



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: March 24, 2021  
PR No: GF-20-08-01201

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF LAPTOP AND OTHERS**  
Approved Budget for the Contract : **Php 900,160.00**  
End-User / Implementing Office : **PUBLIC AFFAIRS AND INFORMATION SERVICES DEPARTMENT**

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 **March 29, 2021, 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 (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (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 LAPTOP AND OTHERS**

**Quezon City Local Government**  
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**Quezon City Hall Compound**

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) 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 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	<b>LAPTOP</b> 1.6 Ghz i5 10 <sup>th</sup> generation or equivalent or higher benchmark processor. boost speed 3.6GHz. memory type 2133 MHz LPDDR3 total installed memory 16GB max, memory capacity 16GB graphics type integrated GPU UHD graphics type integrated GPU UHD 617 panel type IPS size 13.3 aspect ratio 16:10 resolution 2560 x 1600 refresh rate 60 Hz total installed capacity 512 GB integrated PCIe, 1/0 audio built - in speakers 2 built-in microphones 3 with laptop bag, Camera: 720p HD, Mouse: Laser/Optical	UNIT	3		
2	<b>PHOTO/ VIDEO EDITING DESKTOP</b> Photo /Video Editing Desktop, Display size 27"/68.47cm, Display area 23.49 x 13.21inches, Processor i7 10 <sup>th</sup> generation or R7 - 8 cores 3.8GHz or equivalent or higher benchmark processor, Graphic card: 6 GB graphics card, CPU cooler: stock, thermal paste: standard thermal, motherboard: Gigabyte b450 AORUS M, Motherboard memory: 16 GB DDR4 2666MHz Memory (2x8GB) Stick OS Drive: Black SN750 250GB M.2 NVMe PCIe Solid State Dive Storage Drive 2TB cache 64 MB RPM 7,200, Operating System Window 10 Professional 64-bit, Monitor: 1pc - 27inches ips and 1pc - 24inches ips, mechanical keyboard, laser mouse, webcam: 1080p HD 30fps, with AVR or UPS	UNIT	1		
3	<b>IT LAPTOP</b> Black, for digital/web, i7 9 <sup>th</sup> or 10 <sup>th</sup> generation or equivalent or higher benchmark processor, Storage: 512Gb SSD + 1TB HDD, Graphics: 1660Ti or equivalent or higher; OS: Windows 10 64bit, Display: 17" 144hz, Network: Wifi/Gigabit, Accessories: Bag, Mouse	UNIT	2		
4	<b>Tablet</b> 1.6 GHz Intel core i5-8250U Quad Core 8GB of LPPDR3 RAM or equivalent benchmark processor, 128GB SSD, 12.3inches, 10 Point Touch Display 2736 x 1824 Screen Resolution (267 ppi) Integrated Intel UHD Graphics 620 Wj-Fi 5 (802.11ac) Bluetooth 4.1 5MP Front Camera 8 MP Rear Camera USB Type-A Mini DP Surface Connect MicroSDXC Card Slot Windows 10 Home	UNIT	1		
<b>Total Quoted Amount</b>					

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Statement of Warranty – Minimum of One (1) year for all items.	

Delivery Period : Thirty (30) Calendar Days

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address