



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION **(Extension)**

Date: **20 November 2024**

The **Office of the President-Presidential Management Staff (OP-PMS)**, through its Bids and Awards Committee (BAC), hereby invites all service providers to submit their quotations for the **“Supply and Delivery of Two (2) units of Mirrorless Camera Body, One (1) Unit of 15-31MM Lens, One (1) Unit of 24-105MM Lens, (1) Unit of 70-200MM Lens, Six (6) Units of Camera Battery, and Six (6) Units of 256GB Camera Memory Card”** with an Approved Budget for the Contract amounting to **Nine Hundred Thirteen Thousand Two Hundred Two Pesos (PhP913,202.00)**.

In accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184, please quote your best offer for the item/s described herein, subject to the attached Terms and Conditions provided on this Request for Quotation. Submit your proposal, duly signed by your authorized representatives, not later than **25 November 2024** at **12:00 PM** via email at **bac@pms.gov.ph**.

Quotations/Proposals shall be in accordance with the attached Technical Specifications/Terms of Reference.

Interested service provider shall also submit the following documents along with the proposal on or before the above specified deadline of submission and receipt of proposal:

- a. PhilGEPS Registration Number;
- b. 2024 Mayor's or Business Permit;
- c. 2023 Income/Business Tax Return¹;
- d. Notarized Omnibus Sworn Statement accompanied by a supporting document (whichever is applicable): for sole proprietorship – notarized Special Power of Attorney²; or for partnership/corporations – notarized Secretary's Certificate or Board/Partnership Resolution; and
- e. Conformity with the Technical Specifications.

Late submission of quotations shall not be accepted.

For any clarification, you may contact us at mobile number (0917) 104-2215, landline number 8876-84-50 local 1054, or email address at **bac@pms.gov.ph**.

Signature Redacted

WILBURN L. TAN, JR.

*Chairperson, Bids and Awards Committee and
Assistant Secretary for Legal Affairs*

¹ Stamped received by the Bureau of Internal Revenue (BIR)

² If a person other than the general manager or sole proprietor submits a bid for or represents the company.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotations must be valid for a period of **sixty (60) calendar days** from the deadline of submission, be denominated in Philippine peso, and shall include all applicable taxes and fee.
4. Suppliers may submit an offer with superior quality and/or better terms and conditions at no extra cost to the OP-PMS. Quotations that exceeds the Approved Budget for the Contract shall be rejected.
5. In case of two or more bidders are determined to have equally submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMS shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with Appendix 11 or R.A. No. 9184.
6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. **Suppliers shall be liable for damages for the delay in its performance of the contract and shall pay the procuring entity liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.**

The OP-PMS may terminate 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.

8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PMS. The delivery of the item/s shall be acknowledge upon the delivery to confirm the compliance with the technical specifications.
10. **The obligation of the warranty shall be covered by either retention money in an amount equivalent to five percent (5%) of every progress payment, or a special bank guarantee equivalent to 5% of the total contract price**

Payment shall be made by the OP-PMS in full, subject to deduction of applicable taxes, after OP-PMS' issuance of Certificate of Completion and acceptance

All bid prices shall be considered as fixed prices, and not subject to price escalation during contract implementation.

11. The OP-PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.
12. The OP-PMS assumes no responsibility whatsoever to compensate or indemnify suppliers/service providers for any expenses incurred in the preparation of their Quotation/Bid.

INSTRUCTIONS:

1. Do not alter the contents of the forms in any way.

The use of this RFQ is **highly encouraged** to minimize errors or omission of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

2. **The order of sequence for the notarization, as applicable, shall be as follows: (1) Secretary's Certificate or Original Special Power of Attorney; then (2) the Omnibus Sworn Statement.**
3. All technical specifications/Terms of Reference must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at bac@pms.gov.ph.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

Technical Specifications

Supply and Delivery of 2 units of Mirrorless Camera Body; 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card

After having carefully read and accepted the Terms and Conditions, and Instructions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications	Statement of Compliance ³ (Comply or Not Comply)														
<p>I. SCOPE</p> <p>This Terms of Reference (TOR) shall serve as the basis for the supply and delivery of the following various camera accessories.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">QUANTITY</th> <th>PARTICULARS/ITEMS</th> </tr> </thead> <tbody> <tr> <td>2 units</td> <td>Mirrorless Camera Body</td> </tr> <tr> <td>1 unit</td> <td>15-35mm Camera Lens</td> </tr> <tr> <td>1 unit</td> <td>24-105MM Lens</td> </tr> <tr> <td>1 unit</td> <td>70-200MM Lens</td> </tr> <tr> <td>6 units</td> <td>Camera Battery</td> </tr> <tr> <td>6 units</td> <td>256GB Camera Memory Card</td> </tr> </tbody> </table>	QUANTITY	PARTICULARS/ITEMS	2 units	Mirrorless Camera Body	1 unit	15-35mm Camera Lens	1 unit	24-105MM Lens	1 unit	70-200MM Lens	6 units	Camera Battery	6 units	256GB Camera Memory Card	
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1 unit	15-35mm Camera Lens														
1 unit	24-105MM Lens														
1 unit	70-200MM Lens														
6 units	Camera Battery														
6 units	256GB Camera Memory Card														
<p>II. SPECIFIC DELIVERABLES</p> <p>The prospective suppliers must meet the following minimum technical specifications for the supply and delivery of the specified various camera accessories:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="2" style="text-align: center;">Mirrorless Camera Body</th> </tr> <tr> <th style="width: 20%;">Requirement</th> <th>Specifications</th> </tr> </thead> <tbody> <tr> <td>Quantity</td> <td>2 Units</td> </tr> <tr> <td>Resolution</td> <td>- 24MP - Full frame CMOS Sensor - 4K at 60fps and FHD at 180fps Video Recording - 12.0fps (40.0fps Electronic) continuous shooting - 10-bit Color Sampling</td> </tr> <tr> <td>Stabilization</td> <td>5-axis Sensor-shift Image Stabilization</td> </tr> <tr> <td>Interface</td> <td>- 3.00" Fully Articulated Screen - 3690k dot electronic viewfinder - Built-in Wireless - Weather-sealed Body</td> </tr> </tbody> </table>	Mirrorless Camera Body		Requirement	Specifications	Quantity	2 Units	Resolution	- 24MP - Full frame CMOS Sensor - 4K at 60fps and FHD at 180fps Video Recording - 12.0fps (40.0fps Electronic) continuous shooting - 10-bit Color Sampling	Stabilization	5-axis Sensor-shift Image Stabilization	Interface	- 3.00" Fully Articulated Screen - 3690k dot electronic viewfinder - Built-in Wireless - Weather-sealed Body			
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Interface	- 3.00" Fully Articulated Screen - 3690k dot electronic viewfinder - Built-in Wireless - Weather-sealed Body														

³ Prospective suppliers/service providers must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a thereto. Evidence shall be in the form of quotation/proposal. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Weight and Dimensions	680g / 138 x 98 x 88 mm
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15-35mm Camera Lens

Requirement	Specifications
Quantity	1 Unit
Filter Size	82mm
Max Aperture	f/2.8
Image Stabilization	up to 5 stops
Included Accessories	With Nano USM Additional Control Ring

24-105mm Camera Lens

Requirement	Specifications
Quantity	1 Unit
Max Aperture	f/2.8
Image Stabilization	Up to 8 Stops
Included Accessories	Dual Nano USM

70-200mm Camera Lens

Requirement	Specifications
Quantity	1 Unit
Filter Size	77mm
Max Aperture	f/2.8L
Image Stabilization	Up to 5 stops
Included Accessories	Electronic floating focus control with 2 Nano USM Additional Control Ring

Camera Battery

Requirement	Specifications
Quantity	6 Units
Capacity	2130 mAh
Description	LP-E6NH rechargeable lithium-ion battery

256GB Camera Memory Card

Requirement	Specifications
Quantity	6 Units
Storage Capacity	256GB Storage Capacity
Max Read Speed	200 MB/s
Max Write Speed	140 MB/s

Interface	Built-In Write-Protect Switch	
<p>III. INSTITUTIONAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The supplier must provide a certification that they are an authorized distributor and/or reseller of the camera accessories being procured; 2. The supplier must provide actual product brochures and data sheet for the technical evaluation; 3. The supplier must have a service center within Metro Manila for possible repairs and/or replacement of defective/malfunctioning items; 4. The equipment, components, and parts will be covered against defects and included under a one-year service warranty. The warranty coverage shall commence only upon the issuance of Certificate of Acceptance. 5. The supplier shall offer the replacement of the equipment and related components, at no extra charge to the OP-PMS throughout the warranty period. Replacements must be new and functionally equivalent to the item being replaced, ensuring they are neither inferior nor an older model. 6. All repairs and/or replacement of any item that is under the one (1) year warranty should be acted upon by the supplier within seven (7) working days, upon notice from the Presidential Engagement Office. 7. The supplier must be willing to sign and abide by an Undertaking of Confidentiality with the OP-PMS. 		
<p>IV. TIMELINES AND SCHEDULE OF DELIVERABLES</p> <p>The delivery of the various camera accessories shall be within 7 calendar days upon receipt of the corresponding Notice to Proceed. Late deliveries shall be subject to penalty equivalent to 1/10 of 1% of the total cost of the day of delay.</p>		

We/I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or pos-qualification, the same shall give rise to automatic disqualification of our quotation/proposal.

Conforme:

(Signature over printed name
of the Authorized Representative)

Company

Mobile No.

Email address

Date

Financial Offer

ELAINE T. MASUKAT
Senior Undersecretary and PMS Head
PMS Building, Arlegui St.
San Miguel, Manila

Attention: WILBURN L. TAN, JR.
Assistant Secretary for Legal Affairs and
Chairperson, Bids and Awards Committee

Dear Ma'am:

Having carefully examined the Terms and Conditions, Instructions, and Technical Specifications in the Request for Quotation, the receipt of which is hereby duly acknowledge, we, the undersigned, offer to hereunder our quotation/proposal for the item/s as follow:

Item/Description	Total Offered Quotation
Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card	In figures: _____
	In Words: _____

As evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules.

If our proposal is accepted, we undertake to deliver the goods in accordance with the delivery schedule specified in the Technical Specifications of the Request for Quotation (RFQ);

Until a formal Contract is prepared and executed, this quotation/proposal together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Quotation or any Proposal you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the RFQ.

Conforme:

(Signature over printed name
of the Authorized Representative)

Position/Designation

Company: _____

Mobile No.: _____

Email Address: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Instructions:

1. This form should be submitted as part of the Financial Documents
2. Do not leave blank cells. Kindly put **N/A** if "Not Applicable"
3. Kindly use additional sheets if necessary

Name of Bidder _____ Public Bidding No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price Ex-Works (EXW) per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card								

Name : _____

Legal capacity : _____

Signature : _____

Duly authorized to sign the Bid for and behalf of : _____

Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]** with office address at **[address 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 **Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card** 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 **Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card**, 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 relation, membership, association, affiliation, or controlling interest 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 Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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 **Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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 Bids and Awards Committee (BAC), the Technical Working Group, and the BAC 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 examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the **Supply and Delivery of 2 units of Mirrorless Camera Body, 1 Unit of 15-31MM Lens, 1 Unit of 24-105MM Lens 1 Unit of 70-200MM Lens, 6 Units of Camera Battery, and 6 Units of 256GB Camera Memory Card.**
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.

It is understood that notices transmitted to the above-listed telephone, mobile and/or email address are considered received upon transmittal. The reckoning period for the regulatory timelines stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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