



# PHILIPPINE SPORTS COMMISSION

## REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): ADMIN-2026-05-19-001  
June 1, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “**Preventive Maintenance of LED Display located at the Rizal Memorial Sports Complex (RMSC), Malate, Manila and at the PSC Philsports Arena in Philsports Complex, Meralco Avenue, Pasig City**” with an Approved Budget for the Contract of **Six Hundred Eighty Thousand Five Hundred Pesos (PhP 680,500.00)** through **Direct Contracting** pursuant to Section 31 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **5:00 PM of 4 June 2026**:

- a. PhilGEPS Registration Number/Certificate
- b. Mayor's/Business Permit
- 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.
- d. ITR 2024

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

**Quotations must be submitted physically at the address given below, and shall be properly labeled with the name and reference number on the project offered:**

### BAC SECRETARIAT OFFICE

Room 207, Philippine Sports Commission, Administrative Building,  
RMSC, P. Ocampo Sr. St., Malate, Manila

Quotations, including documentary requirements, received after the deadline shall not be accepted. Also, ***in case the deadline falls on a non-working day, legal holiday, special non-working holiday, the deadline shall be on the next working days.***

The Head of the Procuring Entity (HoPE) of the Philippine Sports Commission reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact **Ms. Caroline S. Tobias, Head BAC Secretary** at telephone number **8523-9831** or send email at [bac@psc.gov.ph](mailto:bac@psc.gov.ph).

  
**DR. CHRISTOPHER B. GACUTAN**  
BAC Vice-Chairperson



## ANNEX A

### 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 PCS 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 PSC. 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 PSC 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.



Date \_\_\_\_\_

**THE BIDS AND AWARDS COMMITTEE**

Philippine Sports Commission  
 Room 209, Administration Building, RMSC  
 P. Ocampo Sr., St., Malate, Manila

Sir/Madam:

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

<b>Minimum Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b> (Please state "Comply" or "Not Comply" for each requirement/specification)
<p><b>Quarterly Preventive Maintenance and Emergency Call Response</b></p> <p><b>Service Requirements:</b>                      Four (4) Preventive Maintenance visit with Scope of work                      Preventive Maintenance Visit                      System check-up                      Cleaning of LED Panels / LED Modules                      Testing of LAN Cables                      Testing of HD Video Processor</p> <p>Emergency Service Calls Response time is within 4 hours                      Pick-up and delivery of defective unit                      Checking and servicing of malfunctioning equipment/system provided</p> <p>Securing Performance Security for the duration of the contract.                      Service Period: 1 Year</p> <p><b>Terms of Reference (TOR)</b>  <b>Scope of Work:</b>                      Preventive Maintenance Visit                      System's check-up</p>	<p>1 Lot</p>	



Cleaning of LED Panels/LED Modules  
 Testing of LAN Cables  
 Testing of HD Video Processor

**Emergency Service Calls**  
 Response time is within 4 hours.  
 Pick-up and delivery of defective units  
 Checking and servicing of malfunctioning equipment/system

**Technical and Professional Services**  
 The Service Provider will cover only services and diagnostics for all the equipment which is stated below:

2 sets - 5.95 Outdoor Slim Aluminum LED Display (5m x 6m) for RMSC and Philsports Complex. Per set includes:  
 60 Units of LED Cabinets  
 1 unit of LVP 605S LED Video Processor  
 Lan Cables

Spare parts, consumables and other miscellaneous such as cables are not included in the fee such as part as follows:  
 LED Module  
 Power Supply  
 Signal Cable  
 Power Cable  
 Receiving Card  
 Hub Card  
 The price of the consumables is subject to inquiry and quotation from the service provider.

**General Obligations and Performance**

- Diligence:** The Service Provider shall diligently undertake all preventive and routine maintenance, including material, labor, supervision, tools, and expertise necessary for inspections, adjustments, and testing as outlined to the PSC's satisfaction **once a month.**
- Standards Compliance:** The Service Provider shall ensure the LED display



performance parameters (brightness, refresh rate, color uniformity) meet manufacturer specifications and conform to electrical and safety standards.

3. **Structured Program:** A structured maintenance management program shall be used to address the specific needs of the LED modules. Receiving cards, and sending boxes.

**Technical Maintenance Requirements**

4. **Systematic Inspection:** The Service Provider shall regularly inspect, clean, and test the following components:

- a. **LED Modules:** Check for dead/flickering pixel, color shifts, and mask deformations.
- b. **Power Supply Units (PSUs):** Inspect for voltage stability, capacitor swelling, and secure wiring.
- c. **Control System:** Testing of Sending Cards, Receiving Cards, Hub Boards, and Fiber Optic/CAT6 data links
- d. **Video Processor:** Calibration of scaling, input switching and firmware updates.
- e. **Cables:** Inspection of internal DC power ribbons and data ribbon cables for oxidation or wear.
- f. **Thermal Management:** Cleaning and testing of cooling fans, heat sinks, and ventilation filters
- g. **Structural Integrity:** Inspection of the mounting frame, cabinets, locks, and bolts for corrosion or loosening.
- h. **Weatherproofing (if outdoor):** Checking silicone seals, IP65/IP66 gaskets, and air-conditioning units (if applicable)
- i. **Software:** Optimization of the LED control software, brightness scheduling, and backup of configuration files (RCGFX/RCFG).

**Reporting and Safety**

5. **Work Log:** A maintenance log shall be kept on-site (or at the Control Room) listing all actions, timestamps, and work notations.



- 6. **Wear and Tear:** Responsibility for maintaining the display against normal electronic degradation and environmental wear.
- 7. **Consumables:** Provision of all specialized cleaning agents (non-conductive, anti-static), thermal paste, and tools (vacuum , air blowers, magnetic module tools)
- 8. **Ancillary Equipment:** Maintenance includes breakers, distribution boards (DB), surge protectors, and ambient light sensors.
- 9. **Diagnostics:** Proactive identification of "pixel drop" trends or intermittent signal loss.
- 10. **Documentation:** Submission of monthly inspection reports, trouble-call summaries, and "health certificates" for the display system.

**Service Availability and Emergency Response**

- 11. **On-Call Support:** Technical support shall be available **Monday to Sunday, 7:00 am to 6:30 pm** (including holidays)
- 12. **Response Time:** Trouble calls must be responded to within **three (3) hours**
- 13. **Downtime Notification:** If the display is out of service for more **than two (2) hours**, the End-User must be notified. If the display is in a public area, a "System Under Maintenance" graphic of physical signage must be used.
- 14. **Emergency Dispatch:** Immediate dispatch for critical failures (e.g., total blackout during a live event or smoke detection)

**Administrative and Insurance**

- 15. **Standard of Care:** Services shall be performed by highly competent technicians trained in LED video wall technology.
- 16. **Insurance:** The Service Provider must submit valid certificates of insurance for liability, workers compensation, and property damage.

\*\*\*nothing follows\*\*\*

**Delivery Requirement:**

Subject to the Terms and Conditions of the Contract



# PHILIPPINE SPORTS COMMISSION

## FINANCIAL OFFER:

Other Supplies and Materials not available in PS-DBM			
Approved Budget for the Contract: Six Hundred Eighty Thousand Five Hundred Pesos (PhP 680,500.00)			
Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
Quarterly Preventive Maintenance and Emergency Call Response	1 Lot		
***nothing follows***			

TOTAL OFFERED QUOTATION	In Words:
	_____
	_____
	_____
	In Figures:
	_____
	_____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Office Telephone/Fax/Mobile No.

\_\_\_\_\_  
Email address/es