



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

RFQ No.: PD-2026- 006A

Company/Business Name: _____

Address: _____

Business/Mayors Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure the project Procurement of Essential Equipment for the MARINA Digital TV Studio with an **Approved Budget for the Contract amounting to Six Hundred Seventy-Seven Thousand One Hundred Twenty-Two Pesos and Sixty Centavos (Php677,122.60)**, through **Section 34 Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009 or The New Government Procurement Act.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 noon of 15 April 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Mr. JOSE LOUIE B. BANUA

Chairperson, Bids and Awards Committee

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: +632)8524-6518

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Valid Mayor's/Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf
- d. **Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at telephone no. (+632) 8524-6518 or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:



MELANIE T. BALIN

Head, Bids and Award Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (3) Do not alter the contents of this form in any way.
- (4) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (5) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (6) Quotations may be submitted through electronic mail at bacsec@marina.gov.ph
- (7) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered. Failure to follow these instructions will disqualify your entire quotation.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Procurement of Essential Equipment for the MARINA Digital TV Studio			
Minimum Technical Specification	Quantity	Offered Technical Specification /Service	Statement of Compliance ("Comply" of "Not Comply")
1 Lot			
INTERCOM HEADSET Specifications: <ul style="list-style-type: none"> • Full-Duplex Communication Support 	1 Set		

<ul style="list-style-type: none"> • 1 set with 8 pieces of headset intercom • 1.9 GHz Operating Frequency • Environmental Noise Cancellation • Push-to-Talk, Adjustable Mic Boom • 1100' Line-of-Sight Range • Reliable Frequency • Wind and Water Resistant • Master: Up to 10 Hours of Battery Life • Remote: Up to 12 Hours of Battery Life • Includes Batteries and 6-Slot Charger 			
<p>CFexpress MEMORY CARD</p> <p>Specifications:</p> <ul style="list-style-type: none"> • CFexpress memory card Type A • 256 GB storage • Read: up to 800 MB/s, Write: up to 700 MB/s 	4 pcs		
<p>DATA TRANSFER CABLE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • HDMI Fiber Cable • 20 Meters long • Can carry video quality of 4K 	6 pcs		
<p>DRY BOX</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 100-250L • Tempered glass door (UV-proof if possible) • Humidity Range: 25%-55% RH • Adjustable shelves (if possible) 	1 pc		
<p>HARD DRIVES</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 4 TB storage 	8 pcs		
<p>EXTERNAL MIC FOR CAMERA</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 3.5mm mic input • Condenser Mic • Polar Pattern: Supercardioid or Lobar • Frequency - 20 Hz – 20 kHz 	1 pc		

<ul style="list-style-type: none"> • Signal-to-Noise Ratio: 79 dBA • Sensitivity: -31 dBV • 3.5mm TRS cable • Noise cancelation • With foam included 			
<p style="text-align: center;">MIC ARM STAND</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 3 pax • No Need for Clamps or Mounting • Supports up to 31.7 oz • 15" vertical reach • Low-noise operation 	3 pcs		
<p style="text-align: center;">HDMI SPLITER</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Splits a HDMI source up to two outputs simultaneously, without signal loss • Plug and play • 30 meters transmission • Supports 3D 4Kx2K@30Hz resolution • Sync Audio and Video • Display 2 screens simultaneously 	2 pcs		
<p style="text-align: center;">PROTECTIVE CASE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • With top handle & EVF • If possible with wheels • Features: Waterproof and can fit cameras, charger, batteries, monitor, other accessories • Exterior dimensions around 22 x 14 x 9 inches (55.9 x 35.6 x 22.9 cm) • Interior dimensions around 20.5 x 11.3 x 7.5 inches (52.1 x 28.7 x 19.1 cm) 	1 pc		
<p style="text-align: center;">GIMBAL</p> <p>Specifications:</p> <ul style="list-style-type: none"> • For professional camera use • Weight: 1.2 kg/2.65 lbs • Maximum Payload: 2.5 kg/5.51 lbs • Can last up to 12 hrs battery life 	1 pc		

<ul style="list-style-type: none"> • 3-axis stabilization (Pan, Tilt, Roll) • Payload Capacity: 1.5 – 2.5 kg (3.3 – 5.5 lb) 			
<p style="text-align: center;">FLASH DRIVE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 128 GB STORAGE 	8 pcs		
<p style="text-align: center;">CFEXPRESS CARD READER</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Unlimited CFexpress performance • Extreme transfer speed up to 10 gbps • Card reader for CFexpress Type A memory cards • USB-C to USB-A cable and USB-C converter included 	1 pc		
<p style="text-align: center;">USB TYPE C DATA TRANSFER CABLE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • USB type C • 10 Meter 	4 pcs		
<p style="text-align: center;">AUDIO RECORDER</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Portable, Easy-to-Use Audio Recorder • 32-Bit Float: No Level Adjustment Needed • Onboard X/Y Mics Handle up to 120 dB • Overdubbing & Playback Speed Adjustment • Mono Mode for On-The-Go Interviews • Function as a USB-C Microphone • Tripod Mountable • 10-Hour Operation 	1 pc		
<p style="text-align: center;">CAMERA BAG</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Backpack type • Interior Dimension: 26 x 12 x 41 cm • Weight: 1.18kg • Divided Compartment Design 	2 pcs		

<ul style="list-style-type: none"> • Water repellent • Ergonomic carry system • Tripod carry system • Laptop/IPAD storage • Comfortable backpack carrying harness 			
<p style="text-align: center;">MICRO SD CARD</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 256 GB • Write speeds of up to 140MB/s • For capturing 4K UHD video • Load apps faster with A2 	2 pcs		
<p style="text-align: center;">SD CARD</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 256GB Storage Capacity • Max Read Speed: 200 MB/s • Max Write Speed: 140 MB/s • Min Write Speed: 30 MB/s • Records Full HD, 3D, and 4K Video • Built-In Write-Protect Switch 	6 pcs		
<p style="text-align: center;">USB HUB</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 9-in-1 port slots • including USB jacks, SD/TF card slots, 3.5mm audio and USB-C port 	2 pcs		
<p style="text-align: center;">CAMERA TRIPOD</p> <p>Specifications:</p> <ul style="list-style-type: none"> • SLIM video tripod, video head, and soft case • Adjustable pan bar • Quick release camera plate with a D-ring 1/4"-20 mounting screw • 5.5 lb payload • Smooth damping pan and tilt movements • Four leg sections • 57" max height with the center column raised • 20.5" folded height • Half-turn twist lock leg locks • Individual leg positioning 	1 pc		

<ul style="list-style-type: none"> • Fixed rubber feet • Bubble levels on the tripod and video head 			
<p style="text-align: center;">ACTION CAM</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 40MP 1/1.3" CMOS Sensor, 155° FOV • Front & Back OLED Touchscreen Displays • Up to UHD 4K120 Video, 4-Hour Battery • Live Streaming, 47GB Built-In Storage • SuperNight Slow-Motion Modes, Timecode • 3 Stereo Mics, OsmoAudio, Voice Control • 360° HorizonSteady Image Stabilization • Subject Centering & Tracking • Waterproof to 65.6', Air Pressure Gauge • Up to 13.5-Stop Dynamic Range 	1 pc		
<p style="text-align: center;">PORTABLE WIFI</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 5G • Up to 3.4 Gbps Download Speed • Powerful Wi-Fi 6E - Tri-Band AXE3600 Network 	1 pc		
<p style="text-align: center;">WIFI SIM CARD</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Compatible with 4G/5G for fast internet service 	1 pc		
<p style="text-align: center;">CARD READER</p> <p>Specifications:</p> <ul style="list-style-type: none"> • Can read all types of memory and SD cards 	2 pcs		
<p style="text-align: center;">EXTENSION WIRE</p> <p>Specifications:</p> <ul style="list-style-type: none"> • 220V • With multiple sockets • Can hold USB Ports 	5 pcs		

AUDIO SPLITER	1 pc		
Specifications: <ul style="list-style-type: none"> • 3.5 mm jack splitter • Male-to-male type 			

Other End-User Requirements <i>Ex. Warranty, photos of the product and other end-user requirements</i>	Statement of Compliance ("Comply" or "Not Comply")
The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.	
Delivery Terms/ Service Schedule <i>(to be determined by the End-User)</i>	Statement of Compliance ("Comply" or "Not Comply")
The delivery of goods shall commence ten (10) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)	
Payment Terms <i>(Government terms 15-30 CD)</i>	Statement of Compliance ("Comply" or "Not Comply")
<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Within fifteen to thirty (15-30) calendar days upon receipt of the billing invoice/statement of account; 3. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited, preferably the LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier. 	

Documentary Requirements (per RA 12009)	
a. PhilGEPS Registration;	
b. Mayor's Permit/ Business Permit; and	
c. Omnibus Sworn Statement	
d. Income/Business Tax Return	
* * * * nothing follows * * * *	

Note: Prospective Service Provider must comply with all of the above requirements to become eligible with the said procurement project

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

FINANCIAL OFFER:

Please quote your **best for** the item below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.**

Procurement of Essential Equipment for the MARINA Digital TV Studio

APPROVED BUDGET FOR THE CONTRACT (ABC)

**Six Hundred Seventy-Seven Thousand One Hundred Twenty-Two Pesos and Sixty Centavos (Php677,122.60)
inclusive of all applicable taxes**

PROPOSED BID

TOTAL OFFERED QUOTATION

In words: _____

In figures: _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Ad



TECHNICAL SPECIFICATIONS

Project Description	Procurement of Essential Equipment for the MARINA Digital TV Studio		
Approved Budget for the Contract	The Approved Budget for the Contract is Php 677,122.60 inclusive of all applicable taxes, chargeable against the Fiscal Year 2026 Regular Agency Budget of MARINA Central Office.		
Specifications/ Deliverables <i>(Ex. Size, color, materials used and other specs requirements)</i>	LOT 1		
	UNIT	ITEM DESCRIPTION	QTY
		INTERCOM HEADSET Specifications: <ul style="list-style-type: none">• Full-Duplex Communication Support• 1 set with 8 pieces of headset intercom• 1.9 GHz Operating Frequency• Environmental Noise Cancellation• Push-to-Talk, Adjustable Mic Boom• 1100' Line-of-Sight Range• Reliable Frequency• Wind and Water Resistant• Master: Up to 10 Hours of Battery Life• Remote: Up to 12 Hours of Battery Life• Includes Batteries and 6-Slot Charger	1 set
		CFexpress MEMORY CARD Specifications: <ul style="list-style-type: none">• CFexpress memory card Type A• 256 GB storage• Read: up to 800 MB/s, Write: up to 700 MB/s	4 pcs
		DATA TRANSFER CABLE Specifications: <ul style="list-style-type: none">• HDMI Fiber Cable• 20 Meters long• Can carry video quality of 4K	6 pcs
	DRY BOX Specifications: <ul style="list-style-type: none">• 100-250L	1 pc	



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	<ul style="list-style-type: none">• Tempered glass door (UV-proof if possible)• Humidity Range: 25%-55% RH• Adjustable shelves (if possible)	
	<p style="text-align: center;">HARD DRIVES</p> Specifications: <ul style="list-style-type: none">• 4 TB storage	8 pcs
	<p style="text-align: center;">EXTERNAL MIC FOR CAMERA</p> Specifications: <ul style="list-style-type: none">• 3.5mm mic input• Condenser Mic• Polar Pattern: Supercardioid or Lobar• Frequency - 20 Hz – 20 kHz• Signal-to-Noise Ratio: 79 dBA• Sensitivity: -31 dBV• 3.5mm TRS cable• Noise cancelation• With foam included	1 pc
	<p style="text-align: center;">MIC ARM STAND</p> Specifications: <ul style="list-style-type: none">• 3 pax• No Need for Clamps or Mounting• Supports up to 31.7 oz• 15" vertical reach• Low-noise operation	3 pcs
	<p style="text-align: center;">HDMI SPLITTER</p> Specifications: <ul style="list-style-type: none">• Splits a HDMI source up to two outputs simultaneously, without signal loss• Plug and play• 30 meters transmission• Supports 3D 4Kx2K@30Hz resolution• Sync Audio and Video• Display 2 screens simultaneously	2 pcs
	<p style="text-align: center;">PROTECTIVE CASE</p> Specifications: <ul style="list-style-type: none">• With top handle & EVF• If possible with wheels• Features: Waterproof and can fit cameras, charger, batteries, monitor,	1 pc



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		<p>other accessories</p> <ul style="list-style-type: none">• Exterior dimensions around 22 x 14 x 9 inches (55.9 x 35.6 x 22.9 cm)• Interior dimensions around 20.5 x 11.3 x 7.5 inches (52.1 x 28.7 x 19.1 cm)	
		<p>GIMBAL</p> <p>Specifications:</p> <ul style="list-style-type: none">• For professional camera use• Weight: 1.2 kg/2.65 lbs• Maximum Payload: 2.5 kg/5.51 lbs• Can last up to 12 hrs battery life• 3-axis stabilization (Pan, Tilt, Roll)• Payload Capacity: 1.5 – 2.5 kg (3.3 – 5.5 lb)	1 pc
		<p>FLASH DRIVE</p> <p>Specifications:</p> <ul style="list-style-type: none">• 128 GB STORAGE	8 pcs
		<p>CFEXPRESS CARD READER</p> <p>Specifications:</p> <ul style="list-style-type: none">• Unlimited CFexpress performance• Extreme transfer speed up to 10 gbps• Card reader for CFexpress Type A memory cards• USB-C to USB-A cable and USB-C converter included	1 pc
		<p>USB TYPE C DATA TRANSFER CABLE</p> <p>Specifications:</p> <ul style="list-style-type: none">• USB type C• 10 Meter	4 pcs
		<p>AUDIO RECORDER</p> <p>Specifications:</p> <ul style="list-style-type: none">• Portable, Easy-to-Use Audio Recorder• 32-Bit Float: No Level Adjustment Needed• Onboard X/Y Mics Handle up to 120 dB• Overdubbing & Playback Speed Adjustment• Mono Mode for On-The-Go Interviews• Function as a USB-C Microphone	1 pc



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	<ul style="list-style-type: none">• Tripod Mountable• 10-Hour Operation	
	<p style="text-align: center;">CAMERA BAG</p> <p>Specifications:</p> <ul style="list-style-type: none">• Backpack type• Interior Dimension: 26 x 12 x 41 cm• Weight: 1.18kg• Divided Compartment Design• Water repellent• Ergonomic carry system• Tripod carry system• Laptop/IPAD storage• Comfortable backpack carrying harness	2 pcs
	<p style="text-align: center;">MICRO SD CARD</p> <p>Specifications:</p> <ul style="list-style-type: none">• 256 GB• Write speeds of up to 140MB/s• For capturing 4K UHD video• Load apps faster with A2	2 pcs
	<p style="text-align: center;">SD CARD</p> <p>Specifications:</p> <ul style="list-style-type: none">• 256GB Storage Capacity• Max Read Speed: 200 MB/s• Max Write Speed: 140 MB/s• Min Write Speed: 30 MB/s• Records Full HD, 3D, and 4K Video• Built-In Write-Protect Switch	6 pcs
	<p style="text-align: center;">USB HUB</p> <p>Specifications:</p> <ul style="list-style-type: none">• 9-in-1 port slots• including USB jacks, SD/TF card slots, 3.5mm audio and USB-C port	2 pcs
	<p style="text-align: center;">CAMERA TRIPOD</p> <p>Specifications:</p> <ul style="list-style-type: none">• SLIM video tripod, video head, and soft case	1 pc



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	<ul style="list-style-type: none">• Adjustable pan bar• Quick release camera plate with a D-ring 1/4"-20 mounting screw• 5.5 lb payload• Smooth damping pan and tilt movements• Four leg sections• 57" max height with the center column raised• 20.5" folded height• Half-turn twist lock leg locks• Individual leg positioning• Fixed rubber feet• Bubble levels on the tripod and video head	
	<p style="text-align: center;">ACTION CAM</p> <p>Specifications:</p> <ul style="list-style-type: none">• 40MP 1/1.3" CMOS Sensor, 155° FOV• Front & Back OLED Touchscreen Displays• Up to UHD 4K120 Video, 4-Hour Battery• Live Streaming, 47GB Built-In Storage• SuperNight Slow-Motion Modes, Timecode• 3 Stereo Mics, OsmoAudio, Voice Control• 360° HorizonSteady Image Stabilization• Subject Centering & Tracking• Waterproof to 65.6', Air Pressure Gauge• Up to 13.5-Stop Dynamic Range	1 pc
	<p style="text-align: center;">PORTABLE WIFI</p> <p>Specifications:</p> <ul style="list-style-type: none">• 5G• Up to 3.4 Gbps Download Speed• Powerful Wi-Fi 6E - Tri-Band AXE3600 Network	1 pc
	<p style="text-align: center;">WIFI SIM CARD</p> <p>Specifications:</p> <ul style="list-style-type: none">• Compatible with 4G/5G for fast internet service	1 pc
	CARD READER	2 pcs



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		Specifications: <ul style="list-style-type: none"> • Can read all types of memory and sd cards 	
		EXTENSION WIRE Specifications: <ul style="list-style-type: none"> • 220V • With multiple sockets • Can hold USB Ports 	5 pcs
		AUDIO SPLITTER Specifications: <ul style="list-style-type: none"> • 3.5 mm jack splitter • Male-to-male type 	1 pc
		xxx Nothing Follows xxx	
<p>Other End-User Requirements <i>Ex. Warranty, photos of the product and other end-user requirements</i></p>	<p>The Supplier shall guarantee the work done to be free from defects for a period of One (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.</p>		
<p>Delivery Terms/ Service Schedule <i>(to be determined by the End-User)</i></p>	<p>The delivery of goods shall commence ten (10) calendar days upon receipt of Notice to Proceed (NTP) and Purchase Order (PO)</p>		
<p>Payment Terms <i>(Government terms 15-30 CD)</i></p>	<ol style="list-style-type: none"> 1. Send bill arrangement; 2. Within fifteen to thirty (15-30) calendar days upon receipt of the billing invoice/statement of account; 3. Payment shall be made through the list of due and demandable accounts payable with advice to debit account (LDDAP-ADA); and 4. The supplier shall provide the bank account wherein payment will be credited, preferably the LandBank of the Philippines account; otherwise, bank charges shall be borne by the supplier. 		
<p>Note: Prospective suppliers must comply with all of the above requirements to become eligible with the said procurement project.</p>			



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Prepared by:


ARDELINE F. GESTRE

Communications Development Officer II
Public Affairs and Digital Media Office
Office of the Administrator


HECYL JOY BROJAN

Administrative Officer II
Public Affairs and Digital Media Office
Office of the Administrator

Noted by:


MERROWEN M. ANDONG

Head, Public Affairs and Digital Media Office

Approved by:


SONIA B. MALALUAN

Administrator