



## REQUEST FOR QUOTATION



Date: 15 April 2024  
RFQ No.: **R1 100-24-03-472**


Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
**PhilGEPS Registration Number:** \_\_\_\_\_

The **City Government of Pasig**, through the Bids and Awards Committee (BAC), intends to procure **SUPPLY AND DELIVERY OF VARIOUS CAMERA EQUIPMENT AND ACCESSORIES – PAMANTASAN NG LUNGSOD NG PASIG** with an Approved Budget for the Contract (ABC) of **Php 287,480.40**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <u>(PLEASE DO NOT LEAVE BLANK)</u>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	<b>Mirrorless DLSR Camera Mirrorless Camera body only</b> , At least 20 to 35 mp Full-Frame CMOS sensor, with strap, battery pack, charger, and UHS SD card included		1	unit	90,000.00	90,000.00		
2	<b>Camera Lenses (Zoom)</b> , 24-105 mm, f/4 max aperture with image stablizer (IS) and ultrasonic motor (USM), mount compatible to camera body		1	unit	98,897.00	98,897.00		
3	<b>Rechargeable Batteries (AA) HR6-4 pcs per pack</b> , Capacity: 2450mAh Technology: Ni-MH Voltage: 1.2V Diameter: 14.2mm Weight: 29.2 g		24	pack	1,173.60	28,166.40		
4	<b>Rechargeable Batteries (AAA) HR03-4 pcs per pack</b> , Capacity: 900mAh Technology: Ni-MH Voltage: 1.2V Diameter: 10.5 mm Weight: 12.6 g		25	pack	1,056.00	26,400.00		
5	<b>Battery Charger</b> , - Type: Battery quick charger - Capacity: 2000 mAh		2	unit	3,676.00	7,352.00		

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	- Approx. 1.5 hours quick charger with 4AA - Recharge up to 2100 times charging eyeles - 3 color LED indicator - Auto Voltage AC 100-240V - Individual control AA & AAA							
6	<b>Memory Card</b> , - Flash Memory Type: SDXC - 128GB Storage Capacity - UHS- II / V90 / U3 / Class 10 - Max Read Speed at least: 300 MB/s - Max Write Speed at least: 260 MB/s		2	piece	8,560.00	17,120.00		
7	<b>Camera battery</b> , Battery pack original compatible to camera ( Item # 1 ), Lithium-ion, 7.2 Vdc, 1040 maH		2	piece	3,335.00	6,670.00		
8	Camera Bag, Bag for camera and its lenses		1	piece	800.00	800.00		
9	<b>Tripod, Video tripod with head, 11 lb Payload</b> , continuous pan drag, anti rotation camera		1	piece	12,075.00	12,075.00		
<b>GRAND TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 287,480.40</b>			
		<b>IN WORDS</b>			<b>TWO HUNDRED EIGHTY-SEVEN THOUSAND FOUR HUNDRED EIGHTY PESOS AND 40/100</b>			

The Project shall be awarded as One Project having several items that shall be awarded as one contract.

Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

**NOTE:** Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

**PRICE OFFER:** Unit and Total Prices shall be rounded off up to **two (2)** decimal places.


**VALIDITY OF OFFER:** Within Ninety (90) calendar days from the date of opening of quotation.


**DELIVERY TERM:** Within **THIRTY (30)** calendar days upon the receipt of Notice to Proceed.

*\*Indicate the **BRAND NAME** or **MANUFACTURER NAME** and the **specific MODEL** to be offered or attach a **BROCHURE** for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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## TERMS OF REFERENCE and TECHNICAL SPECIFICATIONS

**PROJECT NAME:** CAMERA EQUIPMENT AND ACCESSORIES FOR THE PAMANTASAN NG LUNGSOD NG PASIG – RESEARCH OFFICE DOCUMENTATION AND COVERAGE PURPOSES

**FOR:** All Prospective Bidders  
Member of the Bids and Awards Committee  
All Concerned

The following items below are the minimum specifications for the project.

Quantity	Item/Description	Unit of Issue	Specification
1	Mirrorless DLSR Camera Mirrorless Camera Body only	Unit	- at least 20 to 35 mp full frame CMOS sensor, with strap, battery pack charger and UHS SD card included
1	Camera Lenses (Zoom)	Unit	- 24-105 mm,f/4 max aperture with image stabilizer (IS) and Ultrasonic Motor (USM), mount compatible to camera body
24	Rechargeable Batteries (AA) HR6 - 4 pcs per pack	Pack	Capacity: 2450mAh Technology: Ni-MH Voltage: 1.2V Diameter: 14.2mm Weight: 29.2g
25	Rechargeable Batteries (AAA) HR03 - 4 pcs per pack	Pack	Capacity: 900mAh Technology: Ni-MH Voltage: 1.2V Diameter: 10.5mm Weight: 12.6g
2	Battery Charger	Unit	Type: Battery quick charger Capacity: 2000mAh Approx. 1.5 hours quick charger with 4AA Recharge up to 2100 times charging eyeless 3 color LED indicator Auto Voltage AC 100-240V Individual Control AA &AAA
2	Memory Card	Piece	<ul style="list-style-type: none"> <li>• Flash Memory Type: SDXC</li> <li>• 128GB Storage Capacity</li> <li>• UHS-II / V90 / U3 / Class 10</li> <li>• Max Read Speed at least: 300 MB/s</li> <li>• Max Write Speed at least: 260 MB/s</li> </ul>
2	Camera Battery	Piece	Battery pack original compatible to camera (Item #1), lithium-ion, 7.2 Vdc, 1040mAh
1	Camera Bag	Piece	Bag for camera and its lenses
1	Tripod	Piece	Video tripod with head, 11 lb., Payload continuous pan drag, anti-rotation camera

### Date, Time and Place of Delivery

DATE	TIME	PLACE
30 days upon receipt	9:00 am	Pamantasan ng Lungsod ng Pasig – Research Office

The bidder needs to process the following:

- Provide at least one (1) warranty for camera, lenses and other accessories.
- Accessibility of parts and services nearby in Pasig City.
- Delivered items must authentic only.

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- Flash Memory Type: SDXC
- 128GB Storage Capacity
- UHS-II / V90 / U3 / Class 10
- Max Read Speed at least: 300 MB/s
- Max Write Speed: at least: 260 MB/s

**V90** video speeds and UHS Speed Class 3 (U3) deliver cinema-quality 8K, 4K and Full HD video recording

**UHS** stands for Ultra High Speed. UHS-II allows data transfer speeds up to 312MB/s.

**Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:**

- 1. Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- 2. PhilGEPS Registration Number**
- 3. Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).  
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
  - Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4. Accomplished and notarized Omnibus Sworn Statement** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- 5. Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.


**ADDITIONAL REQUIREMENTS:**


For Procurement of Drugs and Medicines:

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Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the “Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall”, and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)

SGD

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**ATTY. BEA THERESE P. VILLANUEVA**

Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**

**Conforme:**

\_\_\_\_\_  
**Signature over Printed Name**


\_\_\_\_\_  
**Position**


Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
**(Please indicate Company Name)**

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