



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1104

REQUEST FOR QUOTATION

Date: 03/19/2025
Solicitation Number: 2025-101-37

Company/Business Name: _____
Office Address: _____
Contact Number: _____
TIN: _____
PhilGEPS Registration Number: _____
Company Email Address: _____

The **Department of Agriculture – Bureau of Agricultural Research**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of KMISD Digital Media Studio Equipment** through **Section 34. Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act.

Please submit your Quotation(s)/Proposal(s) addressed to the Bids and Awards Committee (BAC) Secretariat and to the given address below, on or before between **8:00 AM - 5:00 PM of March 24, 2025** subject to the compliance with the Terms and Conditions provided on the Request for Quotation (RFQ):

JUDITH A. MAGHANOY

BAC Secretariat, Procurement Unit Head

Office of the Procurement Unit, Annex Bldg., Bureau of Agricultural Research, Elliptical Road, Diliman, Quezon City.

Telephone Number: 461-2900/461-2800 local 1117, Fax No. 927-5691

Email: barprocurement@bar.gov.ph

MANDATORY REQUIREMENTS

1. Submission of documentary requirements:
 - a. **Valid Mayor's/Business Permit** and the Official Receipt as proof of Renewal for CY 2025
 - b. **PhilGEPS Registration Number/Organization Number (Platinum or Red Membership)**
 - c. **Original and Notarized Omnibus Sworn Statement for ABCs above 50k** (downloadable at the GPPB-TSO website <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - d. **Latest Income/Business Tax Return for ABCs above 500k**
 - e. **Proof of authority**
Shall be in the following forms, as applicable:
 - a. For Single Proprietorship – **Special Power of Attorney**, in case the person signing this Request for Quotation is NOT the business owner, in its original and duly notarized form.
 - b. For Corporation – **Board Resolution/Secretary's Certificate**, in its original and duly notarized form.
- **The proof of authority shall clearly reflect the name of the authorized representative and the project title as indicated in the RFQ.**

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INSTRUCTIONS:

1. Please write legibly.
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **offered items, unit price, total price, the total offered quotation (inclusive of VAT) in words and in figures** and **affix their signature over printed name indicated in the lower portion of this form.**
2. Closed canvass shall be considered by the BAC. The Bidders/Suppliers shall reflect on the envelope the RFQ Number and the PR No., the BAC shall not be responsible on the pre-emptive/premature opening of the proposal. ***Any quotations sent via email shall not be considered.**
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.
4. Price quotation(s) submitted shall be valid for a period of **SIXTY (60) days** reckoned from the deadline for submission of quotations as reflected in this form.
5. **Terms of Payment: Thirty (30) days from delivery of item(s).**
6. Awarding shall be done by LOT.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the DA-BAC shall employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed prejudice for forfeiture of performance security.
9. The Bureau of Agricultural Research reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.
10. **Delivery terms/and or Installation Period: 30 Calendar days**
11. The Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed prejudice for forfeiture of performance security.
12. The Bureau of Agricultural Research reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:

Bureau of Agricultural Research does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Director or the National Bureau of Investigation (NBI) for entrapment and proper investigation.

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| Item NO. | Qty. | Unit | ITEM/DESCRIPTION | CEILING PRICE PER Item (PhP) | UNIT PRICE (PhP) | TOTAL PRICE (PhP) | OFFERED ITEM |
|----------|------|------|---|------------------------------|------------------|-------------------|--------------|
| | 2 | Set | PHOTOGRAPHY/VISUAL LIGHT Please see technical specification in (annex A - Terms of Reference) | 91,000.00 | | | |
| | 4 | Set | DSLR Please see technical specification in (annex A - Terms of Reference) | 709,000.00 | | | |

| Approved Budget for the Contract | Total Offered Quotation (Inclusive of VAT) |
|----------------------------------|--|
| PHP800,000.00 | In words: |
| | In figures: |

SIR/MADAM:

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/ attached thereto.

Signature Over Printed Name of Owner/Authorized Representative

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer; Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

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ANNEX A



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
 RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
 (+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

TERMS OF REFERENCE (TOR)

**PURCHASE OF OFFICE EQUIPMENT (STUDIO EQUIPMENT)
 FOR CY 2025**

ABC: PhP 800,000.00

A. RATIONALE

To continuously enhance service delivery through technological innovation, the DA-Bureau of Agricultural Research (BAR) aims to fully optimize its use of information and communication technology (ICT) and improve the delivery of services.

The Knowledge Management and Information Systems Division-Information Management Section is in charge of integrating ICT tools and solutions in its application to research for development (R4D) management among DA-BAR and NaRDSAF institutions.

Hence, the procurement of ICT devices and supplies ensures that the concerned end-users within the bureau can consistently deliver high-quality outputs essential for DA-BAR's services in promoting and upholding R4D.

B. SCOPE OF WORK

1. Supply and delivery of ICT communication equipment.
2. Item/s delivered must have warranties for unit replacements and parts.
3. The end-user may conduct tests to verify camera performance against the indicated specifications. (Performance/Test Quality Result).
4. The demo should be tailored to the specific needs and interests of the end-user.
5. The proposed item shall be delivered at the **Bureau of Agricultural Research, RDMIC Building, Elliptical corner Visayas Avenue, Diliman, Quezon City.**
6. Delivery Period: **Thirty (30) calendar days.**
7. Payment: **Full-payment** after project acceptance (**inclusive of withholding tax**).
8. Awarding shall be done by **1 LOT.**

C. TECHNICAL DESCRIPTION (FROM)***

| LOT | DESCRIPTION | QTY | UNIT COST | TOTAL |
|-----|---|-----|-----------|--------|
| 1 | Photography/visual light Multicolor-Color Zoomable RGB Video Light Power Supply: 100V-240V Power: minimum 150W Channel: 32 | 2 | 45,500 | 91,000 |

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| LOT | DESCRIPTION | QTY | UNIT COST | TOTAL |
|-----|--|-----|-----------|---------|
| | Group: 16 Color Temperature: 2800K-6500K Brightness Range: 0%-100% RGB Hue: 0-360° CRI: 97 TLCI: 96 Working Environment Temperature: -10°C to 40°C Special Effects Modes: Capable of producing a wide-range Zooming: Adjustable Beam Angle with at least 20°- 65° Control Method: <ul style="list-style-type: none"> ● Ability to be controlled using smartphone ● Wireless control using 2.4GHz or equivalent ● DMX Control Compatibility Silent Mode: Yes Display Dimension: 33.6 * 19.86 * 16.5cm Weight: 2.65kg/ 5.8lbs with Photography Light Box Style: Vintage Material: Durable, Heat-resistant, Light Diffusing material Depth: 62/70cm Storage: Collapsible Design Diameter: 90/120cm Weight: 1.5kg/1.7 Feature: Flexible | | | |
| 2 | DSLR <ul style="list-style-type: none"> ● 33MP to 45MP backside illuminated (BSI) full-frame CMOS imaging sensor ● 10 - 20 fps Shooting, ISO 100-51200 ● 4K 60p-30p Video in 8bit-10-Bit, ● 3.68m-Dot EVF with 120 fps Refresh Rate ● 3" 1.03m-Dot Vari-Angle Touchscreen LCD ● 759-1053Pt. Fast Hybrid AF, Real-time Eye AF ● Focus Breathing Compensation ● 3-5-Axis Steady Shot Image Stabilization ● Up to 30fps continuous shooting with blackout free viewfinder | 4 | 177,250 | 709,000 |

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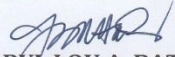


| LOT | DESCRIPTION | QTY | UNIT COST | TOTAL |
|-----|---|-----|-----------|-------------------|
| | <ul style="list-style-type: none">• Log profile• 4K 15p UVC/UAC Streaming via USB Type-C• minimum of 28-70mm kit Lens• DIGIC Accelerator & DIGIC X or Bionz xr processor• 1x CFexpress Type B, 1x UHS-II SD• 4k-8K Raw video capture up to 60p• Battery: 3000-10000 mAh | | | |
| | Delivery period: 30 days Total Amount: Php 800,000.00 | | | 800,000.00 |

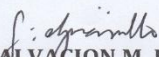
D. ADDITIONAL TECHNICAL PROVISIONS

1. The supplier shall provide in-house demo relative to usage of the ICT communication equipment.
2. The demo should be tailored to the specific needs and interests of the end-user.
3. Certification from the manufacturer that the supplier is an authorized reseller or partner of the equipment being offered.

Prepared by:


DARYL LOU A. BATTAD
Head, ACS

Recommended by:


SALVACION M. RITUAL
Head, Knowledge Management and Information Systems Division

Approved:


DR. JUNEL B. SORIANO
Director