



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: July 19, 2021  
PR No: TF-21-06-00308

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **PROCUREMENT OF DESKTOP COMPUTER AND LAPTOP COMPUTER**  
Approved Budget for the Contract : **Php 762,745.95**  
End-User / Implementing Office : **PROCUREMENT 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 **July 23, 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 2020) (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.

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

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

**(Sgd.) 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>DESKTOP COMPUTER</b> Processor : Intel Core i5-9400 Processor or its equivalent benchmark processor (9M Cache, up to 4.10 GHz) Memory: 8GB DDR4-2666 MHz Storage: 128GB SSD Optical Drive: 8X DVD-RW drive, 9.0 mm slim Graphics: 2GB Operating System: Win 10 Home SL 64 Bit Size: 23.6-in 1920x1080 @60Hz Monitor Input: VGA + DVI + HDMI With USB wired keyboard and wired mouse	set	9		
2	<b>LAPTOP COMPUTER</b> Operating System: Windows 10 Pro Processor Manufacturer: Intel® or its equivalent Processor Type: Core i5 Processor Model: i5-10300H Processor Speed: 2.50 GHz Processor Core: Quad-core (4 Core) Graphics Memory Capacity: Up to 6 GB Graphics Memory Technology: GDDR6 Graphics Memory Accessibility: Dedicated Screen Size: 39.6 cm (15.6") Display Screen Type: LCD Display Screen Technology: ComfyView (Matte) In-plane Switching (IPS) Technology Screen Mode: Full HD Backlight Technology: LED Screen Resolution: 1920 x 1080 Standard Memory: 8 GB Memory Technology: DDR4 SDRAM Number of Total Memory Slots: 2 Solid State Drive Configuration: 1 x 256 GB Total Solid State Drive Capacity: 256 GB Wireless LAN Standard: IEEE 802.11 Bluetooth Standard: Bluetooth 5.0 Maximum Power Supply Wattage: 180 W Number of Cells: 4-cell	set	3		
<b>Total Quoted Amount:</b>					

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

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

**OTHER REQUIREMENT:**

**1. *Statement of Warranty – Minimum of One (1) year***

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

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

\_\_\_\_\_  
Date

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