



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: APRIL 6, 2021  
PR No: GF-20-09-01697B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF LAPTOP, DESKTOP COMPUTER, AND OTHERS**  
Approved Budget for the Contract : **Php 714,878.00**  
End-User / Implementing Office : **OFFICE OF THE CITY MAYOR (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 **APRIL 12, 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, DESKTOP COMPUTER, 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. 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> Tech Specs: OS: Windows 10; Processor: i7 (8M Cache, up to 4.00 GHz) or equivalent benchmark processor, Memory: 16GB of onboard DDR4 system memory, Storage: 256Gb SSD + 1 TB 2.5-inch 5400 RPM, Display: 15.6inches display with IPS (In-Plane Switching) technology Full HD 1920 x 1080, LED-backlit TFT LCD, 16:9 aspect ratio, Wide viewing angle up to 170 degrees, Ultra-slim, Graphics: 2 GB of dedicated GDDR5 VRAM supporting 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, Dual Band Wireless AC 802.11 a/b/g/n WPAN, Bluetooth 4.0, Bluetooth 2.1+EDR, SD Card Reader; Warranty: 2 Years Warranty	UNIT	1		
2	<b>DESKTOP COMPUTER</b> Processor: i7 latest generation or equivalent benchmark processor, memory: 16GB, or higher, Hard drive: 2TB 3.5 SATA, 1GB LAN, Video Card: 4GB DDR5, Windows 10 pro 6-bit, with same brand USB mouse and Keyboard, monitor: 23inches, LED, with 1KVA 650W UPS	UNIT	5		
3	<b>INK TANK PRINTER</b> Print Method On-demand ink jet Nozzle Configuration 180 nozzles Black, 59 nozzles per colour (Cyan, Magenta, Yellow) Print Direction Bi-directional pinting, Uni-directional printing Maximum Resolution 5760 x 1440 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Volume 3 pi	UNIT	3		
4	<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b> Rating: 625VA, Universal Sockets or higher universal sockets, 1 year warranty	UNIT	4		
<b>Total Quoted Amount</b>					

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

<b>OTHER INSTRUCTIONS/SPECIFICATIONS:</b>	
1. Statement of Warranty – Minimum of One (1) year for item number 2-4, and two (2) years for item number 1.	

Delivery Period : Thirty (30) Calendar Days  
 Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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