

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

Procurement of the Rental of LED Panel for the Symposium and Networking Luncheon at the University of the Philippines (UP) Diliman on 12 December 2023

I.	Background: The Office of United Nations and International Organizations (UNIO) intends to procure the rental of the LED Panel including transportation, set-up and technical assistance during the Symposium and Networking Luncheon at the University of the Philippines (UP) Diliman on 12 December 2023 in relation to the celebration of the 75th Anniversary of the Universal Declaration of Human Rights (UDHR).	
II.	Scope of Work: Provide LED Panel in accordance with the approved technical specifications to be delivered and installation to be coordinated by the end-user;	
III.	Technical Specifications	Statement of Compliance
1.	The supplier shall provide the LED panel in good conditions and delivered and installed on an agreed specified date.	
2.	Rental of LED panel with the following details: -3.9 mm pixel pitch LED Wall (12 ftx8ft) -LED Processor -PDS 902 Switcher -Laptop for playback -Signal and power cables -12 ft Horizontal Truss -Motor Hoist (Inclusion of Video Operator, At Least Three (3) Operator/Riggers technical crews to set up, assist and operate system, hauling of equipment and service vehicle)	
3.	Provider must be a PHILGEPS member and provide documentary requirements in compliance of BAC (Sec. 53.9) 2016 IRR 1984; Latest Business/Mayor's Permit; copy of PHILGEPS Certificate of Membership	
IV.	Approved Budget for the Contract: The Approved Budget for the Contract (ABC) is Two Hundred Fifty Thousand Pesos only (Ph₱250,000.00) inclusive of all taxes and service charges.	
V.	Delivery Period The Supplier shall deliver the product according to the agreed schedule.	
	Terms of Payment	

VII.	<p>Payments shall be made within thirty (30) working days upon receipt of required documents (sales invoice, or its equivalent, and other supporting documents) examined and audited by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
VII	<p>Reservation Clause:</p> <p>Proposals/quotations higher than the ABC will be automatically disqualified.</p> <p>UNIO reserves the right to accept or reject any or all quotations and/or documents which do not comply with the requirement and to impose additional terms and conditions as it may deem proper.</p>	

Interested entities are invited to submit their quotation together with their valid and current Mayor's Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

JANICE C. SANCHEZ-RIVERA

Acting Director, Division 6
Office of United Nations and International Organizations
(UNIO), Department of Foreign Affairs (DFA), 2330 Roxas Blvd.
Pasay City
Email: unio.div6@dfa.gov.ph

Note: Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The **Statement of Compliance** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned.

Conforme: (Signature/s)
(Name of Bidder's Authorized Representative/s) (Position)
(Date)