

**REQUEST FOR QUOTATION**

**PROCUREMENT OF SERVICES**

**FOR LIGHTS AND SOUNDS RENTAL FOR OFFICE OF THE OMBUDSMAN'S**

**PUBLIC ACCOUNTABILITY SUMMIT ON DECEMBER 9, 2022**

**RFQ NO. N\_011\_2022-PHL**

Date: November 11, 2022

Dear Sir / Madam,

You are kindly requested to submit your quotation for **Lights and Sounds Rentals for Office of the Ombudsman's Public Accountability Summit** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

|                          |         |
|--------------------------|---------|
| Instruction to Bidders   | Annex A |
| Technical Specifications | Annex B |
| Supplier's Quotation     | Annex C |



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| IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct |
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| Annex D |
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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_011\_2022-PHL** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before Date: **November 18, 2022**

**Time: 15:00 PM Rome Local Time**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,

International Development Law Organization | IDLO

IDLO Philippines

**Annex A**  
**Instructions to Bidders**

|   |   |
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| a. Description of requested SERVICES                              | See Annex B   |
| b. Deadline for Quotation   | The Quote shall be addressed to IDLO on or before<br><b>Date: November 18, 2022</b><br><b>Time: 15:00 PM Rome Local Time</b>  |
| c. General Terms and Conditions                                   | Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.  |
| d. Payment Terms  | IDLO will conduct the payment within 30 days after the delivery of services and upon submission of the invoice by the Supplier.   |
| e. Conditions for Release of Payment                              | IDLO Acceptance of Services Form based on full compliance with RFQ requirements   |
| f. Validity of Quotation starting from the Deadline of the Tender | <b>90 days</b><br><br>In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation. |
| g. Quotations Submission  | All quotations shall be submitted through this e-mail address:<br><a href="mailto:tenders@Idlo.Int">tenders@Idlo.Int</a>  |
| h. Partial Quotations   | <input checked="" type="checkbox"/> Not permitted   |
| i. Place of Delivery  | <b>Metro Manila, Philippines</b>  |
| j. Delivery Terms   | <b>Services to be delivered on December 9, 2022</b>   |
| k. Customs clearance, if needed, shall be done by:                | <input type="checkbox"/> IDLO<br><input checked="" type="checkbox"/> <b>X-Supplier</b><br><input type="checkbox"/> N/A  |
| l. Currency of Quotation  | PHP   |

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|---|--|
| m. Preliminary Documents to be Submitted  | <input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B;<br><input checked="" type="checkbox"/> Latest Business Registration Certificate;<br><input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance;<br><input checked="" type="checkbox"/> Copies of 2 similar previous experiences (PO/Contract) in supply and delivery of similar goods/services in the last 2 to 3 years. |
| n. Special Packing Requirement or Temperature Control                           | N/A  |
| o. After-sales services required, if applicable [leave blank if not applicable] | <input type="checkbox"/> <del>Warranty on Parts and Labor for minimum period of</del> <a href="#">Click to type</a><br><input type="checkbox"/> <del>Technical Support</del><br><input type="checkbox"/> <del>Provision of Service Unit when pulled out for maintenance/ repair</del><br><input type="checkbox"/> <del>Others</del>  |
| p. Evaluation of Quote  | Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Delivery Date</li> <li>4. Lowest Price</li> </ol>   |
| q. Contract Award   | Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>   |
| r. Contract Signature   | Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.   |
| s. Liquidated Damages   | <b>Yes - For inferior quality or non-conformance of specifications of Goods, IDLO shall be entitled to claim</b>   |

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|  | <p>liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</p> <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for everyday delay in the provision and completion of the Services.</p> |
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**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Services: 9 DECEMBER 2022 (Office of the Ombudsman's  
Public Accountability Summit)**

| Lot1  | Item Name                            | Specification  | Unit measure | Quantity |
|-------|--------------------------------------|--|--------------|----------|
| Lot 1 | Lights System/<br>Lighting Equipment | <ul style="list-style-type: none"> <li>• 16 units LED Par</li> <li>• 1 unit follow spotlight</li> <li>• 4 units light tower</li> <li>• 1 unit dimmer console (Lighting Controller)</li> <li>• 1 lot power cables and connectors</li> </ul>   | Per day      | 1        |
| Lot 2 | Sound System                         | <ul style="list-style-type: none"> <li>• 1 unit digital mixing console</li> <li>• 4 units 3-way speaker system</li> <li>• 4 units subwoofer</li> <li>• 4 units stage monitor</li> <li>• 2 units wireless microphones</li> <li>• 2 units wired microphones with stand</li> <li>• 5 units boom microphones</li> <li>• 1 unit CD player</li> <li>• 1 lot power cables and connector</li> <li>• 1 laptop with complete accessories for audio playback</li> </ul> | Per day      | 1        |
| Lot 3 | Manpower                             | <ul style="list-style-type: none"> <li>• DJ Controller</li> <li>• Lights Technical staff</li> </ul>  | Per day      | 1        |

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**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N\_011\_2022-PHL**

|                             |  |
|-----------------------------|--|
| <b>Company Name</b>         |  |
| <b>Company Full Address</b> |  |
| <b>Date</b>                 |  |
| <b>Signature</b>            |  |
| <b>Stamp</b>                |  |
| <b>Contact Person</b>       |  |
| <b>Telephone number</b>     |  |
| <b>Email address</b>        |  |

**Table 1: Offer to Supply Services Compliant with Technical Specifications and Requirements  
Specifications for Services: 9 DECEMBER 2022 (Office of the Ombudsman's  
Public Accountability Summit)**

| Lot1  | Item Name                         | Specifications   | Unit of measure | Quantity | Compliance with Technical Specifications in Annex B   | Unit Rate in PHP | Total amount in PHP |
|-------|-----------------------------------|--|-----------------|----------|---|------------------|---------------------|
| Lot 1 | Lights System/ Lighting Equipment | <ul style="list-style-type: none"> <li>• 16 units LED Par</li> <li>• 1 unit follow spotlight</li> <li>• 4 units light tower</li> <li>• 1 unit dimmer console (Lighting Controller)</li> <li>• 1 lot power cables and connectors</li> </ul>   | Per day         | 1        | <input type="checkbox"/> Comply<br><input type="checkbox"/> Not Comply<br><br>Alternative specification offered (Please attach) |                  |                     |
| Lot 2 | Sound System                      | <ul style="list-style-type: none"> <li>• 1 unit digital mixing console</li> <li>• 4 units 3-way speaker system</li> <li>• 4 units subwoofer</li> <li>• 4 units stage monitor</li> <li>• 2 units wireless microphones</li> <li>• 2 units wired microphones with stand</li> <li>• 5 units boom microphones</li> <li>• 1 lot power cables and connector</li> <li>• 1 laptop with complete accessories for audio playback</li> </ul> | Per day         | 1        | <input type="checkbox"/> Comply<br><input type="checkbox"/> Not Comply<br><br>Alternative specification offered (Please attach) |                  |                     |
| Lot 3 | Manpower                          | <ul style="list-style-type: none"> <li>• DJ Controller</li> <li>• Lights Technical staff</li> </ul>  | Per day         | 1        | <input type="checkbox"/> Comply<br><input type="checkbox"/> Not Comply<br><br>Alternative specification offered (Please attach) |                  |                     |



| Lot                                      | Item Name | Specifications | Unit of Measure | Qty. | Compliance with Technical Specifications in Annex B | Unit rate in PHP | Total amount in PHP |
|--|-----------|----------------|-----------------|------|---|------------------|---------------------|
|  |           |                |                 |      |   |                  |                     |
| <b>Total Cost of Goods</b>               |           |                |                 |      |   |                  |                     |
| <b>Freight</b>                           |           |                |                 |      |   |                  |                     |
| <b>Insurance</b>                         |           |                |                 |      |   |                  |                     |
| <b>Customs Clearance</b>                 |           |                |                 |      |   |                  |                     |
| <b>Other Charges (please specify)</b>    |           |                |                 |      |   |                  |                     |
| <b>Taxes/ VAT (___%) (if applicable)</b> |           |                |                 |      |   |                  |                     |
| <b>Grand Total</b>                       |           |                |                 |      |   |                  |                     |

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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>