

Republic of the Philippines
Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2022-0094

**REQUEST FOR QUOTATION
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PROCUREMENT OF ONE (1) SET VIDEO CONFERENCE EQUIPMENT

(Please see attached Request for Quotation Form for the list of equipment and specifications)

Approved Budget for the Contract	: PHP 70,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	: 08 August 2022, 05:00PM
Opening of Bid	: 09 August 2022, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder)

1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration

Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.

2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

Financial Bid (2nd Envelope / Compressed Folder)

- **Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.**

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Eligibility Documents and Financial Bid as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.


ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above Small Value Procurement with ABC of Php 50,001 and above
 Lease of Real Property and Venue Others: _____

Company Name: _____
Address: _____
Contact No.: _____

Date: 03 August 2022
RFQ No.: 2022-0094

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Deadline of Submission of Eligibility Documents and Financial Bid: <u>08 August 2022</u>	Time: <u>05:00 PM</u>
Schedule of Opening of Bid: <u>09 August 2022</u>	Time: <u>02:00 PM</u> Venue: <u>Zoom</u>

PROCUREMENT OF ONE (1) SET VIDEO CONFERENCE EQUIPMENT

APPROVED BUDGET FOR THE CONTRACT: PHP 70,000.00

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
1	unit	Camera <u>Specifications</u> Field of View: <ul style="list-style-type: none"> • Diagonal: 90° • Horizontal: 82.1° • Vertical: 52.2° • Pan +/- 90° • Tilt +35° / -45 • 10x lossless HD zoom • 5 camera presets • Smooth motorized pan, tilt and zoom controlled from remote or console • H.264 UVC 1.5 with Scalable Video Coding (SVC) Autofocus • Carl Zeiss Lenz HD 1080p 10x Zoom • Full HD 1080p 30fps • Standard tripod thread • Video mute/unmute LED indicator 		
1	unit	Speaker and Microphone (considered as one device) <u>Specifications</u> Microphone Specifications: <ul style="list-style-type: none"> • Pickup Range: 6 m • Sensitivity: -28 dB +/-3dB • Frequency response: 100Hz – 11KHz • Four omnidirectional, beamforming microphones • Pickup range with expansion mics: 8.5 m • Distortion: <5% from 200Hz Speakerphone Specifications: <ul style="list-style-type: none"> • Full-duplex performance • Noise reduction technology • Ultra-wideband audio • Acoustic echo cancellation • Pairs with mobile devices via Bluetooth and NFC • LEDs for speakerphone streaming, mute, hold, and Bluetooth • Tactile buttons for call answer/end, volume and mute, Bluetooth, and camera controls • 5 camera presets for pan, tilt, and zoom settings • LCD for caller ID, call duration and other functional response 		
2	units	Expansion MIC <u>Mount:</u> Dual-purpose bracket works for both wall mounting and tabletop elevation		

1	set	<p>Hub, Cables, and AC Adapter <u>Hub / Cables / Power Specifications:</u></p> <ul style="list-style-type: none"> • Central Hub connects and powers all components • Under-table mounting adhesive included • One cable to camera: 5 m • Power cable: 3 m • AC Power adapter with regional plugs • One USB cable for connection to PC/Mac: 2 m • Extended cables available: 10 m and 15 m 		
TOTAL BID OFFER:				
<p>Other Requirements:</p> <p><u>Compatibility and Certifications:</u></p> <ul style="list-style-type: none"> • Plug-and-play USB connectivity •MS Teams • Zoom Certified • Fuze Certified • Cisco Jabber® • Microsoft Cortana® • Compatible with BlueJeans, BroadSoft, GoToMeeting, Vidy, and other video conferencing, recording, and broadcasting applications that support USB camera <p><u>System Requirements:</u></p> <ul style="list-style-type: none"> • Windows 7,8.1 or 10 Pro • Camera, Speaker, and Microphone should be same brand <p>VAT INCLUSIVE Delivery date: 30-45 Days upon receipt of approved Purchase Order</p>				

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax.**
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.
- 6) This requirement is **One Project** having several items that shall be **awarded as One Contract.**

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s).: _____

Email: _____