



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers who are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)** to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **27 December 2023, 03:00 P.M.**:

NAME OF PROJECT	Supply, Delivery, and Installation of Sound System for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2023 – 12 – 442
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	One Million Pesos (PhP1,000,000.00) <i>inclusive of taxes and other charges</i>
MODE	Small Value Procurement (SVP)

The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **27 December 2023, 03:00 P.M.**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
- Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@insurance.gov.ph

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the 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.

The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

TERMS OF REFERENCE

- **OBJECTIVE:**

The primary objective of this project is to procure, deliver, and install a state-of-the-art Sound System for the Insurance Commission. The goal is to enhance the audio infrastructure across various functional areas specifically in the IC Function Room and IC Board Room, meeting the diverse needs of meetings, presentations, and events hosted by the Commission. This initiative aims to provide a superior audio experience, ensuring clear and impactful communication within the organization. The project further intends to contribute to a technologically advanced and professional environment, fostering effective collaboration and communication for the Insurance Commission and its stakeholders.

- **TERMS OF REFERENCE:**

- I. **General Requirements**

Item	Description	Quantity
1	Loudspeakers	6
2	Amplifier	1
3	Mixer	1
4	Wireless Handheld Microphones	1
5	Digital Signal Processor	1
6	Managed Network Switch	1
7	Portable PA System with Microphone	3

- II. **Technical Specifications**

Item	Description	Quantity
1	Loudspeakers Effective frequency range: 55 Hz - 20 kHz Rated noise power/voltage: 200 watts / 40 volts (rms) Broadband sensitivity: 90 dB SPL Coverage angle (-6 dB): 105° conical Directivity factor (Q): 7 Directivity Index: 9 dB Maximum continuous SPL: 113 dB Maximum peak SPL: 119 dB Rated impedance: 8 ohms Recommended amplifier power (loudspeaker "program" power): 400 watts Transformer taps: 70 V: 60, 30, 15, 7.5 W and 8Ω bypass 100V: 60, 30, 15 W and 8Ω bypass	6 units

	<p>HF transducer: 1-inch exit / 1.4-inch voice coil compression driver</p> <p>LF transducer: 8-inch weather resistant paper cone woofer 2-inch / 51 mm voice coil</p> <p>Input connector type: Euroblock connector w/ parallel output terminals</p> <p>Enclosure material: Painted ABS polymer</p> <p>Grille material: Powder coated aluminium Mount material: Powder coated aluminium</p> <p>Ingress protection: IP-54</p> <p>Operating environment: Designed for indoor and outdoor use</p> <p>Net weight: 24.1 lb / 11 kg</p> <p>Product dimensions (HWD) inches: 17.3 × 10 × 9.9 (HWD) mm: 440 × 254 × 251</p> <p>Included accessories: X-Mount mounting system, Euroblock connector, input panel cover</p>		
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amplifier</td> <td style="width: 30%; text-align: center;">1 unit</td> </tr> </table> <p>OUTPUT POWER PER CHANNEL, STEREO MODE, both channels driven: 8Ω, 20 Hz–20 kHz 0.1% THD: 260 W 4Ω, 20 Hz–20 kHz 0.1% THD: 425 W 2Ω 1 kHz 1% THD: 700 W</p> <p>TRANSFORMER-ISOLATED OUTPUT POWER PER CHANNEL, STEREO MODE: 70V or 100V, 50 Hz–16 kHz 0.5% THD: 500 W 25V, 50 Hz–16 kHz 0.5% THD: 300 W</p> <p>OUTPUT POWER, BRIDGED MONO MODE: 8Ω, 1 kHz 0.1% THD: 900 W 4Ω 1 kHz 1% THD: 1400 W</p> <p>TRANSFORMER-ISOLATED OUTPUT POWER, BRIDGED MONO MODE: 140V or 200V, 50 Hz-16 kHz 0.5% THD: 1000 W</p> <p>Signal to Noise (20 Hz-20 kHz): 100 dB Distortion (SMPTE-IM): Less than 0.01% Input Sensitivity @ 8 ohms: 1.07 V (+2.8 dBu) Maximum Voltage Gain: 44.7× (33 dB) Output Circuitry: Class AB Weight – Net: 49lb (22.3 kg) Distortion (Typical) 20 Hz–20 kHz: 10 dB below rated power 1.0 kHz and below:</p>	Amplifier	1 unit
Amplifier	1 unit		

	<p>full rated power: Less than 0.03% THD, 4 ohms and 8 ohms Less than 0.03% THD, 4 ohms and 8 ohms</p> <p>Frequency Response 10 dB below rated output power: Direct outputs: -3 dB @ 50 Hz, -0.5 dB @ 20 kHz; XF outputs: 50 Hz–16 kHz, +1/-3 dB Damping Factor with 8Ω Load (direct outputs): Greater than 200; ISA 1350 greater than 250 Output Regulation (isolated outputs): Less than 1.5 dB</p> <p>Input Impedance: 10 kΩ unbalanced, 20 kΩ balanced Input Clipping: 10 V rms (+22 dBu) Cooling: Continuously variable speed fan, back-to-front air flow</p> <p>Connectors, each channel: Input: Active balanced; 3-pin Euro-style detachable terminal block and XLR (pin 2+) Output: Covered barrier strips DataPort V2: HD-15 connector</p> <p>Controls: Front: AC switch Rear: Ch. 1 and Ch. 2 gain knobs, 10-position DIP switch</p> <p>Indicators: PWR-ON: Green LED; SIGNAL: Green LED (1 per channel); CLIP: Red LED (1 per channel)</p> <p>Dimensions (HWD) inches: 5.25 x 19 x 15.9 / 3RU Dimensions (HWD) mm: 133 x 483 x 400 / 3RU</p> <p>Amplifier Protection: Full short circuit, open circuit, thermal, ultrasonic, and RF protection; Stable into reactive or mismatched loads</p> <p>Power Requirements: 120 or 230 VAC, 50–60 Hz Load Protection: AC coupling: ISA 280, 300Ti, 450, and 500Ti</p>				
<p>3</p>	<table border="1"> <tr> <td data-bbox="497 1704 1214 1749">Mixer</td> <td data-bbox="1214 1704 1401 1749">1 unit</td> </tr> <tr> <td colspan="2" data-bbox="497 1749 1401 2083"> <p>16-Channel Mixing Console Max. 10 Mic / 16 Line Inputs (8 mono + 4 stereo) 4 GROUP Buses + 1 Stereo Bus 4 AUX (incl. FX) “D-PRE” mic preamps with an inverted Darlington circuit 1-Knob compressors High-grade effects: SPX with 24 programs 24-bit/192kHz 2in/2out USB Audio functions</p> </td> </tr> </table>	Mixer	1 unit	<p>16-Channel Mixing Console Max. 10 Mic / 16 Line Inputs (8 mono + 4 stereo) 4 GROUP Buses + 1 Stereo Bus 4 AUX (incl. FX) “D-PRE” mic preamps with an inverted Darlington circuit 1-Knob compressors High-grade effects: SPX with 24 programs 24-bit/192kHz 2in/2out USB Audio functions</p>	
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	<p>Works with the iPad (2 or later) through the Apple iPad Camera Connection Kit / Lightning to USB Camera Adapter</p> <p>Includes Cubase AI DAW software download version</p> <p>PAD switch on mono inputs</p> <p>+48V phantom power</p> <p>XLR balanced outputs</p> <p>Internal universal power supply for world-wide use</p> <p>Rack Mount Kit Included</p> <p>Metal chassis</p> <p>Dimensions(WxHxD): 444 mm x 130 mm x 500 mm (17.5" x 5.1" x 19.7")</p> <p>Net Weight: 6.8 kg (15.0 lbs.)</p>	
	Wireless Handheld Microphones	1 set
4	<p>Handheld Transmitter:</p> <p>Integrated microphone capsule design, featuring trusted PG58, SM58® or Beta 58A options</p> <p>-10 dB gain attenuation</p> <p>Lightweight, rugged construction</p> <p>Color ID caps (available separately)</p> <p>Dual Channel Receiver:</p> <p>One-touch QuickScan frequency selection quickly locates the best open frequency (in case of interference)</p> <p>Up to 12 compatible systems per frequency band (region-dependent)</p> <p>XLR and ¼" output connectors</p> <p>Microprocessor-controlled internal antenna diversity</p> <p>Two-color audio status indicator LED</p> <p style="padding-left: 40px;">Green: Normal audio levels</p> <p style="padding-left: 40px;">Red: Excessive audio levels (overload/clipping)</p> <p>Included:</p> <p>AA Battery with Compatible Charger (2 Units)</p>	
	Digital Signal Processor	1 unit
5	<p>Channel Capacity</p> <p>Q-LAN / AES67 channels: 64 x 64</p> <p>Dante channels: 8 x 8 (included); licensable up to 32 x 32</p> <p>Local analog I/O channels: 8 flex</p> <p>AEC processors: 8</p> <p>VoIP instances: 2</p> <p>Audio recording / playback: 4 ch recording / 16 ch playback (expandable to 32 ch with optional license)</p> <p>Q-SYS NM-T1 capacity: 3 (base capacity); 6 (with Collaboration Bundle scaling license)</p> <p>Network peripherals: up to 32</p>	

	<p>Mic/line inputs Phantom power: +48 VDC, 10 mA per input max A/D-D/A converters: 24 bit Sample rate: 48 kHz</p> <p>Control RS-232: 2 ports GPIO: 8 x 8</p> <p>USB Inputs & Outputs Channel count: 8 x 8 Bit depth: 16 bit Sample rate: 48 kHz USB audio device hosting: Support for standard USB headset, speakerphone</p> <p>Environmental Power consumption: 40 W typical</p> <p>Physical Device dimensions (H x W x D): 1.72 x 8.66 x 11.28 in (43.6 x 220 x 286.6 mm) Weight: 4.0 lbs (1.8 kg)</p>	
6	Managed Network Switch	1 unit
	<p>10-Port Gigabit Smart Switch with 8-Port PoE+ PORT: 8 x Gigabit PoE+ Ports, 2 x Gigabit SFP Slots SPECS: 802.3at/af, 150 W PoE Power, 1U 13-inch Rack-mountable Steel Case FEATURES: Integration with Omada SDN Controller, 802.1Q VLAN, STP/RSTP/MSTP, IGMP Snooping, 802.1p/DSCP QoS, ACL, 802.1x, Radius/Tacacs+ Authentication, LACP, CLI, SNMP, Dual Image, IPv6</p>	
7	Portable PA System with Microphone	3 units
	<p>Power: 800W @ 4Ω (400W per channel) Peak, 400W @ 4Ω (200W per channel) Average</p> <p>Frequency Response: 20Hz–20kHz Speakers: 8" woofer, 1" HF driver Input Channels: 8 (4 mono, 2 stereo)</p> <p>Inputs: XLR, 1/4" balanced, RCA, 3.5 mm stereo, Bluetooth, USB Wireless</p> <p>Input Channel EQ (High/Low): 10kHz/100Hz shelving ±15dB</p>	

<p>Speech/Music Switch: 167Hz, 3dB/Octave Effects: 16 Preset, 24-bit DSP Outputs: 1/4" MONITOR, 1/4" SUB OUT , 1/4" Speaker output</p> <p>Maximum Output Level: +22dBu(MONITOR L/R & SUB OUT) @10KΩ</p> <p>Phantom Power: +15V DC, Fixed Phantom Voltage Bluetooth: Bluetooth 3.0, A2DP Included Accessories: 2 x 25' 1/4" Speaker Cables</p> <p>Product Dimensions: 20.1" x 10.6" x 19" / 510mm x 270mm x 485mm</p> <p>Product Weight: 41.5lb / 18.8kg</p>

III. Scope of Work

- a. Logistics and Delivery:
Organize and manage the logistics for the safe and timely delivery of all components to Insurance Commission at 1071 United Nations Avenue, Ermita, Manila.
- b. Installation and Integration:
Engage technicians for the professional installation and integration of the sound system components. Ensure optimal placement of speakers, appropriate wiring, and seamless integration with existing audio-visual equipment.
- c. Testing and Calibration:
Conduct thorough testing of the entire sound system to ensure functionality, clarity, and balance. Calibrate the system for optimal performance in various spaces, considering acoustics and room dynamics.
- d. User Training:
Provide training sessions for IC-ITD employees on the operation and maintenance of the newly installed sound system. Ensure that users are proficient in using the system to maximize its capabilities.
- e. Documentation:
Prepare comprehensive documentation, including system manuals, technical specifications, and warranty information. Provide this documentation to the Insurance Commission for future reference and operation.

- f. Post-Installation Support and Warranty Coverage:
Provide a specified period of post-installation support for **One (1) Year** to address any issues, concerns, or adjustments needed after the initial setup. This support may include troubleshooting, software updates, or additional training if required.

1. Prospective bidders shall bid for all the items mentioned above.
2. The prospective supplier/service provider shall supply and deliver these items, including related certifications and documentation.

- **SCHEDULE OF DELIVERY:**

Implementation and Configuration of the **Supply, Delivery, and Installation of Sound System for the Insurance Commission** must **not be later than Forty-Five (45) Calendar Days** upon receipt of the **Notice to Proceed (NTP)**.

- **CONTRACT COST AND PAYMENT:**

1. All bid prices shall be considered fixed and not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to a penalty equivalent to 1/10 of 1% of the total cost of undelivered items daily.

- **TERMS OF PAYMENT**

IC shall pay the Service Provider the total amount upon acceptance of the required deliverables, subject to the deduction of applicable taxes.

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an accomplished Reply Slip (Template Attached) duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **27 December 2023, 03:00 P.M.**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph

- Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@insurance.gov.ph

3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. The IC 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 before 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. The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for **Supply, Delivery, and Installation of Sound System for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Supply, Delivery, and Installation of Sound System for the Insurance Commission	1	lot		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

Total Amount in Words :

(PhP)

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified copies of the following documents are likewise enclosed:

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);

- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

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 [Name of the Project] of the [Name of the Procuring Entity], 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 [Name of the Project] of the [Name of the Procuring Entity], 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 *[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;

[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 *[Name of the Project]*.

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.

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]