



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SHOPPING
(SECTION 52.1b)

Date : January 19, 2021
PR No. : GF-20-10-01887

Name of Company : _____
Address : _____
Contact No. : _____

Project Title : **PROCUREMENT OF LAPTOP AND OTHERS**

Approved budget of
the Contract : **Php 534,000.00**

End-User /
Implementing Office : **OFFICE OF THE CITY MAYOR (DILG)**

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 January 22, 2021, 10:00 AM 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 (2021); *3/*
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above)
- 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 LAPTOP AND OTHERS**
Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8506/8709.

[Signature]
ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC Secretariat

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TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
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) or the highest rated offer (for consulting 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 initiated 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 | IC RECORDER *Built-in memory 2GB or higher *Channel: Monaural *Recording Format: HVXC/MP3 *Playback Format: HVXC/MP3 *HVXC/MP3: 495/5 (99 messages in 1 folder) *Earphone jack: Yes *Battery type: 2 x AAA alkaline batteries *Dimension (W x H xD): 38.5 x 115.2 x 21.3mm *Weight (including batteries) approx. 72 g *Mic-in Jack: Yes *Recording time MP3 (44.1khz, 128kbps): 32 hrs 35min. *Speaker Power Output: 300 mW *Speaker Size: 28mm *Functionality: - pre-recording function yes - noise cut function yes - voice-operated recording yes - noise cut function yes - digital pitch control yes - MP3 music play back yes | unit | 2 | | |
| 2 | DESKTOP COMPUTER ALL-IN-ONE <i>With minimum specifications of the ff:</i> *7th or 8th Gen, Intel Core i7 processor or equivalent benchmark processor, 23-24" Display, multi touch *Full HD, Graphics 2GB, 8GB DDR4 RAM, Storage 1TB HDD, wifi *Wireless keyboard and mouse DVDW (same brand), touch screen *Windows 10 Operating System | unit | 2 | | |



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|----------------------------|---|------|---|--|--|
| 3 | LAPTOP <i>With minimum specifications of the ff:</i> *Processor: Intel-core i7 or equivalent benchmark processor, 7th or 8th Gen. *Display: 15.6 "FHD anti glare (1920*1080)eDP vivid color *Graphics-4GB *Storage 1TB HDD + 128GB NVMe PCIe SSD *Memory 16GB DDR4 RAM *Windows 10 Operating System | unit | 3 | | |
| 4 | PAPER SHREDDER high quality, heavy duty paper shredder paper shredding machine capable of cutting CD, ATM cards etc., shred type: cross cut shredder | unit | 2 | | |
| Total Quoted Amount | | | | | |

Amount in Words:_____

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|---|
| Other Requirement: |
| <ul style="list-style-type: none"> Statement of Warranty (minimum of one (1) year) |

Delivery Period
Warranty

:
:

Thirty (30) calendar days

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address

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