



UNIVERSITY OF THE PHILIPPINES

LOS BANOS

Los Banos, IV-A

VAT Reg. TIN: 000-864-006-00004

Request for Quotation/ Bid Form (Printing Services)
OFFICE OF THE VICE-CHANCELLOR FOR PLANNING & DEVELOPMENT

UPLB BAC SECRETARIAT
BY: DATE: 7/13/24
JUL 08 2024 - TIL ICAM
UPLB-RQ- 7-197-24-GOODS
DEADLINE OF SUBMISSION

UPLB-RQ-

DEADLINE OF SUBMISSION:

Suppliers Name:

Date July 1, 2023
Fund Code: 9379800
MOP: Small Value Procurement
Contact No: 536-2748
Contact Person: Joanne S. Alcantara

Please quote your lowest price on the item/s listed below, subject to the General Conditions below.

Note:

- 1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/ or levies payable.
3. Bidders must indicate the BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RQ before issuance of Purchase order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected.
6. Documentary requirements per Memorandum No. 03 Series of 2017 shall be attached upon submission of the quotation
7. Others:

Table with 10 columns: ITEM No., GENERAL NAME OF THE ITEM, REQUIRED SPECIFICATIONS, UNIT OF MEASURE, QTY, ESTIMATED UNIT APPROVED BUDGET OF THE CONTRACT, ESTIMATED TOTAL APPROVED BUDGET OF THE CONTRACT, OFFERED SPECIFICATION, QUOTED UNIT PRICE, TOTAL QUOTED PRICE, EVALUATION. Includes a row for 'Services' and a 'TOTAL ABC' row.

Reviewed and Checked By: ANDREW P. LICARDO BAC TWG

TOTAL QUOTED AMOUNT IN WORDS:

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated herein

JOANNE S. ALCANTARA BUYER/ END-USER

TERMS AND CONDITIONS:

- 2. In order to assure that manufacturing defects shall be corrected by supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of EXPENDABLE SUPPLIES, or a minimum of one (1) year warranty and two (2) to three (3) years extended warranty (if applicable) in the case of NON-EXPENDABLE SUPPLIES after acceptance by End-user of the awardee's contract.
3. Delivery period within 7 calendar days.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein
5. UPLB reserves the right to reject any or all offers as may be considered most advantageous to the University.
6. Any interlineations, erasure, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

Requirements for Suppliers (GPPS Resolution No. 21-2017)

Table with 6 columns: REQUIREMENTS, Shopping, Negotiated, Negotiated, Negotiated Procurement- Scientific, Negotiated. Lists various requirements like Mayor's/Business Permit, PhilGEPS Registration Number, etc.

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

Name of the Company:
Address:
Tel. No. :

**Terms of Reference
Rental of LED, Lights, and Sounds
2024 UPLB Commencement Exercises**

1. Scope of Work and Specifications

A. Display System

1. LED Wall - 4m x 7m for 30 July 2024 - 02 Aug 2024

- 1-unit Outdoor P3 LED wall display, 4.0m x 7.0m with a high refresh rate of 7680 (can be curved) with platform or hang mounting 14 ft from the ground, depending on stage design);
- 6 units HDMI to LAN extender
- 2 units Sender Box
- Stage Riser/Hanging Bar
- Laptop (Video Player)
- Audio Mixer
- Wireless video transmission system for 6 video cameras HDMI/SDI
- SDI/HDMI splitters and SDI/HDMI cables
- Audio/Video out for Live Streaming

2. LED Wall - 4m x 21m for 03 Aug 2024

- 1-unit Outdoor P3 LED wall display, 4.0m x 21.0m with a high refresh rate of 7680 (can be curved) with platform or hang mounting 14 ft from the ground, depending on stage design); can be configured as 1 full display or 3 separate display
- 6 units HDMI to LAN extender
- 3 units Sender Box
- Stage Riser/Hanging Bar
- Laptop (Video Player)
- Audio Mixer
- Wireless video transmission system for 6 video cameras HDMI/SDI
- SDI/HDMI splitters and SDI/HDMI cables
- Audio/Video out for Live Streaming

B. Audio System (30 July - 03 Aug 2024)

Comprehensive audio/sound system with the following:

- At least 12 line array speakers and subwoofers
- At least 8 floor monitor speakers
- At least 4 Dual 18 sub speakers
- 1 unit 32 Channel digital mixing console
- 1 unit Digital snake
- 1 unit DJ controller
- At least 8 Wireless Microphones
- At least 6 Wired Microphone
- At least 18 Condenser Microphones with stand
- At least 3 Dynamic Microphones with stand
- 1 unit IEM (In ear monitor)
- 1 unit Laptop
- Lots of cables and wires
- Lots of mic stands and accessories

C. Lighting Equipment (30 July - 03 Aug 2024)

Comprehensive lighting system for stage design, stage front, and audience area including at least 2 follow spotlights, LED par/flood lights, etc.; with digital control system including the following:

- At least 8 Beam 260c moving heads
- At least 24 3 watts LED par (RGBW)
- At least 32 3 watts LED par (AMBER & WHITE)
- At least 2 600 watts LED Follow Spot

2. Conditions:

Setup for the LED video system, sounds, and lights facilities **must be completed and ready for testing/technical rehearsals on 29 July 2024**; and **should be ready and available for use starting 30 July 2024**.

Set-up of LED wall for 03 Aug 2024 requirements should be installed by noon on 02 Aug 2024

The Supplier should have professional technicians and trained staff on standby. All instructions shall come from and be cleared by the event director.

The Supplier shall provide wireless communication systems (comm set) for the production staff (at least 12).

The Supplier should transport all equipment, facilities, and staff to and from the venue at the agreed time.

The Supplier shall provide food/snacks/meals for their staff.

The Supplier needs to ensure balanced sound/less echo within the venue and its premises

The Supplier should ensure availability for use of all cables, stands, and other equipment necessary to provide the audience with the best quality of on-site and online viewing experience, making sure that all equipment works excellently.

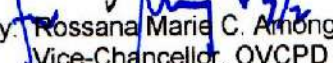
The Supplier shall be ready to provide all other necessary equipment for online and on-site viewing as well as tapping of audio and video for additional external viewing systems.

The Supplier shall be ready to connect the University's mobile studio system, if necessary, to their production system.

The Supplier shall be able to work closely and harmoniously with the University's production team to produce the event smoothly and of the best quality.

Prepared by:  Jeffrey Magnata

Evaluated by: Andrew P. Licardo
TWG

Approved by:  Rossana Marie C. Amongo
Vice-Chancellor, OVCPD