



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION  
PHOTOGRAPHY AND VIDEO PRODUCTION EQUIPMENT

24 November 2021

**NOTICE TO ALL PROVIDERS/SUPPLIERS:**

The National Privacy Commission intends to procure **PHOTOGRAPHY AND VIDEO PRODUCTION EQUIPMENT (APP 2021-0184)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 01 December 2021**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return;
4. Notarized Omnibus Sworn Statement with applicable attachments<sup>1</sup>; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) or via mail or courier in a sealed envelope to:

5th Floor, Ang Kiukok Hall,  
PICC Delegation Building, PICC Complex,  
Roxas Boulevard Manila 1307

**Attention to:**        **ATTY. KRISHNA AIRA TANA-CAGUIA**  
                                 BAC Secretariat Head

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
BAC Secretariat Head

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<sup>1</sup> **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

**NOTE:** Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

*The original of this document is in digital format*  
NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: RFQ-2021-0184

**TECHNICAL SPECIFICATION  
PHOTOGRAPHY AND VIDEO PRODUCTION EQUIPMENT**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 664,700.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> <li>• Please refer to the attached Terms of Reference (TOR) for:               <ol style="list-style-type: none"> <li>1. Specifications</li> <li>2. Payment and Delivery</li> </ol> </li> </ul>			- _____  - _____
<b>TOTAL</b>						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. All quotations shall be written with the company's letterhead.
- III. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- IV. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- V. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- VI. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Terms of Reference.
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.
- VIII. Delivery shall be made within fifteen (15) working days from receipt of the Purchase Order, Work Order, NTP or from date of contract unless a different delivery term is provided in the Terms of Reference.

CONFORME: \_\_\_\_\_  
(Name of Supplier/Provider/Date)

BY: \_\_\_\_\_  
(Name/Position/Signature of Representative/Date)

Ref No.: RFQ-2021.0184

NPC\_BAC\_RFQ-V1.0, R0.0, 05 May 2021



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

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**TERMS OF REFERENCE**

**FOR THE PROCUREMENT OF PHOTOGRAPHY AND VIDEO PRODUCTION  
EQUIPMENT**

**I. BACKGROUND**

The National Privacy Commission (NPC) is mandated to administer and implement the Data Privacy Act of 2012 (DPA). NPC is also tasked to inform and educate the public on data privacy, data protection, and fair information rights and responsibilities as stated in the Section 9.c of the Implementing Rules and Regulations of the DPA.

The Public Assistance and Information Division (PIAD) is responsible for information management, including publications and website maintenance, and the provision of public services in the Commission. To fulfill these tasks, the division will develop, implement, and organize various activities, programs, and projects. Another way for the division to effectively disseminate information is by producing photographs and Audio-Visual Presentations (AVPs).

In this regard, the division proposes to procure photography and video production equipment that could be used to enhance the quality of the AVPs. This also could be used by other divisions in dispensing their division's mandate and events organized by the Commission.

**II. OBJECTIVES**

The purpose of procuring photography and video production equipment is to aid PIAD in promoting data privacy through various multimedia materials such as photographs and AVPs. The photography and video production equipment will help multimedia artists to produce enhanced quality of the photographs and AVPs.

### III. SPECIFICATIONS

#### 1. 3-AXIS HANDHELD GIMBAL STABILIZER

MECHANICAL PERFORMANCE	SPECIFICATION
Gimbal Weight	1.6kg
Payload Range	0.5kg~4.2kg
Dimension	478 x 206 x 184 mm (WxDxH)
Camera Tray Dimension	Tilt to release center: 100mm Roll to release center: 110mm Center to the highest point of tilt arm: 100mm

WORKING PERFORMANCE	SPECIFICATION
Mechanical Endpoint	Pan Axis: 360°continuous rotation Roll Axis: +240°~-100° Tilt Axis: +180°~-95°
Controlled Rotation	Range Pan axis : 360°continuous rotation Roll axis : ±30° Tilt axis : +180°~-95°
Operation Voltage	Capacity: 3200mAh Working Voltage: 14.8V
Static Current	150mA
Warranty	3 years

#### 2. ALUMINUM BOOM POLE WITH INTERNAL XLR CABLE

Quantity	1
Material	Aluminum
Sections	4
Length	2' 5" to 7' 6" (0.7 to 2.3 m)
Internal coiled cable	
Warranty	3 years

#### 3. BACKGROUND PAPER

Material	High-quality seamless paper, Acid-Free Material
Features	Fine-tooth, non-reflective surface
Pattern	Solid
Paper Density	145 gsm

Basis Weight	100lb (~.0076" thick)
Length	36' (10.97m)
Width	107" (271.78cm)
Quantity	4 (one per color)
Color	Super white, Tech green, Ocean Blue, Grey

#### 4. BACKGROUND PORT-A STAND KIT

Quantity	1
Material	Aluminum
Features	Heavy-duty, collapsible, easy to set up
Number of stands	2
Minimum operating height and width	4 ft x 5 ft
Maximum operating height and width	10 ft x 10 ft
Number of cross bars/ holding bars	1
Carrying bag	1 pc

#### 5. CAMERA LENS

General Specifications	Lens 1
Construction (Groups Elements)	13-18
Angle of View (Diagonal)	84°~34°
Angle of View (Horizontal)	74°~29°
Angle of View (Vertical)	53°~19°30'
Mounts on	Full Frame, APS-C
Weight (g) (Approx.)	805
Anti-dust and Moisture	Supported
Filter Size (mm)	82
Diameter x Length (mm) (Approx.)	88.5 x 113.0
Distance Scale	o

<b>Aperture</b>	<b>Lens 1</b>
Aperture Range - Wide / Long	f/2.8-22
No. of Diaphragm Blades	9

<b>Focus</b>	<b>Lens 1</b>
Drive System	Ring-type USM
Full Time Manual Focus	Yes
Focus Ring Rotation	105°
Focus Limiter	No
Closest Focusing Distance (m, ft)	0.38/1.25
Max. Magnification (x)	0.21

<b>Inclusions</b>	<b>Lens 1</b>
Accessories (Lens Cap)	E-82 II
Accessories (Lens Hood)	EW-88C
Accessories (Lens Bag)	LP1219

<b>Specifications</b>	<b>Lens 2</b>
Mount	E-mount
Format	35 mm full frame
Focal Length	50 mm
35 MM Equivalent Focal Length	75 mm
Lens group	9/12
Angle of View (35 MM)	47°
Angle of View (APS-C)	32°
Maximum Aperture	1.4

Minimum Aperture	16
Aperture Blades	11
Circular Aperture	Yes
Minimum Focus Distance	0.45 m
Maximum Magnification Ratio	0.15 x
Filter Diameter	72 mm
Hood Type	Round, bayonet type
Dimensions	83.5 x 108 mm
Weight	778 g
Accessories (Hood)	ALC-SH143
Accessories (Lens front cap)	ALC-F72s
Accessories (Lens rear cap)	ALC-R1EM
Accessories (case)	
Warranty	3 years

## 6. CAMERA MOUNT WIRELESS MIC SYSTEM

### System

Wireless Transmission	Analog UHF
Number of RF Channels	96
Included Transmitters	2 x Bodypack with Microphone
RF Frequency Band	514 to 596 MHz
Max Operating Range	330' / 100.6 m (Line of Sight)
Max Systems per Setup	8
Latency	12 ms
Deviation	±5 kHz

## Receiver

Form Factor	Camera-Mount
Mounting Options	Belt Clip, Shoe-Mount (with Included Hardware)
Antenna	2 x 1/4 Wave External, Fixed (Top-Mount)
Number of Audio Channels	2
Audio I/O	1 x 1/8" / 3.5 mm TRS Female Unbalanced Output (Lockable) 1 x 1/8" / 3.5 mm TRS Female Unbalanced Headphone Output
Audio Output Level	-60 dBV
Frequency Response	40 Hz to 18 kHz $\pm$ 3 dB
Power Requirements	Battery
Battery Type	2 x AA (Not Included)
Approx. Battery Life	6 Hours (Alkaline)
Display & Indicators	1 x Back-Lit LCD (AF Level, Battery Status, Channel, Level)
Housing	Metal

## Transmitter

Form Factor	Bodypack
RF Output Power	10 / 20 / 30 mW
Audio I/O	1 x 1/8" / 3.5 mm TRS Female Unbalanced Input (Lockable)
Muting	Off/On Switch
Audio Input Level	60 dBV (Mic Level)
Frequency Response	40 Hz to 18 kHz $\pm$ 3 dB
Sync Method	IR
Antenna	1 x 1/4 Wave External, Fixed (Beltpack)
Power Requirements	Battery
Battery Type	2 x AA (Not Included)
Approx. Battery Life	6 Hours (Alkaline)
Display & Indicators	1 x Back-Lit LCD (Battery Status, Channel, Mute, RF Output Power)
Housing	Metal



## Microphone

Form Factor	Lavalier
Sound Field	Mono
Polar Pattern	Omnidirectional
Output Connectors	1 x 1/8" / 3.5 mm TRS Male Unbalanced (Lockable)

## 7. CHROMA KEY BACKDROP

Quantity	1
Material	High quality Muslin cloth
Features	Wrinkle-resistant, non-reflective surface, portable
Pattern	Solid
Color	Green
Maximum Width	10 ft
Maximum Length	10 ft

## 8. HEAVY DUTY LIGHT STAND

Quantity	5 pcs.
Maximum Height	290 cm (9 ft.)
Foldable	Yes
Air Cushioned	Yes

## 9. LED VIDEO LIGHTS

Quantity:	4
- AC Power Supply:	AC 100-240V 50/60Hz
- Channel:	16 Channels
- Group:	6 Groups (A,B,C,D,E,F)
- Max. Power:	200W
- Color Temperature:	5600±300K
- 100% illuminance (LUX):	12000(1m)
- 100% Luminous Flux:	20000
- Color Rendering Index:	Over 95
- R9:	Over 70
- Light Brightness Range:	10%~100%

- Operation Temperature:	-10~50°C
- Safe Temperature:	<70°C
With remote control	

### 10. LIGHT SOFTBOXES

Quantity	4
Shape	Rectangular
Size	60x90cm - 140x200cm
Depth	42cm - 54cm
Rods	Duralumin or steel
Features	Waterproof, endures high temperature, premium quality fabrics

### 11. LIGHT REFLECTORS

QUANTITY	2 Kits
SIZE	150cm x 200cm
SHAPE	Circular or Rectangular
SURFACE COLOR	Gold Silver Black White Translucent

### 12. MICROPHONE CABLE (XLR TO XLR F)

Type	XLR M to XLR F Cable
Measurement	20 ft. long
Material	-98% braided shield -Twin Conductive PVC Inner Shields -24-Gauge OFC Conductors -Cotton Yarn Wrap Reduces Noise -Shrink Wrapped Solder Points -Neutrik XX Silver Connectors
Quantity	2pcs

### 13. ON CAMERA SHOTGUN MICROPHONE

Frequency Range	50 Hz to 20 kHz
Impedance	200 Ohms
Operating Principle	Pressure Gradient
Polar Pattern	Supercardioid
Sensitivity	-35 dB at 1 kHz
Sound Field	Mono
SPL	130 dB SPL
Transducer	Condenser
Tube	No
Output Connectors	1 x 1/8" / 3.5 mm TRRS
Battery	1 x AAA
Quantity	2

### 14. PAD PROMPTER FOR LIGHT STAND

Size	Compact and collapsible iPad teleprompter for all iPads up to 10", including iPad mini Also supports all other tablets of similar size
Range of visibility	3 meters or more
Resolution	1024 x 768 pixels
Beamsplitter Ratio and material	70/30 Beamsplitter Glass
Features	Light stand mount on the bottom/Capable of being mounted on a light stand
Compatibility	Compatible with any prompting software
Folds flat for transport	
Cloth hood included for blocking unnecessary light	
With carry case included	

### 15. TRIPOD

Load Capacity	11lb
Maximum Height	68.23"
Minimum Height	9.8"
Folded Length	28.43"
Leg Sections	3
Range	Vertical tilt: +90° to -70° Panning: 360°

Mount	Accessory: 1 x 3/8"-16 Female Thread Base: 3/8"-16 Female Camera Mounting: 1 x 1/4"-20 Male, 1 x 3/8"-16 Male
Leg Lock	Flip lock
Material	Aluminum

- Supplier must be PHILGEPS registered and provide other related documents required by the BAC Secretariat
- Must accept "send bill" payment terms

#### IV. PAYMENT AND DELIVERY TERMS

Payment shall be made upon issuance of certification that the Service/Goods have been rendered or delivered in accordance with the signed contract and instructions set in the evaluation of service/goods delivered, which have been duly inspected and accepted.

Full delivery shall be thirty (30) working days after the issuance of Notice to Proceed/Work Order/Purchase Order. If the 30<sup>th</sup> day falls on a weekend or a holiday, delivery must be on the working day without penalty.

#### V. FUND SOURCE AND APPROVED BUDGET OF THE CONTRACT (ABC)

Source of Fund:

NPC APP FY 2021 with APP Item code 2021-0184.

Approved Budget for the Contract:

Six hundred sixty-four thousand and seven hundred pesos only (P 664,700.00).

The mode of procurement shall be Small Value Procurement.

Prepared by:

SGD.

**KENT JOY R. COVITA**  
*Public Relations Assistant, PIAD*



Digitally signed  
by Adis Kristine  
Danica Sulit

**KRISTINE DANICA S. ADIS**  
*Information Officer II, PIAD*

Reviewed by:



Digitally  
signed by  
Chin Roren  
Marie M. Michin

**ROREN MARIE M. MICHIN**  
*Chief, PIAD*

Approved by:



Digitally signed by  
Alzona Ivin Ronald  
De Mesa

**ATTY. IVIN RONALD D.M. ALZONA**  
*Executive Director IV*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling**

**interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBE AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_, affiant having exhibited to me his/her \_\_\_\_\_ issued on/valid until \_\_\_\_\_.

Doc. No.: \_\_\_\_\_

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