



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: bacsec@ncda.gov.ph

REQUEST FOR QUOTATION

Date : July 03, 2025

RFQ No. : 2507-023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

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

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends to procure **SUPPLY AND DELIVERY OF CAMERA ADD-ONS & ACCESSORIES** through **Small Value Procurement** in accordance in the Section 34 of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on 14 July, 2025 at 11:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at **bacsec@ncda.gov.ph**.

(ORIGINALLY SIGNED)
BERNARD SEE
Designated Procurement Officer

(ORIGINALLY SIGNED)
EXEQUIEL A. FRANCISCO
Chairperson

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 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 **bacsec@ncda.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 **Forty-Five (45) 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 NCDA 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 NCDA. 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.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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:

SUPPLY AND DELIVERY OF CAMERA ADD-ONS & ACCESSORIES

Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
CAMERA ADD-ONS & ACCESSORIES	1	lot	
Four (4) Panel LED Lighting			
<ul style="list-style-type: none"> • Specification : 3 x 400Ws Strobes, Softbox with Speed Ring, 40" Umbrella, 2 x Standard Bowens-Type Reflector, 3 x Light Stands (6.6), XT-16 Wireless Power-Control Trigger, Carrying Case 			
One (1) Portable Rollup Chroma Green Screen Background Stand			
<ul style="list-style-type: none"> • Specification : Oxford Chroma Green Material, Aluminum Housing, 250cm x 200cm Maximum Height, Hydraulic Assisted Specification 			
One (1) Electric Dry Box Cabinet			
<ul style="list-style-type: none"> • Specification : 850 x 430 x 965 mm, 38.5 kilograms, Digital LCD display, less than 15 Watts of Consumption, 3 Slide/Pullable Shelf, Anti-Rust Cabinet, Worldwide Voltage of 100-240V, Lockable door comes with two keys 			
One (1) Drone w/ 1080p Minimum Resolution Camera			
<ul style="list-style-type: none"> • Specification : Minimum of 1080p Resolution 48 Megapixel Photo Capture, Tri-Directional Obstacle Avoidance, Regulation-Friendly 8.8 oz Weight & Improved 34-minute flight time 			
One (1) Gimbal Stabilizer for DSLR			
<ul style="list-style-type: none"> • Specification : Maximum Controlled Rotation Speed Pan/Tilt/Roll: 360°/s, Mechanical Range: Pan Axis: 360 Continuous Rotation Roll Axis: -95" to +240" Tilt Axis: -112" to +214", Dimensions: 245×255×75mm folded: 370×191×189 mm unfolded 			
Two (2) Mobile Phone Stabilizer			
<ul style="list-style-type: none"> • Specification : Compact Folding 3-Axis Stabilizer, Built-In Rotatable LED Video Light, Landscape and Portrait Modes, Tilt Range 80-260", Roll Range 170--170", Pan Range 150-150, Battery Runtime Max: 15h/Standard 7h 			

One (1) Soundcard for Livestreaming			
<ul style="list-style-type: none"> Specification : Product Dimensions: 7.87 x 4.72 x 0.79 inches, Material: metal matte body, Chip: Dual DSP noise reduction chip Channel support: two channels, Interface: USB, Power supply mode: 1.200 mAh built-in lithium battery 			
Two (2) L-Plate for PTZ and other Camera			
<ul style="list-style-type: none"> Specification : Material: Aluminum, Color: Matte Black Size: 8cm (height) x 11cm (length) x 4cm (width) Weight: Approx. 1059 			
Two (2) Tripod for DSLR Camera			
<ul style="list-style-type: none"> Specification : Load Capacity: 22 lbs, Max Height: 65.4", Min Height: 16.1", Folded Length: 24.6", Leg Sections: 4, Weight: 4.9 lbs. Ball Head with QR Plate Flip Locks and Carrying Case 			
Four (4) Double AA Battery Charger with Rechargeable Batteries			
<ul style="list-style-type: none"> Specification : Can charge AA batteries, with 2 x LED status Indicators, Dimensions: 108(L) * 68(W) * 28(H) mm-Rechargeable NiMH-Capacity: Max 2000mAh (Min 1900mAh)-Rechargeable up to 2100 Times 			
Two (2) Wireless Microphone			
<ul style="list-style-type: none"> Specification : Wireless with reliable, broadcast-quality audio, 514 MHz-596 MHz 96 selectable channels in 2 groups, with headphone monitoring, easy-to-read LCD displays, reaches over 330-feet (100m) in open areas or 200-feet (60m) with obstacles 			
Four (4) Conference/Mounted Microphone			
<ul style="list-style-type: none"> Specification : <ul style="list-style-type: none"> Transducer Type: Condenser Freq. Resp.: 40 Hz-15Khz Output Impedance: 200 Polar Pattern: Supercardioid Power Supply: 4.5V/12V DC, Rechargeable 			
One (1) Portable Audio Recorder			
<ul style="list-style-type: none"> Specification : Portable, Intuitive Audio Recorder, 32-Bit Float: No Level Adjustment Needed Onboard X/Y Mics Handle up to 130 dB, 2 XLR-1/4" TRS Combo Inputs with Preamps, Onboard Mixer & Waveform Display Function as a 4x2 USB-C Audio Interface Tripod Mountable, Compatible with BTA-1 Bluetooth Adapter 10-Hour Operation on 2 AA Batteries 			
Three (3) Web Camera for Desktop			
<ul style="list-style-type: none"> Specification : Dimensions: Height 73 mm, Width 126 mm, Depth 45 mm, Cable length: 1.83 m, Weight: 170 g. Resolutions: 1080p/30fps (up to 1920 x 1080 pixels), and 720p/60fps (up to 			

1280 x 720 pixels), Camera MegaPixel of 3, Mic range: Up to 3 ft (1 m) Diagonal field of view: 78"			
Four (4) Wireless Lapel Microphones			
<ul style="list-style-type: none"> Specification : Channel Number: 99 channels, High-pass filter: -0Hz, -80 Hz. Frequency Range: 521MHz--555MHz, Frequency response: 60-17KHz, Signal to noise ratio: -60dB, Sound time delay: <1m8 			
Two (2) NP-FZ100 Lithium-ion Batteries and Charger			
<ul style="list-style-type: none"> Specification : 7.2 VDC Battery for Mirrorless DSLR USB Charger: 5V/2A input, Specification Capacity of 2000mAh and Wattage of 14.8W 			
One (1) External Monitor for DSLR			
<ul style="list-style-type: none"> Specification : Product Dimensions: 2.06 x 7.56 x 4.51 inches, item Weight of 2.6 pounds, Aspect Ratio: 16:9, Resolution: 1920 x 1080 Image Brightness: 1200 cd/m², Standing Screen Display Size: 7 Inches 			
One (1) External LED Light for Camcorder			
<ul style="list-style-type: none"> Specification : Power(max.): <4.5W, Color Temperature: 5500-6500K, Brightness: >1000Lux (0.5m), Brightness Control: Stepless, Operation Temperature: -10-40°C item Size: 8.5*8.5*3.5cm/3.3 3.3 1.4in Item Weight: 127g/4.5oz 			
Two (2) Camera Cage Rig for DSLR			
<ul style="list-style-type: none"> Specification : Material: Aviation Aluminum, Inner Size: 12.4" 6.9cm/4.92.7", Outer Size: 13.88.5cm/5.4* 3.3", Handle Length: 14.5cm/5.7", Item Weight: 363g/12.8oz 			
Two (2) Backpack for Camera Equipment			
<ul style="list-style-type: none"> Specification : Weight of 1.85 kg, Internal Dimensions: 31 x 17.5 x 48.5 cm, External Dimensions: 33 x 27 x 52 cm, Color: Black 			

FINANCIAL OFFER:

Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks, within thirty (30) days after Submission of Billing and User Acceptance of the product.

Please quote your **best offer** for the item/s above.

<u>SUPPLY AND DELIVERY OF CAMERA ADD-ONS & ACCESSORIES</u>	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>Five Hundred Six Thousand Pesos</u> <u>(Php 506,000.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es