

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2023-06-009  
PR No. 2023-04-058  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED.** To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!

\*Title of the Project: **PURCHASE OF SEMI EXPANDABLE ICT EQUIPMENT FOR THE USE OF DRRP CCAM**  
Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<u>09:00 AM June 13, 2023</u>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format ONLY clearly scanned** in a **SINGLE FILE** including supporting documents.

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
OIC Admin Division Chief  
Concurrent Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Lot Basis
  2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  3. Quotation validity shall be: Thirty (30) Calendar Day
  4. Good/s/Activity shall be delivered within: Thirty (30) Calendar Day
  5. Place of Delivery: DSWD FO III, Government Center, Maimpis CSFP
  6. Terms of Payment: Within Thirty (30) Calendar Days
- Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

\*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.



NOEL T. LIPATA

PPMU

(Signature over Printed Name)  
Supplier

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register."

RFQ No.  
Date:

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 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	10	UNITS	LAPTOP			
			PROCESSOR SPEED: ≥ 2.4 GHz to 4.2GHz			
			PROCESSOR: 0.9 - 2.4 GHz (8M Cache, up to 4.2 GHz)			
			STORAGE: atleast 256 GB SSD + 1TB HDD			
			MEMORY: atleast 8 GB			
			SCREEN SIZE: ≥ atleast 14 - 15.6 inches"			
			OPERATING SYSTEM: ≥ WINDOWS 10 (64 bit)			
			ACCESSORIES: LAPTOP BAG			
			WARRANTY: ONE (1) YEAR			
	5	UNITS	DESKTOP			
			PROCESSOR SPEED: ≥ 2.4 GHz to 4.4 GHz			
			STORAGE: 256 GB SSD + 1TB HDD			
			MEMORY: 8 GB			
			OPERATING SYSTEM: POWER SUPPLY 5.5, 90W AC ADAPTER, OUTPUT: 19V DC, 4.74A, 90W			
			CONNECTIVITY: LAN AND WIFI (WLAN) CAPABLE			
			BUNDLE: WITH MOUSE AND KEYBOARD			
			WARRANTY: ONE (1) YEAR			
	11	UNITS	ALL IN ONE PRINTER			
			OPERATION: PRINT, SCAN, COPY WITH ADF			
			OUTPUT TYPE: COLOUR (CMY), BLACK & WHITE			
			CONTROL PANEL: LCD			
			CONNECTIVITY: USB 2.0 OR HIGHER, AND/OR LAN AND WIFI (WLAN) DIRECT			
			INPUT CAPACITY: ATLEAST 100 SHEET OR HIGHER, OUTPUT CAPACITY: ATLEAST 30 SHEET OR HIGHER			

			PAPER HANDLING:-> LEGAL, LETTER & A4			
			PRINTER SPEED: CAN PRINT ATLEAST 30 PAGES PER MIN			
			SCAN FILE FORMAT: JPG, PDF, SCAN TYPE: ADF AND FLATBED			
			WARRANTY: ONE (1) YEAR HARDWARE			
			ALL IN ONE PRINTER - ADDITIONAL REQUIREMENTS:			
			TO PROTECT DSWD FROM UNRELIABLE AND UPROVEN PRODUCTS, ANY PROOF OF EVIDENCE (E.G WEBSITE PAGE, PICTURE, DOWNLOADABLE BRONCHURE AND THE LIKE) OF THE FOLLOWING IS REQUIRED:			
			1. MANUFACTURER OF THE PROPOSED BRAND SHOULD BE ISO 9001:2015 CERTIFIED OR BETTER			
			2. PROPOSED BRAND SHOULD BE ENERGY STAR COMPLIANT			
			3. PROPOSED BRAND SHOULD HAVE AN EXISTING TECHNICAL WEB SUPPORT; AND			
			4. MANUFACTURER'S PROPOSED BRAND MUST BE CAPABLE OF SUPPORTING NATIONWIDE DEVELOPMENT WITH ACCREDITED SERVICE CENTERS WITHIN CENTRAL LUZON AND/OR NCR			
	11	PIECES	HARD DRIVE			
			PASSWORD BACK UP			
			FOLDER MIRRORING			
			USB 3.0, 2 TB			
			GROSSWEIGHT: 1.05 KG			
			NET WEIGHT: 0.15 KG			
			*NOTHINGS FOLLOWS*			
			Approved Budget for the Contract: PhP 947,500.00			


Please do not leave any blank items.

<b>TOTAL OFFERED QUOTATION / BID</b>	
<b>In WORDS:</b> _____ _____ _____	<b>In FIGURES:</b>  PHP _____

**PURPOSE: PURCHASE OF SEMI EXPANDABLE ICT EQUIPMENT FOR THE USE OF DRRP CCAM**

PR No. 2023-04-058

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.  
**FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.**  
**Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"**

  
**RAYMUND VINCENT A. PANLILIO**  
 OIC Admin Division Chief  
 Concurrent Procurement Section Chief

\_\_\_\_\_  
 Supplier