



REQUEST FOR QUOTATION

Date: 05 July 2023

RFQ No.: 100-23-05-877

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of ICT Equipment for Orientation and Training Activities - HRDO** with an Approved Budget for the Contract (ABC) of **Php 982,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Laptop, <ul style="list-style-type: none">- Processor: at least 10 cores and 12 threads, maximum turbo frequency at least 4GHz, 12mb cacheMemory : 8GB RAMHard Drive : 1TB SSD M.2d, partitioned for systems and file backupOS : Pre-installed Win11 Pro64BitWebcam : Integrated HD 720pDisplay : at least 15 inch FHD 1920x1080 resolutionLAN : Gigabit 10/100/1000Bluetooth : Latest Bluetooth TechnologyBattery : Li-ion Battery life at least 8 hoursAdaptor : AC Adapter Port: Type C - with Numeric keys,with Energy Star 8.0 Ratingwith US-NIL-STD 810 military grade standard certificationwith top load carrying case or backpackat least 2 years warranty on parts and services, 1-year warranty on battery		10	units	85,000.00	850,000.00		

	<p>The manufacturer's logo/name must be etched or permanently printed in the motherboard of the brand being offered, to prevent counterfeit and/or cloned units.</p> <ul style="list-style-type: none"> - Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD)- is the secure delivery of product key directly to consumers and small business. Customer can easily download/activate software after purchase. Product key is live and usable when delivered. 1 Install only. Commercial use. Perpetual. Applications: Word, Excel, PowerPoint, One Note, Outlook can be installed either Windows 10 & 11 or Mac devices. 							
2	<p>3 in 1 Colored Ink Tank Printer,</p> <ul style="list-style-type: none"> - Print, Scan and Copy Functions <p>Technical Specifications: Printing Method: Heat-free Inkjet Technology or equivalent At least 180 Nozzles Black, 59 Nozzles per Color With Variable-Sized Droplet Technology or equivalent Uses Dye Inks (Black, Magenta, Cyan and Yellow) Printing Quality of at least 5,760 x 1,440 DPI Printing Speed Standard of ISO/IEC 24734 or equivalent 10 pages/min Monochrome, 5 pages/min Colour Printing Speed of at least 13 pages/min Colour, at least 30 pages/min for black (a4) on fast draft function With at least 1-year warranty - SEE ATTACHED TERMS OF REFERENCE </p>		8	units	16,500.00	132,000.00		
<p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>			Total		982,000.00			
<p>DELIVERY TERM: Please refer to the Terms of Reference.</p>								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*


Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

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Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.

- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

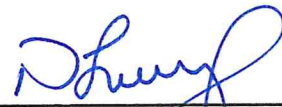
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph




ATTY. PONCE MIGUEL D. LOPEZ

Officer in Charge, Procurement Management Office

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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TERMS OF REFERENCE

PROCUREMENT OF INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT FOR HUMAN RESOURCE DEVELOPMENT OFFICE'S ORIENTATION AND TRAINING ACTIVITIES

Procurement of Information Communications Technology (ICT) Equipment	Minimum Requirements					
1. Estimated Budget	P 982,000					
2. Scope	<p data-bbox="613 844 1365 916">1. Delivery of Laptop and 3 in 1 Colored Ink Tank Printer</p> <table border="1" data-bbox="570 951 1409 2292"> <thead> <tr> <th data-bbox="570 951 756 997">Quantity</th> <th data-bbox="756 951 1409 997">Item Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="570 997 756 2292">10 units</td> <td data-bbox="756 997 1409 2292"> <p data-bbox="756 997 1409 1588"> Laptop Processor: at least 10 cores and 12 threads, maximum turbo frequency at least 4GHz, 12 mb cache Memory: 8GB Ram Hard Drive: 1TB SSD M.2d, partitioned for systems and file backup OS: Pre-installed Win 11 Pro64Bit Webcam: Integrated HD 720p Display: at least 15 inch FHD 1920x1080 resolution LAN: Gigabit 10/100/1000 Bluetooth: Latest Bluetooth Technology Battery: Li-ion Battery Life at least 8 hours Adaptor: AC Adapter Port: Type C </p> <p data-bbox="756 1623 1409 2032"> With Numerical Keys, With Energy Star 8.0 Rating With US-NIL-STD 810 military grade standard certification With top load carrying case or backpack At least 2 years warranty on parts and services , 1 year warranty on battery The manufacturer's logo/name must be etched or permanently printed in the motherboard of the brand being offered to prevent counterfeit and/or clone units </p> <p data-bbox="756 2067 1409 2292"> Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD) –is the secure delivery of product key directly to consumers and small business. Consumer can easily download/activate software after purchase. Product key is live </p> </td> </tr> </tbody> </table>		Quantity	Item Description	10 units	<p data-bbox="756 997 1409 1588"> Laptop Processor: at least 10 cores and 12 threads, maximum turbo frequency at least 4GHz, 12 mb cache Memory: 8GB Ram Hard Drive: 1TB SSD M.2d, partitioned for systems and file backup OS: Pre-installed Win 11 Pro64Bit Webcam: Integrated HD 720p Display: at least 15 inch FHD 1920x1080 resolution LAN: Gigabit 10/100/1000 Bluetooth: Latest Bluetooth Technology Battery: Li-ion Battery Life at least 8 hours Adaptor: AC Adapter Port: Type C </p> <p data-bbox="756 1623 1409 2032"> With Numerical Keys, With Energy Star 8.0 Rating With US-NIL-STD 810 military grade standard certification With top load carrying case or backpack At least 2 years warranty on parts and services , 1 year warranty on battery The manufacturer's logo/name must be etched or permanently printed in the motherboard of the brand being offered to prevent counterfeit and/or clone units </p> <p data-bbox="756 2067 1409 2292"> Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD) –is the secure delivery of product key directly to consumers and small business. Consumer can easily download/activate software after purchase. Product key is live </p>
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3. Delivery		Delivery of ICT Equipment shall be within thirty (30) days from the date of Notice to Proceed.
4. Payment		One-time payment shall be made upon the issuance by the HRDO of the Certificate of Acceptance of the equipment.
5. Cost Breakdown		Laptop: P850,000 3 in 1 Colored Ink Tank: P132,000 Total: P982,000

Prepared by:

ELVIRA R. FLORES, MNSA, CESE
City Human Resource Development Officer