



Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

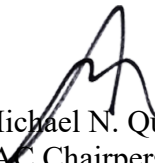
REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Portable Wireless Speakers to be used at the City Market Operations Division in the City of San Fernando, Pampanga**
Location of the Project : **City Administrator's Office - City Market Operations Division**

Company Name _____ Date : **Sep 24, 2024**
PR No. : **2024-09-01761**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 1, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by: 
Jannelle D.A. Tungcab **Engr. Michael N. Quizon, Jr.**
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	1	unit(s)	Portable Wireless Speaker with 2pcs Rechargeable Wireless Microphone Transducers: 2 x 216mm (8") woofer, 2 x 70mm (2.75") tweeter Output power: 800W RMS (IEC60268) Power input: 100 – 240 VAC ~50/60Hz Frequency response: 35Hz – 20kHz (-6dB) Signal-to-noise ratio: >80dB Cable type: Right-angle AC power cable (type varies by regions) Cable length: 2.0m/6.6ft USB specification USB charge out: 5V/2.1A (max) USB format: FAT16, FAT32 Wireless specification Bluetooth ® version: 5.1 Bluetooth ® profile: A2DP V1.3, AVRCP V1.6 Bluetooth ® transmitter frequency range: 2400MHz – 2483.5MHz Bluetooth ® transmitter power: ≤ 11dBm (EIRP) Bluetooth ® transmitter modulation: GFSK, π/4 DQPSK, 8DPSK Audio specification Supported formats: .mp3, .wma, .wav Input Sensitivity Aux-In: 250 mVrms (3.5mm connector) Mic-In: 20 mVrms Guitar-In: 100 mVrms Bluetooth/USB Input: -12 dBFS Product Dimensions Dimensions (W x H x D): 399.0mm x 905.0mm x 436.0mm/ 15.70" x 35.60" x 17.20" Net Weight: 27.80kg/61.30 lbs			
2	1	unit(s)	Portable Wireless Speaker with 2pcs Rechargeable Wireless Microphone			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Transducer: 2 x 6.5in (176mm) woofers + 2 x 2.5in (65mm) tweeters Output power: 240W RMS Frequency response: 45Hz – 20kHz (-6 dB) Signal-to-noise ratio: >80dBA Power Supply: 100 – 240V – 50/60Hz Standby power consumption: < 2 W with BT connecting; < 0.5 W without BT connecting Bluetooth® version: 5.1 Bluetooth® profile: A2DP 1.3, AVRCP 1.6 Bluetooth® transmitter frequency range: 2.4 – 2.48GHz Bluetooth® transmitter power: 15dBm (EIRP) Bluetooth® transmitter modulation: GFSK, $\pi/4$ DQPSK, 8DPSK Bluetooth® range: Approx. 10m (33ft) USB format: FAT16, FAT32 USB file format: mp3, wma, wav Battery type: Lithium-ion 72Wh USB output: 5V/2.1A Digital input: Bluetooth / USB-9dBFS Battery charge time: <3.5 hrs Battery playtime: < 18 hrs* Product Dimension (W x H x D): 325.6 x 687.7 x 367.8mm / 12.8 x 27 x 14.5in			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Market Operations Division (CMOD), is mandated to carry out the following responsibilities;

- Responsible for the administration and supervision of the two (2) Public Markets including the duties, functions and assignments of all Market Personnel;
- Responsible for the implementation and administration of market rules and regulations;
- Responsible for the supervision and monitoring of market daily collections both in the Old and New Public Market (market fees, entrance fees, parking fees and rental of stalls);
- Responsible for monitoring orderliness and cleanliness in the market premises in the Old and New Public Market.

In addition, Chapter XII, Section 1 of the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga states that;

Section 1. Allocation of Collected Market Rental Fees and Charges – After deducting the statutory or contractual obligation, a minimum of twenty (20%) percent of the net income of the City owned public market shall be reserved and set aside for the maintenance and improvement of the market and for market personnel development. The reserved amount shall accrue to the Capital and Management Development Fund of the City Government.

In addition to the above responsibilities, our office also functions as the secretariat of the Market Committee and the Local Price Coordinating Council of the City of San Fernando (P) and other Committees and Technical working groups in connection to the public markets, as secretariat we are in charge in the preparation of all logistics needed during the meetings. In lieu, the office is proposing for the procurement of portable speakers which will be essential during the conduct of meetings.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2981 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Thirty one Thousand Two Hundred Pesos only (Php 131,200.00)

III. OBJECTIVES

The objectives of Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga are as follows:

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Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga

1. To have high-quality speakers to ensure that everyone can hear and understand the speaker clearly, minimizing misunderstandings and ensuring that important information is conveyed effectively during meetings and discussion.
2. For the Office to have its own set of Portable Speakers which will be used during meetings with vendors in the Public Markets;
3. To ensure that the office can facilitate meetings the market with a good audio equipment for that will make meetings more conducive both vendors and facilitators.
4. To have good audio quality helps ensure that all participants, especially those remote, can contribute effectively. This fosters better collaboration and more productive meetings.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Unit	Portable Wireless Speaker with 2pcs Rechargeable Wireless Microphone Transducer: 2 x 6.5in (176mm) woofers + 2 x 2.5in (65mm) tweeters Output power: 240W RMS Frequency response: 45Hz – 20kHz (-6 dB) Signal-to-noise ratio: >80dBA Power Supply: 100 – 240V – 50/60Hz Standby power consumption: < 2 W with BT connecting; < 0.5 W without BT connecting Bluetooth® version: 5.1 Bluetooth® profile: A2DP 1.3, AVRCP 1.6 Bluetooth® transmitter frequency range: 2.4 – 2.48GHz Bluetooth® transmitter power: 15dBm (EIRP) Bluetooth® transmitter modulation: GFSK, π/4 DQPSK, 8DPSK Bluetooth® range: Approx. 10m (33ft) USB format: FAT16, FAT32 USB file format: mp3, wma, wav Battery type: Lithium-ion 72Wh USB output: 5V/2.1A Digital input: Bluetooth / USB-9dBFS Battery charge time: <3.5 hrs Battery playtime: < 18 hrs* Product Dimension (W x H x D): 325.6 x 687.7 x 367.8mm / 12.8 x 27 x 14.5in	Fifteen (15) days upon issuance of Notice to Proceed	CGSO Central Storage, City of San Fernando, Pampanga
		Portable Wireless Speaker with 2pcs Rechargeable Wireless Microphone		

TERMS OF REFERENCE

Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga

1	Unit	<p>Transducers: 2 x 216mm (8") woofer, 2 x 70mm (2.75") tweeter Output power: 800W RMS (IEC60268) Power input: 100 – 240 VAC ~50/60Hz Frequency response: 35Hz – 20kHz (-6dB) Signal-to-noise ratio: >80dB Cable type: Right-angle AC power cable (type varies by regions) Cable length: 2.0m/6.6ft USB specification USB charge out: 5V/2.1A (max) USB format: FAT16, FAT32 Wireless specification Bluetooth version: 5.1 Bluetooth profile: A2DP V1.3, AVRCP V1.6 Bluetooth transmitter frequency range: 2400MHz – 2483.5MHz Bluetooth transmitter power: ≤ 11dBm (EIRP) Bluetooth transmitter modulation: GFSK, π/4 DQPSK, 8DPSK Audio specification Supported formats: .mp3, .wma, .wav Input Sensitivity Aux-In: 250 mVrms (3.5mm connector) Mic-In: 20 mVrms Guitar-In: 100 mVrms Bluetooth/USB Input: -12 dBFS Product Dimensions Dimensions (W x H x D): 399.0mm x 905.0mm x 436.0mm/ 15.70" x 35.60" x 17.20" Net Weight: 27.80kg/61.30 lbs</p>		
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b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. For the End-User, present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding/ Public Bidding) and present by the Buyer with the assistance of the End-User (for Alternative Methods of Procurement).
5. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.

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Supply and Delivery of Portable Wireless Speakers to be used by the City Market Operations Division, City of San Fernando, Pampanga

6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.
- c. Delivery/ Implementation period
1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
 2. The Delivery Period shall be Fifteen (15) days upon issuance of Notice to Proceed.
 3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
 4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
 5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- d. Inspection and Acceptance
1. The CGSO-PSMD shall inspect and accept the delivery.
 2. The supplier/contractor shall present the PO and issue Sales Invoice.
 3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used to notify the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of items being required by the project/ program; and
- b. Strictly follow the specifications of requirements based on the item description and specification.
- c. The contractor/bidder must provide a minimum of 12 months warranty on the items delivered.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery
- b. End- user shall monitor the delivery of requirements.

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- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:


Gerald C. Pangan
Procurement Officer

Approved by:


Engr. Nelson G. Lingat, DPA
City Administrator

CONFORME:

Signature over Printed Name

Date

Note: This TOR shall form part of the contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.