



REQUEST FOR QUOTATION

(Small Value Procurement)

Date: 24 October 2015

PR-101-2015-06-648

ICTO-iGov-RFQ-2015-08-005

To All Eligible Supplier:

The Information and Communications Technology Office (ICT Office), through its Bids and Awards Committee, intends to procure the Supply and Delivery of Voice Recorders.

Please quote your best quotation on the line item(s) in the attached Technical Quotation Form, subject to the attached Terms and Conditions in the associated documents. Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Mayor's Permit or Business Permit,
2. BIR Registration Certificate, and
3. PhilGEPS registration Certificate

Open quotations may be submitted on or before 1:00PM, 2 November 2015, manually at the 2nd Floor Information and Communications Technology Office, Carlos P. Garcia Avenue, UP Diliman, Quezon City. or through facsimile number 920-7447 or email address pi.mendoza@icto.dost.gov.ph or nino.flores@icto.dost.gov.ph.

For any clarifications, you may contact Ms. Pi Mendoza or Mr. Niño Flores at telephone number 920-0101 local 2631 or 2632.

Engr. Beverly S. Camacho

ICT Office Bids and Awards Committee Overall Secretariat
Information and Communications Technology Office
Tel No. 920-0101 local 1831

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to follow these instructions will disqualify your entire quotation

TECHNICAL PROPOSAL FORM

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SUPPLY AND DELIVERY OF VOICE RECORDERS		COMPLIANCE Please Check	
		YES	NO
APPROVED BUDGET FOR THE CONTRACT (ABC) Php40,000.00 (All price offered shall be inclusive of VAT)			
Minimum Specifications:			
Quantity: 4			
1. Functionality			
1.1 Recording Format Linear PMC/ MP3			
1.2 Playback Format MP3/WAV/AAC/WMA			
1.3 Playback Features			
1.3.1 Noise Cut Function			
1.3.2 Date Search Function			
1.3.3 Scene Select for easy search			
1.4 Recording Features			
1.4.1 Scene Select			
1.4.2 Low Cut Filter			
1.5 Move/Protect/Copy File			
1.6 Creation of folders			
1.7 Earphone Jack / Head Phone Jack			
1.8 Speaker Power Output minimum of 90Mw			
2. Power			
2.1 Built-in lithium battery			
2.2 USB Charge			
2.3 Battery life at least 12 hours of recording			
2.4 Quick Charging			

SUPPLIER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements and Scope of Services, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Contact Details

(Tel. No./Fax No./Mobile No./ Email Address)

Date

TECHNICAL PROPOSAL FORM

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SUPPLY AND DELIVERY OF VOICE RECORDERS APPROVED BUDGET FOR THE CONTRACT (ABC) Php40,000.00 (All price offered shall be inclusive of VAT)	COMPLIANCE Please Check	
	YES	NO
3. Memory		
3.1 Built-in memory minimum of 4GB		
3.2 Expansion slots (micro-SD)		
4. Software		
4.1 Operating System Compatibility: Windows XP and higher; Ubuntu Linux and Mac OS X		
4.2 Voice to Text Conversation Software compatible with Windows, Ubuntu and Mac		
5. Others (per unit)		
5.1 Charger		
5.2 USB Connector		
5.3 Must come with a 32GB micro SD card		
5.4 Weight must not exceed 50g		
6. Warranty and Support		
6.1 2 years warranty		
7. Delivery Period: Fifteen (15) Calendar Days upon issuance of Notice to Proceed		

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Date

COMPANY LOGO AND ADDRESS

SUPPLY AND DELIVERY OF VOICE RECORDERS				
FINANCIAL PROPOSAL FORM				
Item No.	Descriptions	Brand Offer	Unit Cost	TOTAL COST
1	Supply and Delivery of Voice Recorders			
Total Amount				
Amount in words:				

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