



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : \_\_\_\_\_

PROJECT NO. : QCU-22-OE-1586

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF LAPTOP AND OTHERS  
Approved Budget of the Contract : Php 213,318.50  
End-User / Implementing Office : QUEZON CITY UNIVERSITY

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 \_\_\_\_\_, **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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (For ABCs above P500,000.00)
- 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** issued by QC BAC- Goods and Services.

  
**MA. MARGARITA D. SANTOS, PhD**  
Chairperson, BAC- Goods and Services

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
	<i>With minimum technical specifications:</i>				
1	<b>Modem</b> ✓ Access Tech: 4G 2.4GHz, Single-band Wi-Fi Connect up to 10 devices Power adapter 12V DC 1 LAN port, allows wired connection of 1 device	piece	1		
2	<b>Router</b> ✓ AC adapter input: 100-240V~ 50/60Hz 0.3A AC adapter output: 12V = 1A Ports: 2 10/100Mbps WAN/LAN Ports, 1 Power Port Button: 1 reset button on the underside Flash: 16MB SDRAM: 128MB Dimensions ( W x D x H ): 7.5 inches x 3.6 inches x 3.6 inches (190.5mm x 90.7mm x 90.7mm) Antenna Type: 2 internal dual-band antennas per Deco unit Frequency: 2.4GHz and 5GHz Wireless Security: WPA-PSK/WPA2-PSK WAN Type: Dynamic IP/Static IP/PPPoE/L2TP/PPTP What's in the Box: 3 Deco Units, 3 Power ✓	piece	1		
3	<b>Printer</b> ✓ A4 Wi-Fi, All-in-One Ink Tank -Print, Scan, Copy, Wi-Fi, USB 2.0 -Compact integrated tank design -High yield bottles -Spill free error free refilling -Wi-Fi and Wi-Fi Direct -Seamless setup via smart panel -Borderless printing up to 4R	piece	1		
4	<b>Desktop Computer</b> ✓ -Processor: INTEL CORE I5 11 <sup>th</sup> Generation or its equivalent benchmark -Video card: 12 <sup>th</sup> Generation, 24GB -Memory:16GB RAM -Storage: 250GB SSD PCIE NVME M.2 + 1TB HDD	unit	1		

gms

	-Power Supply: 600W, 80 -with complete set of Keyboard, Mouse and Monitor (same brand of the unit) -OS: Windows 11 Pro				
5	<b>Laptop Computer</b> -Processor: AMD Ryzen 5 5600H Mobile Processor (6-core/12-thread, 19MB cache, up to 4.2 GHz max boost) or its equivalent benchmark -Display: 14.0- inches, 2.8K (2880 x 1800) OLED 16:10 aspect ratio, 0.2ms response time, 90Hz refresh rate -Memory: 8GB DDR4 on board -Graphics: Integrated, GPU -Storage: 512GB M.2 NVME PCIE 3.0 SSD + 1TB HDD -OS: Windows 11 Pro -Keyboard and Touchpad: Backlit Chiclet Keyboard, 1.35mm, Key-travel -Camera: HD -Audio: Built-in speaker, Built-in array microphone -Wi-Fi 6 (802.11ax) + Bluetooth 5.0 (Dual band) 2 x 2 -Power Supply -with bag	unit	2		
6	<b>Overhead Projector</b> 500 Lumens   720P   USB-C 1 Built-in 6000mAh Battery   Power Bank   Short Throw   Horizontal and Vertical Keystone   Adjustment   Auto Focus   HDMI Power Power Consumption: Power On Mode: 65W Standby Mode: <0.5W	unit	1		
7	<b>Walkie Talkie</b> 5W 16Ch 400-470MHz Interphone, Two-Way Radio Walkie Talkie, (Black), Set of 2 Frequency Range: UHF 400-470MHz Channel Capacity: 16 Channel Spacing: 25KHz Operated Voltage: 3.7V Battery: 1500MAh Li-ion Frequency Stability: 2.5ppm Antenna Impedance: 50 Communication Range: about 3km	set	5		
TOTAL					

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

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

OTHER REQUIREMENTS:
• Statement of Warranty – Minimum of One (1) year. ✓



Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address