



Republic of the Philippines  
**QUEZON CITY GOVERNMENT**  
**BIDS AND AWARDS COMMITTEE**  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



**REQUEST FOR QUOTATION**

Shopping 52.1b

Date: DEC 09 2020  
PR No: GF-20-11-02104

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **Procurement of Laptops**  
Approved Budget for the Contract : **Php 910,000.00**  
End-User / Implementing Office : **Radio Communication Service Office**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than DEC 14 2020 10:00 A.M. Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2020);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2018) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB);
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful;

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **Procurement of Laptops**

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For any clarification you may contact us at 89884242 loc. 8505/8709.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-In-Charge/Head, BAC Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods and services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind 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.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1.	LAPTOP 14.0" HD (1366x768) Anti-Glare LCD 3-cell (40Whr) ExpressCharge™ Battery 10th Gen Intel® Core i5-10210U (Quad Core 1.6GHz up to 4.20GHz, 6M cache) 8GB (1x8GB) DDR4 Memory 1TB (5400rpm) 2.5" SATA Hard Drive No Optical Drive (external option only) Intel® Integrated UHD Graphics Integrated Gigabit Ethernet 10/100/1000 HD Camera & Microphone Intel Wi-Fi 6 AX201 2x2 802.11ax 160MHz Bluetooth 5.0, High Quality Speakers Backlit Keyboard, English Windows 10 Pro 64-bit License Dell Pro Slim Backpack 15 PO1520PS Network connector (FU-45), HDMI USB2.0 (1), USB 3.2 Gen 1 (one with PowerShare) (2), USB Type C 3.2 Gen 1 with Power Delivery 3.0 and DisplayPort 1.2, Universal Audio Jack Micro SD Card reader 3.0 Wedge-shaped Lock slot Inches; 12.85 x 8.91 x .72(front and rear) mm: 326.5 x 226.38 x 18.35(front and rear) starting at 3.54 lbs/1.61 kg US Power Cord, 65W AC Adapter, 3-pin 3 Years PRO SUPPORT NBD Onsite Service Battery: 1 Year Warranty Energy Star No Resource DVD/USB mouse include	Unit	13		
<b>Total Quoted Amount</b>					

Amount in Words: \_\_\_\_\_  
\_\_\_\_\_

<b>OTHER REQUIREMENT:</b>	
1. Statement of Warranty - minimum of one (1) year	

Delivery Period : Thirty (30) Calendar Days

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

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

\_\_\_\_\_  
Date

GF-20-11-02104

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