



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 : **September 02, 2025**
RFQ No. : **R2508-0036**

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, DELIVERY, INSTALLATION AND CONFIGURATION OF SOUND SYSTEM** 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 11 September, 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, DELIVERY, INSTALLATION AND CONFIGURATION OF SOUND SYSTEM			
Minimum Technical Specifications	QTY	Offered Technical Specification/ Service (Brand/Model)	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
Sound System - Board Room			
<ul style="list-style-type: none"> ● Mixer <ul style="list-style-type: none"> ○ Minimum of 22 input channels ○ 16 XLRs/4 line ○ 2 USB ○ USB Stereo recording ○ 2 headphones output ○ Built-in 2HD effects (FX) processors ○ Supports 32 Digital Signal Processing channels ○ Digital limiter ○ Digital equalizer ○ Lock and unlock functions ○ Color LCD touchscreen for setup ○ Wireless control capability via iOS devices ○ Easy-installation matrix routing system 	1	Piece	
<ul style="list-style-type: none"> ● Speakers: <ul style="list-style-type: none"> ○ Type: 2-way column speaker ○ Power Output: 40W/20W/10W selectable @ 100V line ○ Driver Components: <ul style="list-style-type: none"> ■ 6 × 2" woofers ■ 1 × 1" tweeter ○ Includes built-in transformer ○ Easy installation design 	4	Pieces	
<ul style="list-style-type: none"> ● Wireless Microphone: <ul style="list-style-type: none"> ○ Receiver: <ul style="list-style-type: none"> ■ Operating Modes: FIFO, Limit Mode, and Chairman Only ■ Connectivity: Supports up to 256 microphone bases ■ Display: LCD for system status and settings ■ Audio Control: Individual level control per channel ■ External Interface: Connection port for video processor integration ■ Outputs: Balanced audio outputs ■ Enclosure: 19" rack-mountable metal case 	1	Piece	
<ul style="list-style-type: none"> ○ Chairman Wireless Conference System: <ul style="list-style-type: none"> ■ Microphone Type: Uni-directional condenser microphone ■ System: PLL UHF wireless transmission 	1	Piece	

<ul style="list-style-type: none"> ■ Function Keys: 3 buttons for microphone state control, including On/Off key ■ Power Supply: 3 × 1.5V batteries ■ Transmission Range: Up to 50 meters (RF range) ■ With rechargeable battery (2100mAh) and charger 			
<ul style="list-style-type: none"> ○ Delegate Wireless Microphone: <ul style="list-style-type: none"> ■ Microphone Type: Uni-directional condenser microphone ■ System: UHF PLL wireless transmission ■ Function Keys: 2 buttons for microphone state control, including On/Off key ■ Power Supply: 3 × 1.5V batteries ■ Transmission Range: Up to 50 meters (RF range) ■ With rechargeable battery (2100mAh) and charger 	20	Pieces	
<ul style="list-style-type: none"> ○ Amplifier: <ul style="list-style-type: none"> ■ High-voltage Class D amplification ■ 300 Watts x 2, 70 V/100 volts ■ Delivers powerful and efficient performance ■ Compact, lightweight design 	1	Piece	
Sound System - 7th Floor DRDC			
<ul style="list-style-type: none"> ● Mixer: <ul style="list-style-type: none"> ○ Input Channels: <ul style="list-style-type: none"> ■ 4 Mono Mic/Line inputs ■ 4 Stereo Line inputs ○ Output Channels: <ul style="list-style-type: none"> ■ 2 Stereo Out ■ 1 Monitor Out ■ 1 Headphones Out ■ 1 Aux Send ○ Built-in Effects: <ul style="list-style-type: none"> ■ 24 on-board effect programs ■ 2 parameter controls ■ 1 foot switch input for effect control 	1	Piece	
<ul style="list-style-type: none"> ● Speakers: <ul style="list-style-type: none"> ○ Power Output: 400 Watts (Peak) ○ Speaker Configuration: <ul style="list-style-type: none"> ■ 4 × 2.5" Full-Range Drivers ■ 1 × 8" Active Subwoofer ○ Mixer: Built-in 3-Channel Mixer <ul style="list-style-type: none"> ■ 2 × Microphone Inputs ○ Media Playback: <ul style="list-style-type: none"> ■ Integrated MP3 Player ■ SD Card Slot ■ Bluetooth Connectivity 	2	Pieces	
<ul style="list-style-type: none"> ● Wireless Microphone: <ul style="list-style-type: none"> ○ Dual wireless microphone system ○ UHF PLL synthesized frequency control ○ Minimum of 100 selectable frequencies per channel 	2	sets	

<ul style="list-style-type: none"> ○ LCD display with system status indicators ○ Mic power level display on receiver ○ Features include intelligent signal recognition and ID lock function ○ With rechargeable battery (2100mAh) and charger 			
<ul style="list-style-type: none"> ● Microphone Stand: <ul style="list-style-type: none"> ○ Tripod base telescopic boom, black ○ Height at least (800mm-1400mm) Boom length up to 700mm 	4	Pieces	
Sound System – Atrium			
<ul style="list-style-type: none"> ● Mixer: <ul style="list-style-type: none"> ○ Minimum of 22 input channels ○ 16 XLRs/4 line ○ 2 USB ○ USB Stereo recording ○ 2 headphones output ○ Built-in 2HD effects (FX) processors ○ Supports 32 DSP (Digital Signal Processing) channels ○ Digital limiter ○ Digital equalizer ○ Lock and unlock functions ○ Color LCD touchscreen for setup ○ Wireless control capability via iOS devices ○ Easy-installation matrix routing system 	1	Piece	
<ul style="list-style-type: none"> ● Speakers: <ul style="list-style-type: none"> ○ System Type: Portable Powered 2.1 Audio System ○ Configuration: Two Line Array Tops with One Subwoofer ○ Maximum SPL Output: 128 dB (Pink Noise) ○ Frequency Response (-10dB): 43 Hz – 20 kHz ○ Speaker Components: <ul style="list-style-type: none"> ■ Low Frequency Driver: 2 x 10" (254 mm) Woofers ■ High Frequency Driver: 12 x 3.25" (82 mm) Neodymium Drivers ■ Coverage Pattern: 120° (horizontal) x 60° (vertical) ○ Amplifier Section: <ul style="list-style-type: none"> ■ Type: Class D with Switch Mode Power Supply ■ System Power Rating: <ul style="list-style-type: none"> ● 600 Watts LF ● 2 x 300 Watts HF (Continuous) ● 2400 Watts Peak Output ○ Channels: 2 MIC/LINE Selectable Inputs ○ Processing: <ul style="list-style-type: none"> ■ 24-bit / 48 kHz CORE DSP ■ 2-Band EQ ■ Selectable Configuration and EQ Presets 	1	Set	

<ul style="list-style-type: none"> ■ Digital Limiting for Signal Protection ○ Wireless Audio: <ul style="list-style-type: none"> ■ Bluetooth: Built-in Bluetooth Audio Receiver ■ With adjustable speaker stand or bracket 			
<ul style="list-style-type: none"> ● Wireless Microphone: <ul style="list-style-type: none"> ○ Dual wireless microphone system ○ UHF PLL synthesized frequency control ○ Minimum of 100 selectable frequencies per channel ○ LCD display with system status indicators ○ Mic power level display on receiver ○ Features include intelligent signal recognition and ID lock function ○ With rechargeable battery (2100mAh) and charger 	1	Set	
<ul style="list-style-type: none"> ● Microphone Stand: <ul style="list-style-type: none"> ○ Tripod base telescopic boom, black ○ Height at least (800mm-1400mm) ○ Boom length up to 700mm 	1	Piece	
Sound System – Multipurpose Hall			
<ul style="list-style-type: none"> ● Mixer: <ul style="list-style-type: none"> ○ Minimum of 22 input channels ○ 16 XLRs/4 line ○ 2 USB ○ USB Stereo recording ○ 2 headphones output ○ Built-in 2HD effects (FX) processors ○ Supports 32 Digital Signal Processing channels ○ Digital limiter ○ Digital equalizer ○ Lock and unlock functions ○ Color LCD touchscreen for setup ○ Wireless control capability via iOS devices ○ Easy-installation matrix routing system 	1	Piece	
<ul style="list-style-type: none"> ● Speakers: <ul style="list-style-type: none"> ○ Type: 2-way column speaker ○ Power Output: 40W/20W/10W selectable @ 100V line ○ Driver Components: <ul style="list-style-type: none"> ■ 6 × 2" woofers ■ 1 × 1" tweeter ○ Includes built-in transformer ○ Easy installation design 	4	Pieces	
<ul style="list-style-type: none"> ● Wireless Microphone: <ul style="list-style-type: none"> ○ Receiver: <ul style="list-style-type: none"> ■ Operating Modes: FIFO, Limit Mode, and Chairman Only ■ Connectivity: Supports up to 256 microphone bases ■ Display: LCD for system status and settings ■ Audio Control: Individual level control per channel ■ External Interface: Connection port for video processor integration 	1	Piece	

<ul style="list-style-type: none"> ■ Outputs: Balanced audio outputs ■ Enclosure: 19" rack-mountable metal case 			
<ul style="list-style-type: none"> ● Chairman Wireless Conference System: <ul style="list-style-type: none"> ○ Microphone Type: Uni-directional condenser microphone ○ System: PLL UHF wireless transmission ○ Function Keys: 3 buttons for microphone state control, including On/Off key ○ Power Supply: 3 × 1.5V batteries ○ Transmission Range: Up to 50 meters (RF range) ○ With rechargeable battery (2100mAh) and charger 	1	Piece	
<ul style="list-style-type: none"> ● Delegate Wireless Microphone: <ul style="list-style-type: none"> ○ Microphone Type: Uni-directional condenser microphone ○ System: UHF PLL wireless transmission ○ Function Keys: 2 buttons for microphone state control, including On/Off key ○ Power Supply: 3 × 1.5V batteries ○ Transmission Range: Up to 50 meters (RF range) ○ With rechargeable battery (2100mAh) and charger 	19	Pieces	
<ul style="list-style-type: none"> ● Amplifier: <ul style="list-style-type: none"> ○ Compact, lightweight design ○ High-voltage Class D amplification ○ Delivers powerful and efficient performance ○ Watts 2 70V/100 volts 	1	Piece	
ELIGIBILITY REQUIREMENTS:			
<ul style="list-style-type: none"> ● The specific product being offered must be covered by a Brochure or Technical Data Sheet. 			
<ul style="list-style-type: none"> ● Valid and current Certificate of Resellership issued by the manufacturer. 			
<ul style="list-style-type: none"> ● Manufacturer's certificate that the supplier is an Authorized Service Provider of the product being offered. 			
OBLIGATIONS AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> ● Provide manuals that easy to understand and comprehend. 			
<ul style="list-style-type: none"> ● Provide warranty certificate. 			
<ul style="list-style-type: none"> ● The supplier must replace all defective parts free of charge during the warranty period. 			
<ul style="list-style-type: none"> ● A test will be conducted by the supplier with NCDA inspection team as witness during or after the delivery of the Sound System to ensure that all units are functioning properly before the final acceptance. 			
<ul style="list-style-type: none"> ● The supplier must replace all defective parts free of charge during the warranty period. 			
<ul style="list-style-type: none"> ● 3 years warranty on parts, service and onsite repair. 			
<ul style="list-style-type: none"> ● Provide comprehensive training on how to use, install, configure and basic maintenance of the sound systems. 			
<ul style="list-style-type: none"> ● The supplier must be a reputable business firm with at least three (3) years business operation. 			
DELIVERY:			

<ul style="list-style-type: none"> The supplier must supply, deliver, install and configure the Sound Systems within thirty (30) calendar days at the NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City after receipt of the Notice to Proceed. Free of Charge 			
<ul style="list-style-type: none"> Five (5) days prior to the delivery of the Sound System, the supplier must inform the NCDA in writing of the complete schedule of delivery so that the concerned officer who will conduct the inspection and acceptance shall be notified. In case of changes in the schedule of delivery, the supplier shall inform NCDA of the new date of delivery and its reasons thereof in writing which shall not be later than three (3) days prior to the agreed delivery date. 			
PAYMENT:			
<ul style="list-style-type: none"> Full Payment shall be made after complete delivery, installation, configuration, Inspection and Acceptance of the Sound System. 			
<ul style="list-style-type: none"> The Sound System must be compliant to the standard technical specifications required by the procuring entity as stated in the Certificate of Completion of the Scope of Work embodied in this Terms of Reference. 			

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, DELIVERY, INSTALLATION AND CONFIGURATION OF SOUND SYSTEM</u>	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>ONE MILLION SIX HUNDRED THOUSAND PESOS</u> <u>(Php 1,600,000.00)</u>	In Words: <hr/> <hr/> In Figures: <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es