



## REQUEST FOR QUOTATION

Date: 21 March 2024

RFQ No.: **R1 100-24-01-068**

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 Laptop and Desktop (LOT 2) – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 430,006.68**, 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
	<b>LOT 2</b>							
6	<b>Laptop,</b> -Processor: At least 10 cores, 12 threads, 12MB cache, at least 4.6 GHz Maximum turbo frequency -Memory: At least 8GB RAM -Storage: at least 256GB SSD M.2 for OS, at least 1TB HDD for file storage -OS: Pre-installed Windows 11 Pro 64Bit -Webcam: Integrated HD 720p -Display: at least 15-inch FHD 1920 x 1080 resolution -LAN: Gigabit 10/100/1000 -Bluetooth: Latest Bluetooth Technology -Battery: Li-on Battery life at least 8 hours -Adaptor: AC Adapter Port: Type-C -With Numeric Keypads -With Energy Star 8.0 Rating, -With Top Load Carrying Case or Backpack, Originally issued by the manufacturer.		4	unit	86,201.67	344,806.68		

	<p>-3 years warranty on parts and services, 1-year warranty on battery.</p> <p>-Bundle 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. Customer can instantly download/ activate software after purchase. Product is live and usable when delivered. 1 install only, Commercial Use. Perpetual</p> <p>-Applications: Word, Excel, PowerPoint, One Note, Outlook. can be installed either Windows 10 &amp; 11 or Mac devices.</p>							
7	<p><b>Desktop,</b></p> <p>-Processor: At least 6 cores, 12 threads, Maximum Turbo Frequency of at least 4.4GHz, at least 18MB Cache</p> <p>-Monitor: LED Technology at least 23 inches, with VGA, HDMI, Display Ports, at least FHD (1920 x 1080)</p> <p>-Storages: at least 256 GB SSD M.2 for OS and at least 1 TB HDD for file storage</p> <p>-Memory: at least 8GB</p> <p>-With USB Wired Keyboard and Mouse</p> <p>-Must be LAN Ready (Gigabit 10/100/1000)</p> <p>-With pre-installed Windows 11 Pro</p> <p>-With Energy Star 8.0 Rating or better,</p> <p>-At least 3 years warranty on parts and services</p> <p>With bundle uninterrupted power supply</p> <p>Technical Specifications:</p> <p>-At least 360 Watts/650VA</p> <p>-Output Frequency: -50/60 Hz +/- 1 Hz Sync to mains</p> <p>-Topology- Line interactive or any topology that would protect the end user against the following: power failure, power sag, power surge, under voltage and over-voltage.</p> <p>-Waveform type- within the ranges of stepped approximation sinewave to a pure sinewave</p> <p>-Transfer time: at most 10ms</p> <p>-Input Frequency- 50/60 Hz +/- 3 Hz Autosensing</p> <p>-Input voltage range for main operations: 140V to 300V or higher</p> <p>-Number of Power Cords-1</p> <p>-Has at least 4 outputs</p> <p>-Type of input protection- circuit breaker or equivalent</p> <p>-Battery type- Lead-acid battery</p> <p>-Recharge time: 6 hours or more</p> <p>-Nominal Battery Voltage at least 12V</p> <p>-Battery: at least 84 Volt-Amp-Hour Capacity</p> <p>-Control Panel- LED status display with online: on battery</p> <p>-Must have audible alarm when on battery, distinctive alarm when low battery, and continuous tone alarm when overloaded</p>		1	set	85,200.00	85,200.00		

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<p>-Surge energy rating: 156 Joules or higher          -Must conform with EN/IEC 60240-1, EN/IEC 60204-2, or other local or international standards on safety of machinery duly recognized by the Department of Trade and Industry's Bureau of Philippine Standards (DTI-BPS)          -With standard warranty- 2 years repair or replacement          -Bundle 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.          -Customer can instantly download/activate software after purchase. Product Key is live and usable when delivered. 1 install only, commercial use. Perpetual          -Applications: Word, Power Point, One Note, Outlook. Can be installed either Windows 10&amp;11 or Mac devices.</p>					
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>	<b>Total</b>		<b>430,006.68</b>		
<p><b>DELIVERY TERM:</b> Within <b>Forty-five (45)</b> calendar days upon the receipt of Notice to Proceed.</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.*

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**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

## TERMS OF REFERENCE

**PR 100-24-01-068**


PROJECT TITLE: PROCUREMENT OF COMPUTER DESKTOP, LAPTOP AND PRINTER  
PHILHEALTH EKONSULTA


1. PROJECT DESCRIPTION:  
For the use of City Health Department under PhilHealth EKonsulta
2. PROJECT SCOPE OF WORK:  
Laptop, computer desktop and printer to provide to various Health centers under Philhealth Ekonsulta electronic Medical record for data encoding of patients.
3. SPECIFIC REQUIRMENTS:
  - The Supplier shall guarantee a seven (7) working day period for any minor repairs of the Unit(s) upon receipt of the request or report of the recipient unless the cause of the damage is beyond repair due to improper use and care without any fault or defect from the manufacturer. The supplier shall also ensure the availability of required spare parts of the hardware items to guarantee prompt repairs within the specified period.
4. The Warranty periods are as follow:
  - The response time to act on the notice for the repair and replacement of defective parts units is within twenty-four (24) hours upon receipt of written or verbal notice from the procuring office. and provide technical assistance to the end user.
  - The supplier shall submit a warranty certificate within seven (7) working days from the date of acceptance by the procuring office.
  - 2 years warranty period on parts and labor
5. Delivery : 45 Calendar days from the date of notice to proceed
  1. The units shall be delivered to OGS warehouse at Sto.Tomas, Pasig City
6. BASIS OF PAYMENT:  
Terms: One hundred percent ( 100%) of the Contract Price upon completion of project from delivery and acceptance of the items.
7. OTHER CONDITIONS AND CHANCE OF SPECIFICATIONS:
  - The unit laptop, desktop and printer must be a reputable brand.
  - The units of laptop, computer desk top and printer must be in the Philippine market for at least 5 years.

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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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- **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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto:bidsandawards@pasigcity.gov.ph)

SGD


**ATTY. BEA THERESE P. VILLANUEVA**


Officer in Charge, Procurement Management Office

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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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