

**REQUEST FOR QUOTATION**

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Supply, Delivery and Installation of Conference Room Audio System** in accordance with **Section 34** of the revised Implementing Rules and Regulations of Republic Act of 12009.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 19, 2026 at 10:00AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized)\* ITR Updated and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1711 or email address at [bac@sbcorp.gov.ph](mailto:bac@sbcorp.gov.ph)

  
**ROWENA G. BETIA**  
BAC Chairperson 

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
  - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*

*b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

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

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed) TERMS OF REFERENCE SUPPLY, DELIVERY AND INSTALLATION OF CONFERENCE ROOM AUDIO SYSTEM</b>	<b>REMARKS</b>
<p><b>I. OBJECTIVE</b></p> <p>This project aims to enhance SB Corp’s Boardroom communication facilities through the replacement of the existing outdated conference room audio system at the 18th Floor. The upgrade is intended to improve sound clarity, ensure reliable microphone performance, and support effective communication during meetings, particularly for Board Members and key stakeholders.</p> <p><b>II. SCOPE OF WORK</b></p> <p>The Contractor shall undertake the <b>supply, delivery, installation, configuration, integration, testing, commissioning, and turnover</b> of a complete conference room audio system at the SB Corp Head Office (18th Floor Boardroom).</p> <p>The Contractor shall provide all necessary materials, labor, tools, equipment, and technical expertise required for the full implementation of the project in accordance with the specifications provided under Section III.</p> <p><b>III. MINIMUM TECHNICAL SPECIFICATIONS</b></p> <p>The contractor shall supply the conference room audio system following the minimum specifications indicated hereunder:</p> <ol style="list-style-type: none"> <li>1. Wireless Conference System – One (1) Unit <ol style="list-style-type: none"> <li>a. Audio Channel <ul style="list-style-type: none"> <li>- Transmission method: UHF wireless (one-way)</li> <li>- Audio Channel: 5 (1 chairman and 4 delegate)</li> </ul> </li> </ol> </li> </ol>	<p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specifications</i></p>

- Carrier Frequency Band: 626 MHz – 658 MHz
  - Modulation Method: FM
  - Frequency response: 50-15000Hz
  - b. Data Control Channel
    - Transmission Method: Wireless (two-way)
    - Data Channel: 16
    - Frequency Range: 433.4MHz – 434.4 MHz
  - c. System
    - Power Supply: DC12-15V
    - Signal Covering Range: Radius 60m
    - Consumption Rating: 7W
2. Wireless Chairman Microphone – One (1) Unit
- a. Audio Channel
    - Transmission Method: UHF wireless (one-way)
    - Audio Channel: 5 (1 chairman and 4 delegate) concurrent
    - Carrier Frequency Band: 626 MHz – 658 MHz
    - Modulation Method: FM
    - Frequency response: 50-15000Hz
3. Wireless Delegate Microphones - Twelve (12) Units
- a. Audio Channel
    - Transmission Method: UHF wireless (one-way)
    - Audio Channel: 5 (1 chairman and 4 delegate) concurrent
    - Carrier Frequency Band: 626 MHz – 658 MHz
    - Modulation Method: FM
    - Frequency response: 50-15000Hz
4. Dual Wireless Microphones – One (1) Set
- Dual UHF (True Density) wireless microphone
  - UHF Frequency: 636-695.7 MHz

- 200 Selectable frequencies
  - Auto frequency search function
  - Easy to sync and operate
  - Receiver display battery status
  - LCD display on transmitter & receiver
  - 1U space rack mountable
  - Quad antenna receiving system
5. 12 Channel/2 Mixer Live – One (1) Unit
- 7 XLR Inputs with DNA TM microphone preamps
  - Dynamic compression (channel 1-4)
  - 3-band Equalizer and 2 auxiliaries send per channel
  - Mono Input Channels
  - Microphone inputs: Electronically balanced, discrete input configuration
  - Frequency response: 20Hz to 20kHz
6. Power Amplifier – One (1) Unit
- Power: 4 x 360W at 2 $\Omega$  (Root Mean Square - RMS), 4 x 150W at 4 $\Omega$  (RMS), 4 x 90W at 8 $\Omega$  (RMS)
  - Frequency response: 20Hz– 20kHz +0/-1 dB
  - Power supply: 110-120V / 220-240V 50-60Hz
  - Rack: 1U
7. Equipment Rack with Mixer on Top – One (1) Unit
- 19" rack case- 12U High + 10U tilting Mixer Top,
  - Mobile equipment rack with facility to mount a 19" )10U) mixer on top of the unit.
  - Front and Top lid completely removable.
  - Wheels supplied, can be fitted for easy transport.
8. Band Equalizer – One (1) Unit
- Dual 31 Band Equalizer

- Features: Dual 31-Band, 1/3 – octave Constant Q Frequency bands
  - Input and Output:
    - a. Connector: ¼” TRS female XLR (pin 2 hot);
    - b. Type: Electronically balanced/unbalanced, RF filtered
9. Power Sequencer – One (1) Unit
- 8 sockets output + 2 sockets front output
  - 6000W total capacity, max output current each socket 25A
  - 60A circuit breaker & with big digital voltmeter display
10. Column Speaker – Two (2) Units
- 40W – 60W – 120W
  - 70V or 100V
  - 3” Full range drivers
11. Rechargeable Battery – Eight (8) Units
- IRC 14430X3
  - 3.7V 1950mAh
  - 7.215Wh
12. Portable Charging Station for 8 Batteries – One (1) Unit
- Power supply: 110V-240V/50Hz-60Hz
  - Consumption rating: 100W
  - Charging quantity: 8 pcs
  - Max charging current of each unit: 700mA
  - Charging time: About 8-10 hours
  - Charging status: Red LED flashing-Charging, Green LED-full charged
13. Table Mount A/C Desktop Electrical Sockets – Five (5) Units
- 5 universal electrical sockets mounted on top of conference table

14. Digital AVR – One (1) Unit

- 1.5 KVA

**IV. DELIVERY ADDRESS**

All conference room audio system equipment and components shall be delivered, installed, configured, and commissioned in the Boardroom of the SB Corp Head Office. The Contractor shall coordinate closely with SB Corp representatives to ensure the timely and orderly delivery, installation, and commissioning of the system at the designated location.

**V. PROJECT COST**

The Approved Budget for the Contract (ABC) is **Six Hundred Thousand Pesos (PhP600,000.00)**, inclusive of all applicable taxes and charges.

**VI. IMPLEMENTATION**

The conference room audio system must be delivered, installed, configured, tested, and turned over within thirty (30) calendar days from the issuance of the Notice to Proceed.

**VII. DELIVERABLES**

The Contractor shall deliver the following:

1. A complete Conference Room Audio System, as listed in Section III, including all necessary accessories and peripherals.
2. A fully installed and configured audio system.
3. The full integration of all equipment, parts, and accessories to ensure maximum system performance.
4. A tested and commissioned audio system.
5. User training or seminars for relevant SB Corp personnel, as required.

**VIII. WARRANTY**

- Minimum one (1) year warranty on all equipment and workmanship
- Free repair/replacement of defective components during warranty period
- Technical support with:
  - 24-hour response time

- 72-hour resolution time

#### **IX. INSPECTION AND ACCEPTANCE**

Inspection and acceptance of the system shall be conducted by SB Corp upon:

- Full delivery and installation
- Successful testing and commissioning
- Completion of integration, configuration and testing
- Submission of complete deliverables.

A Certificate of Completion and Acceptance shall be issued upon satisfactory compliance with all the requirements under this TOR.

#### **X. TERMS OF PAYMENT**

Payment shall be made upon full completion and acceptance of the project, subject to submission of the following:

- Sales Invoice/Official Receipt
- Delivery Receipts
- Letter Request for Payment
- Certificate of Completion and Acceptance
- Other documents as may be required

#### **XI. ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

Interested bidders should submit valid and updated copies of the following documents:

1. Mayor's/Business Permit
2. BIR Certificate of Registration (BIR Form 2303)
3. PhilGEPS Registration Certificate
4. Income Tax Return(Updated)
5. Notarized Omnibus Sworn Statement
  - With Secretary's Certificate if the entity is a corporation, partnership, or cooperative; or
  - With Special Power of Attorney if a single proprietorship or joint venture and the signatory is not the registered owner.

<p><b>XII. LIQUIDATED DAMAGES</b></p> <p>In case of delay, SB Corp shall impose liquidated damages equivalent to <b>one-tenth (1/10) of one percent (1%)</b> of the cost of delayed goods/services for every day of delay until such goods/services are finally delivered and accepted by SB Corp, in accordance with Section 71.1.4 of the IRR of RA 12009.</p> <p>Once liquidated damages reach <b>ten percent (10%) of the total contract price</b>, SB Corp may rescind the contract and impose appropriate sanctions above the liquidated damages to be paid.</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 18th Flr., 139 Corporate Center, 139, Valero St., Salcedo Village, Makati City	
c) within thirty (30) calendar days from receipt of the Notice to Proceed (NTP)	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php600,000.00</b> VAT Inclusive			In words _____  In figures: _____

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest

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rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_