



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631  
Website: pca.gov.ph

## REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF no. **10337915** for the **“Supply, Delivery, Installation and Commissioning of Wired Conference Audio System with ten (10) microphones”** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

Supply, Delivery, Installation and Commissioning of Wired Conference Audio System with the following technical specifications:

- A. Conference System main Controller
  - Power supply: 220V
  - Record and play function thru USB or SD card
  - Equipt with at least 3 groups + extension group for system connecting workable
  - For at least 20 mic units each group
  - Output level LED indicator
  - Single, multiple and many groups can be used simultaneously
  - Line volume for unit source
  - Mic volume for the external mic connection
  - Master volume control the mic line level
  - Balance XLR output
  - Extension to other main unit
- B. Chairman microphone unit (1 unit)
  - Gooseneck mic
  - Priority buttons
  - Mic On/Off buttons
  - Built-in loudspeaker
  - Volume control
  - Red light indicate mic is ON
- C. Delegates microphone unit (9 units)
  - Mic On/Off buttons
  - Built-in loudspeaker
  - Volume control
  - Red light indicate mic is ON
- D. Portable Speaker with Tripod Stand (2 unit)
  - At least 12” 2-way speaker
  - USB/Mp3/Bluetooth function
  - LCD display
  - Line/AUX input
  - 2 mic inputPower handling at least 700W
- E. Audio Mixer
  - At least 8 channelmixing console
  - At least 4 mic/line 2 stereo input
  - 3 band EQ
  - 2 Stereo BUS/2 Aux out
  - Bluetooth/USB/MP3 Functions
  - With equipment rack case
- F. Connecting cables



The prospective bidder shall submit the following eligibility documents as prescribed below:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (notarized)

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before November 24, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

Attached is the Terms of Reference as "Annex A".

For inquiries, you may contact us at telephone no. 8-928-4501 to 09 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

  
**EDSEL B. PABELLANO**

Division Chief  
General Services Division

**TERMS OF REFERENCE**

**PROJECT:** Supply, Delivery, Installation and Commissioning of Wired Conference Audio System  
With ten (10) microphones

**LOCATION:** PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

**I. SCOPE OF WORK**

Supply, Delivery, Installation and Commissioning of Wired Conference Audio System with the following technical specifications:

- A. Conference System main Controller
  - Power supply: 220V
  - Record and play function thru USB or SD card
  - Equipt with at least 3 groups + extension group for system connecting workable
  - For at least 20 mic units each group
  - Output level LED indicator
  - Single, multiple and many groups can be used simultaneously
  - Line volume for unit source
  - Mic volume for the external mic connection
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  - 3 band EQ
  - 2 Stereo BUS/2 Aux out
  - Bluetooth/USB/MP3 Functions
  - With equipment rack case
- F. Connecting cables

The approved budget of contract is Two Hundred Sixty Thousand Pesos Only (₱260,000.00).

## II. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following eligibility documents as prescribed below:
  - a. SEC or DTI Registration certificate
  - b. Mayor's Permit
  - c. PhilGEPS Registration
  - d. Prescribed Omnibus Sworn Statement (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before **November 21 to 24, 2023, 10:00am** at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
3. Incomplete submission of requirements upon deadline will result into disqualification of bids.
4. Delivery period: 7 Working Days upon receipt of approved Purchase Order (P.O)
5. The quoted price shall be valid 30 days upon receipt of Purchase Order.
6. Payment terms: 30 days upon completion.
7. Warranty: One 1 year after acceptance.

Conforme:

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_