



Republic of the Philippines
PHILIPPINE RETIREMENT AUTHORITY
29/F BDO Towers Valero, (Formerly Citibank Tower),
Paseo de Roxas, Makati City

REQUEST FOR QUOTATION

Date: November 12, 2024
RFQ No.: 11 – 2024 – 127

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Philippine Retirement Authority (PRA)**, through its Bids and Awards Committee (BAC), intends to procure **DSLR CAMERA (1 Unit)** through **Section 53.9 SVP** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit/send your duly signed quotation through email addressed to the Bids and Awards Committee (BAC) Chairperson on or before **04:00 PM** of **18 NOVEMBER 2024** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Atty. Maria Milagros R. Lisaca
Chairperson, Bids and Awards Committee
29/F BDO Towers Valero, (Formerly Citibank Tower) Paseo de Roxas, Makati City
Telephone No.: (02) 8848-1412 to 14

Or through email: ruby.abriol@pra.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a) Mayor's Permit
- b) Certificate of Registration
- c) PHILGEPS Certificate

The Head of the Procuring Entity (HOPE) of the PRA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 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) 8848-1412 to 14 local 2017 or email address at ruby.abriol@pra.gov.ph

(Digitally Sgd.)
Atty. MARIA MILAGROS R. LISACA
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required 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.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications 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 ruby.abriol@pra.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

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 quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline 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 shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PRA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
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 PRA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**
11. 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 PRA 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

DSLR CAMERA (1 Unit)		
Minimum Technical Specifications	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.		
DSLR CAMERA (1 Unit)		
Technical Specification		
A. General Specifications:		
DSLR CAMERA		
- with cable accessories, free tripod and least 1-year warranty		
<u>TECHNICAL REQUIREMENTS</u>		
Model	Advanced DSLR Camera	
Sensor	APS-C CMOS Sensor	
Sensor Size	22.3 x 14.9 mm	
Effective Megapixels	20 (or higher)	
Image Processor	Advanced Dual Image Processor	
Image Resolution	4:3 5184 x 3888 (L) 3648 x 2736 (M) 2432 x 1824 (S)	
ISO Range	100-25, 600 (expandable to 51,200)	
Autofocus System	45-point all cross-type AF system (or better)	
Modes	One Shot AF, Servo AF, Manual Focus	
Built-in Flash	YES	
Continuous Shooting Speed (Shots Per Sec) (Up To)	Up to 10 fps (frames per second)	
LCD Screen	3.0-inch vari-angle touchscreen LCD with 1.04 million dots	
Manual Focus	YES	
Optical Image Stabilizer	Yes	
Optical Zoom	10x	
Shutter Speed Range (Sec.)	15-1/2000	
Still Image Format	JPEG, RAW, C-RAW	
Viewfinder Coverage (Approx.)	100%	
Viewfinder Type	Electronic viewfinder	
Video Capabilities		
Video Resolution	4K UHD at 30p; Full HD 1080p at 60p	
Video Compression	H.264/ MPEG-4 AVC	
Audio Input	3.5mm microphone input	
Audio Output	3.5mm headphone output	
Storage and Connectivity		
Storage Media	Dual SD/SDHC/SDXC cards slots	

	(UHS-I complaint)		
Wi-Fi	YES		
Bluetooth	YES		
USB	USB 3.0		
Output	HDMI Type-D		
Peripheral Connections	External Mic in, Remote switch terminal E3-type		
Dimensions and Weight			
Dimensions (Excl. Protrusions) (mm)	Approximately 140 x 104 x 76mm		
Weight	Approximately 700 grams (body only)		
Battery			
Battery Type	Rechargeable Lithium-Ion Battery		
Battery Life	Approximately 1,300 shots (CIPA standard)		
ACCESSORIES			
Charger and Battery	YES		
Extra Battery	YES		
MicroSD Card	64GB		
External Flash	YES		
Carrying Case	YES		
Tripod	YES		
Screen Protector	YES		
Remote Shutter	Wireless		
WARRANTY	1 year		
QUALIFICATIONS REQUIREMENTS			
<ol style="list-style-type: none"> All components are brand new and should be factory installed with corresponding parts and serial numbers. The bidder must have a certified true copy of valid certificate of Distributorship / Dealership / Resellers of Professional Partnership with the distributor/manufacturer of the brand being offered. During bidding, each proponent must provide sample demonstration units to be used in the simulation testing and validation of equipment being offered to PRA. The best offer within BAC will be recommended. 			
TERMS AND CONDITIONS			
<p>In procuring and delivery of the said equipment, the following terms and conditions shall prevail and be followed during the bidding process and after the delivery of the said item.</p> <ol style="list-style-type: none"> During the one (1) year warranty period, the winning bidder must provide 8 x 5 technical support in case of hardware malfunction and other related problems. The response time should be as immediate as reasonably possible. The DSLR camera must be replaced with a service unit if it encounters multiple malfunctions, undergoes several repairs, and need to be pulled out during the warranty period. Loaned units, which must also be the same model, shall be provided to the unit that will be removed offsite repair and troubleshooting. Knowledge transfer in operating the gadget such as seminar or training must be provided. 			
PLEASE SEE ATTACHED TERMS OF REFERENCE			
B. Inclusion:			
- N / A			
C. Delivery Requirement			
1. Delivery date must be within 30 calendar days upon receipt of Purchase Order (PO) and delivered at 29 th Floor BDO Tower, Valero Condominium Corporation,			

8741 Paseo De Roxas Bel-Air, Makati City.		
2. Payment shall be made within 30 calendar days upon complete delivery, inspection, acceptance, and submission of documentary requirements of the delivered items.		

D. Warranty		
- ATLEAST 1 YEAR WARRANTY		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. In case of accounts maintained in other Bank, Bank Transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Branch: _____

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

DSLRL CAMERA (1 Unit)	
Approved Budget for the Contract Quantity	Total Offered Quotation (Inclusive of VAT)
Two Hundred Thousand Pesos (PhP 200,000.00)	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es