



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



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : November 28, 2019
RFQ No. : 19-W13-1014

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **Purchase and Delivery of Computers and Accessories**
Approved Budget for the Contract : **Php728,877.00**
End-User / Implementing Office : **OCM- Persons with Disability Affairs 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 **December 3, 2019 Tuesday, 9:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 Mayor's/Business Permit (2019);
- 2 PhilGEPs certificate (not expired on the time of opening of quotations);
- 3 Income/Business Tax Return (for FY 2018); and
- 4 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).

in a **SEALED LONG BROWN ENVELOPE** indicating **ONLY** the project title and address as indicated below:

Additional Instructions:

- 1 Affix the signature of your company representative on the sealed envelope flap.
- 2 Only the project name and address should be written / printed on the envelope.

Project Title : **Purchase and Delivery of Computers and Accessories**

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For any clarification you may contact us at 89884242 loc. 8505/8506.

(Sgd.) ROWENA T. MACATAO
BAC-Goods Chairperson

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 Office (CGSO) shall have the right to inspect and/or to test the goods and confirm their compliance to the technical specifications.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. After delivery and upon the submission of the required supporting documents, i.e. sales invoice and/or billing statement, by the contractor, the Quezon City Local Government shall make payment through check in favor of the contractor.
10. 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. CGSO 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.
11. 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:

QUOTATION							
Summary of Approved Budget				Total offered Quotation			
Item Description (Technical Specifications)		Qty	Unit of Measure (UOM)	(Inclusive of taxes and fees)			
				Unit Cost	ABC Amount	Vendor's Unit Price	Vendor's Amount
1	Laptop	1	unit	104,998.00	104,998.00		
	Tech Specs: OS: Windows 10; Processor: Intel Core i7-8550U 1.80 GHz Processor (8M Cache, up to 4.00 GHz); Memory: 16GB of onboard DDR4 system memory; Storage: 256GB SSD + 1 TB 2.5-inch 5400 RPM; Display: 15.6" display with IPS (In-Plane Switching) technology Full HD 1920 x 1080, Acer ComfyView LED-backlit TFT LCD, 16:9 aspect ratio, Wide viewing angle up to 170 degrees, Ultra-slim; Graphics: NVIDIA GeForce MX150 with 2 GB of dedicated GDDR5 VRAM supporting NVIDIA CUDA, PhysX, PureVideo HD technology, HDMI and Blu-Ray 3D support, Hardware Video Decode Acceleration, Microsoft DirectX 11.2/12, OpenGL 4.4, OpenCL 1.1; Dimension: 370.5 (W) x 255 (D) x 18.9 (H) mm (14.59 x 10.04 x 0.74 inches); Weight : 2.1 kg (4.63 lbs.) with 4-cell battery pack; Battery: 48 Wh 3220 mAh 15.2 V 4-cell battery pack Up to 9 hours; Connectivity : WLAN: Intel Dual Band Wireless AC 802.11a/b/g/n WPAN: Bluetooth 4.0; Bluetooth 2.1+EDR; SD Card Reader; Warranty: 2 Years Warranty						
2	Desktop Computer	5	unit	112,000.00	560,000.00		
	Processor Intel Core i7 latest generation; Memory 16GB or higher, Hard Drive: 2TB 3.5 SATA; 1GB Lan; Video Card: 4GB DDR5; MS windows 10 pro, 64 bit; with same brand USB mouse and keyboard; same brand, Monitor 23 inches LED; with 1KVA 650W UPS						
3	Ink Tank Printer	3	unit	10,493.00	31,479.00		
	Print Method On-demand ink jet Nozzle Configuration 180 nozzles Black, 59 nozzles per colour (Cyan, Magenta, Yellow) Print Direction Bi-directional printing, Uni-directional printing Maximum Resolution 5760 x 1440 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Volume 3 pl						
4	UPS-UNINTERRUPTIBLE POWER SUPPLY	4	unit	8,100.00	32,400.00		
	rating: 625VA Universal Sockets or higher Universal Sockets; 1 year warranty or higher;						
	-----Nothing Follows-----						
				TOTAL:	728,877.00	TOTAL:	

REMARKS:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address