2 ch)		
		Video Output Pin jack, 1.0 V [p-p], 75 Ω		
		SDI Out BNC x 1, 0.8 V [p-p], 75 Ω, HD (AVCHD mode only) /SD switchable		
		HDMI Out (AVCHD Mode Only) HDMI Type A, VIERA Link not supported		
		Audio Input/Output		
		Built-in Microphone Stereo microphone		

		<p>XLR In XLR (3 pin) x 2 (INPUT1, INPUT2), LINE/MIC/+48 V switchable, high impedance LINE: 0 dBu, MIC: -40 dBu/-50 dBu/-60 dBu (menu)</p>		
		<p>Audio Out Pin jack x 2 (CH1, CH2), 600 Ω, 316 mV</p>		
		<p>SDI Out (Audio) 2 CH (Linear PCM)</p>		
		<p>HDMI Out (AVCHD Mode Only) (Audio) 2 CH (Linear PCM), 5.1 CH</p>		
		<p>Headphones 3.5 mm diameter, stereo mini jack x 1</p>		
		<p>Speaker Round, 20 mm diameter</p>		
		<p>Other Input/Output</p>		
		<p>Camera Remote 2.5 mm diameter, super 2.5 mm diameter, super mini jack x 1 (ZOOM S/S) 3.5 mm diameter, mini jack x 1 (FOCUS/IRIS)mini jack x 1 (ZOOM S/S) 3.5 mm diameter, mini jack x 1 (FOCUS/IRIS)</p>		
		<p>Index Remote 2.5 mm diameter, super mini jack x 1</p>		
		<p>TC Preset In/Out VIDEO OUT terminal dual-purpose IN 1.0 V [p-p] - 4.0 V [p-p], 10 kΩ OUT: 2.0 V [p-p] \pm0.5 V [p-p], low impedance</p>		

		<p>USB 2.0 Type mini B connector (USB2.0 compliant)</p>		
		<p>DV Out (DV Mode Only) 6 pin (IEEE1394 compliant), digital output only</p>		
		<p>Monitor</p>		
		<p>LCD Monitor 87.63 mm (3.45 inches) color LCD monitor, approx. 921,000 dots (16:9)</p>		
		<p>EVF 11.43 mm (0.45 inches) color LCD monitor, approx. 1,226,000 dots (16:9)</p>		
		<p>Included Accessories AC adaptor*3, Battery charger*3, AC cable, DC cable,5800/5400 (typ./min.) mAh battery pack,Wireless remote controller with button-type battery,Microphone holder, Eye cup, Shoulder strap, CD-ROM</p>		
		<p>Note *1: The frame rates in the setup menu are 60p, 60i, 30p, and 24p. *2: Native recording mode. *3: Only AG-AC160AEJ include AC adaptor and Battery charger separately. The AC adaptor of AG-AC160AP/ EN/AN has both AC adaptor and Battery charger functions.</p>		
	3	Tripods	<p>Weight: at least 3 kg</p>	
			<p>Load capacity: at least 5kg</p>	
			<p>Min Height: at least 19"</p>	

			Maximum Height: at least 68"		
			Leg Sections 3		
			Tilt range -70° / +90°		
			Leg Lock Type Flip Lock		
			Pan Bar Included Yes		
			Pan Drag fluid cartridge with fixed drag		
	1	Laptop (for streaming)	GPU Engine Specs:		
			RTX-OPS 63 T		
			Giga Rays/s 8		
			Boost Clock (MHz) 1815		
			Base Clock (MHz) 1650		

			Memory Specs:		
			Memory Speed 15.5 Gbps		
			Standard Memory Config 8 GB GDDR6		
			Memory Interface Width		
			Memory Bandwidth (GB/sec)		
			Technology Support:		
			Ray Tracing Cores Yes		
			Tensor Cores Yes		
			DLSS 2.0 Yes		
			Adaptive Shading Yes		
			GeForce Experience Yes		

			Ansel Yes		
			Highlights Yes		
			G-SYNC® Compatible Yes		
			GPU Boost 4		
			Game Ready Drivers Yes		
			Microsoft DirectX® 12 Ultimate Yes		
			Vulkan RT API, OpenGL 4.6 Yes		
			DisplayPort 1.4, HDMI 2.0b, USB-C Yes		
			HDCP 2.2 Yes		
			VR Ready Yes		
			Display Support:		

			Maximum Digital Resolution 7680x4320		
			Standard Display Connectors DisplayPort, HDMI		
			Multi Monitor 4		
			HDCP 2.2		
			Graphics Card Dimensions:		
			Height 4.556" (115.7mm)		
			Length 10.5" (266.74mm)		
			Width 2-Slot		
			Thermal Power Specs:		
			Maximum GPU Temperature (in C) 89		
			Graphics Card Power (W) 250		

			Recommended System Power (W) 650		
			Supplementary Power Connectors 6 pin + 8 pin		
	2	32 inch TV monitor (director and floor monitor)	Supplementary Power Connectors 6 pin + 8 pin		
			Display Size 32 inch		
			Screen Type LED		
			3D No		
			Smart TV No		
			Curve TV No		
			Resolution Standard HD-Ready		
			Resolution (pixels) 1366x768		
			No of HDMI Port 2		

			No of USB Port 1		
			Built In Wi-Fi No		
			Analog Audio Input Yes		
			Number of Speakers Yes		
			Speaker Type 2.0 Channel Speaker		
			Speaker Output RMS 10 W		
			Power Consumption 48 W, 0.5 W		
			Touch Remote No		
			Contrast Ratio Mega Contrast (Static)		
			Refresh Rate (Hz) 60		
	2	Wireless Lapel Microphones	Line Speed Moderate to High		

		Capacity Size 5 to 120mm		
		Weight 175lbs		
		Crated Weight 225lbs		
		Height Max 80"		
		Height under, Sealing Head min 40", Max 60"		
		Footprint 30" x 32"		
	2	Handheld Microphones	RF Level Switch between 1mW and 10mW	
			2 "AA" batteries	
			Up to 10 hours of battery life	
			Bottom on/off switch design	
			Anti-rolling ring on grille for PG28	

			Power and battery status LED		
			6 color rings for microphone identification		
6	Divalities 4 banks	Lamps 4x 55 W True-Match CFL (Sold separately)			
		Input Voltage Each Fixture: 120 VAC, 50/60 Hz, 2.0 A			
		Output Frequency 30 kHz			
		Ballast Built-in and remote dimming, 100-5.0%			
		Barndoor Built-in 6.0" (15 cm) barndoors			
		Mounting Center ball and socket mount with lock down handle			
		Dimensions Diva-Lite 401: 26 x 12 x 6.0" (66 x 30.5 x 15 cm) Diva-Lite 401 Kit: 28 x 8 x 18" (71 x 20.5 x 45.5 cm)			
		Kit Weight Diva-Lite 401: 13 lb (5.9 kg) Diva-Lite 401 Kit: 25 lb (11.3 kg)			
		Package Weight 26.59 lb			

4	LED Panel Lights	Beam Angle 55°		
		Color Temperature 3200 to 5500K		
		Color Accuracy Standard CRI 90		
		Lumens 2280		
		Expected Lamp Life 50000 Hours		
		Number of LEDs 300		
		Battery Plate 1 x Sony L-Series (NP-F)		
		DC Input Power VDC at 5 A		
		Max Power Consumption 18 W		
		Wireless Range 49.2' / 15 m		
		Dimensions 6.8 x 6 x 1.7" / 17.3 x 15.3 x 4.3 cm		

			Weight 1.4 lb / 0.65 kg		
			Package Weight 1.61 lb		
			Box Dimensions (LxWxH) 8.1 x 7.1 x 3"		
	3	SDI Cables 15 meters	Cable Length 15' / 4.6 m		
			Conductor DC Resistance 0.007 Ohms/ft (Up to 328' / 100 m)		
			Shielding 0.93		
			Wire Gauge 18 AWG		
			Outer Diameter 0.303" / 7.7 mm		
			Coaxial Type RG-6		
			Insulation Type Polyethylene		
			Maximum Impedance 75 Ohms		

			Capacitance 17 pF/ft		
			Package Weight 1 lb		
			Box Dimensions (LxWxH) 7.9 x 7.1 x 1.3"		
	1	RJ45 Cable (for internet connection)	<i>Ports on Switches</i> 10/100/1000/2500/5000BASE-T <i>IEEE Cable Standard</i> CAT 5e CAT 6 CAT 6A (STP/UTP) <i>Shield or Unshielded Twisted Pair (STP/UTP)</i> STP/UTP <i>Cable Standard Specification</i> ANSI/TIA/EIA-568-A ANSI/TIA/EIA-568-B.2-1 ANSI/TIA/EIA-568-B2-10 <i>Maximum Reach</i> 328 ft (100 m) <i>Frequency (MHz)</i> 1-100 1-250 1-500		

		<p><i>Ports on Switches</i> 10000BASE-T</p> <p><i>IEEE Cable Standard</i> Class E/ CAT 6</p> <p><i>Shield or Unshielded Twisted Pair (STP/UTP)</i> STP</p> <p><i>Cable Standard Specification</i> ANSI/TIA/EIA 568-B.2-1</p> <p><i>Maximum Reach</i> 180 ft (55 m)</p> <p><i>Frequency (MHz)</i> 1-250</p> <p><i>IEEE Cable Standard</i> Class E/ CAT 6</p> <p><i>Shield or Unshielded Twisted Pair (STP/UTP)</i> UTP</p> <p><i>Cable Standard Specification</i> ANSI/TIA/EIA 568-B.2-1</p> <p><i>Maximum Reach</i> 180 ft (55 m)</p> <p><i>Frequency (MHz)</i> 1-250</p>		
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		<p><i>IEEE Cable Standard</i> Class E/ CAT 6</p> <p><i>Shield or Unshielded Twisted Pair (STP/UTP)</i> STP/UTP</p> <p><i>Cable Standard Specification</i> ANSI/TIA/EIA-568-B2-10</p> <p><i>Maximum Reach</i> 328 ft (100 m)</p> <p><i>Frequency (MHz)</i> 1-500</p> <p><i>IEEE Cable Standard</i> Class F/ CAT 7</p> <p><i>Shield or Unshielded Twisted Pair (STP/UTP)</i> STP</p> <p><i>Cable Standard Specification</i> ISO/IEC 11801:2002</p> <p><i>Maximum Reach</i> 328 ft (100 m)</p> <p><i>Frequency (MHz)</i> 1-600</p>		
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		Manpower			
	1		Director		
	1		Technical Director		
	3		Cameraman		
	1		Audio Engineer		
	3		Technical Assistants/Lightman		

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specification for the Project: **Rental of ICT Machinery and Equipment (including event management and documentation) for the conduct of 16th Senior Officials Meeting on Education, 11th SOM-ED Plus Three, 5th ASEAN Plus Three Education Ministers Meeting, 6th SOM-ED East Asia Summit, 5th East Asia Summit Education Ministers Meeting.**

Name and Signature of Authorized representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:			Date:

ANNEX "D"

Lot No.	Description	Quantity	Unit Price Ceiling (Php)	Price Ceiling(Php)	Supplier's Offer(state brand, model,make and specifications)	Unit Price	Total Price
1	Video Switcher	1	600,000.00	600,000.00			
	Capture Card (HDMI-Thunderbolt)	1					
	Video Recorder	1					
	4 Channel Audio Mixer	1					
	1080p Camera	3					
	Tripods	3					
	Laptop (for streaming)	1					
	32 inch TV monitor (director and floor monitor)	2					
	Wireless Lapel Microphones	2					
	Handheld Microphones	2					
	Divalities 4 banks	6					
	LED Panel Lights	4					
	SDI Cables 15 meters	3					
	RJ45 Cable (for internet connection)	1					
	Manpower						
	Director	1					
Technical Director	1						

	Cameraman	3				
	Audio Engineer	1				
	Technical Assistants/Lightman	3				
TOTAL ABC			PhP600,000.00	Total Price Offer		
Total Price Offer (in words)						

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/ within the scheduled dates indicated in the Schedule of Requirements. We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ. We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative

Name of the Company:

Company Address:

Contact Number/s:

Email Address:



PURCHASE ORDER

Supplier : _____	P.O. No. : _____
Address : _____	Date : _____
Email Address : _____	
Telephone Nos. : _____	Mode of _____ NP-SVP
TIN : _____	Procurement : _____
	End-User : <u>EPS-International</u>
	<u>Cooperation Office</u>

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>DepEd Central Office</u>	Delivery Term : <u>September 28, 2021 to October 1, 2021</u>
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Date of Delivery : <u>September 28, 2021 to October 1, 2021</u>	Payment Term : (see Terms and Conditions)
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Project Title: **Rental of ICT Machinery and Equipment (including event management and documentation) for the conduct of 16th Senior Officials Meeting on Education, 11th SOM-ED Plus Three, 5th ASEAN Plus Three Education Ministers Meeting, 6th SOM-ED East Asia Summit, 5th East Asia Summit Education Ministers Meeting**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
Video Switcher	unit	1		
Capture Card (HDMI-Thunderbolt)	unit	1		
Video Recorder	unit	1		
4 Channel Audio Mixer	unit	1		
1080p Camera	units	3		
Tripods	units	3		
Laptop (for streaming)	unit	1		
32 inch TV Monitor (director and floor monitor)	units	2		
Wireless Lapel Microphones	units	2		
Handheld Microphones	units	2		
Divalities 4 banks	units	6		
LED Panel Lights	units	4		
SDI Cables 15 meters	units	3		
RJ45 Cable (for internet connection)	unit	1		
Note: Please see attached Technical Specifications (Annex "C") of the RFQ				
Manpower				
Personnel				
Director	pax	1		
Technical Director	pax	1		
Cameraman	pax	3		
Audio Engineer	pax	1		
Technical Assistant/Lightman	pax	3		
Note: Please see attached Scope of Services under Technical Specifications (Annex "C") of the RFQ				
TOTAL				PHP

and 00/100 Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

MARGARITA CONSOLACION C. BALLESTEROS
Director IV
International Cooperation Office
Department of Education

Conforme: _____

Signature Over Printed Name of Supplier _____

Date _____

Funds Available: _____	OR No. : _____
	Amount : _____

TERMS AND CONDITIONS

1. Supplier shall be responsible for the source(s) of its supplies/materials/equipment; and shall make deliveries in accordance with schedule, quality and specifications of the award or purchase order (PO). Failure by the Supplier to comply with the same shall be ground for cancellation of the award or purchase order issued to the Supplier and for awarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.
2. Supplier shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the said purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.
3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.
4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier. For the purpose of this condition, DepEd shall constitute an Inspectorate Team to conduct pre-delivery inspection of the Goods at the Supplier's warehouse or production site and inspection upon delivery at the Project site.
5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.
6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity. Supplier hereby commits a 3-month warranty on the goods in this PO.
7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
8. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Procuring Entity.
9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
10. Thirty (30) days full payment upon submission of complete required documents.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract.

Advance Payment

Advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the Contract upon submission of an irrevocable Letter of Credit or Bank Guarantee issued by a Universal or Commercial Bank.

11. Supplier shall deliver the goods/items to the Procuring Entity at the Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

Conforme:

Signature over printed name of Supplier

Date