



**REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT**

DATE : SEPTEMBER 26, 2023

PROJECT NO. : QCU-23-OE-1375B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROCUREMENT OF LAPTOP COMPUTER AND OTHERS
Approved Budget of the Contract : P 198,500.00
End-User / Implementing Office : QUEZON CITY UNIVERSITY

BREAKDOWN OF APPROVED BUDGET FOR THE CONTRACT (ABC)	
For Item Nos. 1-4	P 192,000.00
For Item No. 5	P 6,500.00
TOTAL ABC:	P 198,500.00

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 **SEPTEMBER 29, 2023, 10:00 AM** 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**.


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
	With Minimum Technical Specifications:				
1	PRINTER 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, set-up via smart panel Board less printing up to 4R Powered by Heat-Free Technology Electrical Specifications: - Rated Voltage: AC 220-240V - Rated Frequency: 50-60Hz - Operating: 12.0w - Scanner Type: flatbed color image scanner	unit	1		
2	DESKTOP COMPUTER Intel Core i3-12100 or its equivalent benchmark processor, Black, Windows 11 Home, Input voltage: 300W, 8GB DDR4 Memory, 1 TB HDD, 256GB M.2 2280 PCI-E SSD, with 2GB of DDR3, with MS Office for Home & Student, 21.5 inches screen monitor, 1920x1080 @60Hz, With ports (HDMI & USB) Bluetooth, Keyboard and Mouse (same brand of the unit), two (2) years warranty	unit	1		
3	LAPTOP COMPUTER Black, CPU: AMD Ryzen 3 3250U or its equivalent benchmark processor Mobile Processor with Radeon TM Graphics Storage: 256GB M.2 PCIe NVMe Solid State Drive, RAM: 8GB, 1x8GB, DDR4, 2400MHz Graphics: integrated graphics with AMD APU Screen: 15.6-inches, FHD (1920x1080) Anti-glare LED Backlight Non-Touch Narrow Border WVA Display Keyboard: English International Non-Backlit keyboard with numeric keypad - Grey / without	unit	2		

R # 18

	finger print reader Wireless: 802.11ac 1x1 Wi-Fi and Bluetooth Battery: 45 Watts AC Adapter / 3-Cell Battery, 42Whr (Integrated) OS: Windows 10 Home (64bit) Single Language English Antivirus: McAfee(R) Security Center 12 months Carry Case: Essential Briefcase 15, Warranty: fifteen (15) Months In-Home Hardware Service				
4	OVERHEAD PROJECTOR 4,000 Lumens WXGA Short Throw Projector with Dual HDMI, USB-A High brightness with short throw lens and advanced visual features 0.52 throw ratio, and vertical keystone adjustment Super-Eco mode allows the lamp to shine bright for up to 12,000 hours 6 segment color wheel and dynamic lamp control capabilities provide vivid colors Supports most media players, PCs, Macs, and mobile devices with inputs such as Dual HDMI, USB Type A port Consumption (typical) 295W Warranty: three (3) years limited warranty on parts and labor, first year free express exchange service	unit	1		
5	WALKIE TALKIE Two-way Radio Station for Ham Mobile Radio, Black, Set of 4 Frequency Range: UHF 400-470MHz Channel Capacity: 16 Channel Spacing: 25KHz Operated Voltage: 3.7V Battery: 1000MAh Li-ion Frequency Stability: ±2.5ppm Antenna Impedance: 50 Ω Communication Range: about 6km Power output: <5W	unit	2		
TOTAL:					

Amount in Words: _____

Delivery Period : **THIRTY (30) CALENDAR DAYS**

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

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Other Requirements:

1. Statement of Warranty

- For Items Nos. 1, 3 and 5: Minimum of one (1) year.
- For Item No. 2: Minimum of two (2) years warranty.
- For Item No. 4: Minimum of three (3) years limited warranty on parts and labor, 1st year free express exchange service.