



REQUEST FOR QUOTATION

Date: 16 October 2023

RFQ No.: R1 100-23-09-2038

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 Branded Laptops – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 954,000.00**, 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	Branded Office Laptop, <ul style="list-style-type: none"> - Processor: At least 4 Cores 8 Threads maximum turbo frequency at least 4.20 GHz, 8 mb cache - Display: at least 15.6-inch FHD 1920 x 1080 resolution - Storage: at least 1 TB SSD - Memory: at least 8 GB - Webcam Integrated at least HD 720p - Adaptor: AC Adapter Port: Type-C - With numeric keypads - With pre-installed with at least Windows 11 Pro - Accessory: Top Load carrying bag or backpack with laptop brand name, originally issued by the manufacturer - With at least 3 years warranty on parts and services, 1 year warranty on battery - Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD) - is the secure delivery of a product key directly to consumers and small business. 		12	pcs	79,500.00	954,000.00		



	<p>Customer can instantly download/activate software after purchase. Product Key is live and usable when delivered. 1 install only, commercial use. Perpetual.</p> <p>- Applications: Word, Power Point, One Note, Outlook. Can be installed either Windows 10 & 11 or Mac devices.</p>					
<p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>			Total	954,000.00		
<p>DELIVERY TERM: Within Fifteen (15) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.</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.*

TERMS OF REFERENCE

QUALIFICATIONS OF THE SUPPLIER



To ensure the quality of supplies and needed after sales services that the City Government of Pasig aims to achieve, prospective suppliers must have the following qualifications:


1. Must provide a reseller certificate from manufacturer/principal to distributor, or reseller certificate from distributor to authorized reseller of the items being offered.
2. Must provide certification of warranties needed for every respective items *(to be submitted upon delivery)*.
3. Items offered must have the following certifications or proofs *(to be submitted upon delivery)*:
 - Manufacturer's certificate that the logo/name must be etched or permanently printed in the motherboard of the brand being offered.
 - For laptops: MIL-STD 810H military grade standard or equivalent certification standard from an internationally-acclaimed organization or national agency that the brands offered meet and passed equivalent rigorous environmental tests for durability.
 - Energy Star Rating Certification or equivalent certification from an agency, recognized either in the Philippines or internationally, that the brand offered passed standard tests on energy efficiency.
4. For Microsoft Office Perpetual Licenses, either bundled to laptops and desktops: Bidders must present authorization from Microsoft or certification from an authorized reseller of Microsoft Products in the Philippines, to prove that the products offered are authentic and genuine licenses *(to be submitted upon delivery)*.

Prepared by: 
 Joanna Makalinaw
 Procurement Officer, Procurement Management Office

Noted by: 
 ATTY. PONCE MIGUEL D. LOPEZ
 Officer in Charge, Procurement Management Office

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

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

 pasigcity.gov.ph

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 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.

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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

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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