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

QUEZON CITY
Great.Green.Growing.

REQUEST FOR QUOTATION

Shopping 52.1b

Date: November 9, 2021
Project No: VMO-21-OE-654B

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

Project Title : **PROCUREMENT OF DESKTOP COMPUTER AND OTHERS**

Approved Budget for the Contract : **Php 352,223.10**

End-User / Implementing Office : **OFFICE OF THE VICE MAYOR (TAHANAN)**

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 **November 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 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.

Project Title: **PROCUREMENT OF 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	DESKTOP COMPUTER - i7-processor, 11th Generation or its equivalent benchmark processor; H310M Motherboard, higher or its equivalent benchmark, 8GB 2666MHZ RAM, 1TB SATA SSD, 18 inches or higher LED Monitor, 4GB DRR5, Built-in Wi-Fi, USB Keyboard and mouse (same brand of the unit), 500 watts true rated power supply, 500W AVR, Windows 10 Pro, with Licensed Microsoft Office Home and Student 2019 Installer, 650 VA UPS, Anti-Virus	unit	4		
2	LAPTOP COMPUTER – i5 processor, 1TB Hard Drive, 8GB RAM, 15 inches screen size, quad core, 4GB memory, 1366x768 resolution, Windows 10 Pro, 11th Generation or its equivalent benchmark processor, Multi-format card reader, VGA webcam (at least 720p], Integrated Wi-Fi 5 (802.1 lac), Bluetooth 4.2, 1 x Combo audio jack, 1 type-C USB 3.0 (USB 3.1 gen 1), 1 x USB 3.0 ports type A, 2 x USB 2.0 ports, 1 x HDMI, Output: 19V DC, 3.42 A, Input: 100-240V AC, 50/60HZ universal, with Licensed Microsoft Office Home and Student 2019 installer and Anti-Virus	unit	1		
3	MULTIMEDIA PROJECTOR - 4000 ANSI Lumens DLP XGA Projector, 1024x768 native resolution; 1920x1200 maximum resolution, native aspect ratio 4:3, compatible aspect ratio 16:9, contrast ratio 20,000:1, throw ratio, ratio 1.94 to 2.16 (1295.40mm 2000mm), digital zoom 2x, free tripod screen 70x70	unit	2		

4	PRINTER - (3-in-1) Print, Scan & Copy, Photo Default – 10 x15cm/4x6 inches: Approx. 69 sec per photo (Border)/90 sec per photo (Borderless) *1, Draft, A4 (Black/Colour): Up to 33ppm/15ppm *1, ISO 24734, A4 Simplex (Black/Colour): Up to 10ipm/5.0 ipm *1, First Page Out Time from Ready Mode (Black Colour): Approx. 10sec/16sec *1. Copy Quality: Colour/Black-and-White; Draft/ Standard, Maximum Copies from Standalone: 20 copies, Maximum Copy Size: A4, Letter	unit	2		
				Total Quoted Amount	

Amount in Words: _____

_____

Other Requirements:
1. Statement of Warranty minimum of one (1) year.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

_____
Signature over printed name

_____
Office Telephone No./Fax/Mobile No.

_____
Date

_____
Email Address