

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)**  
**FIELD OFFICE III**  
 Government Center, Maimpis, City of San Fernando (P)  
 Telephone Nos.(045) 961-2143

**REQUEST FOR QUOTATION OF GOODS**

RFQ No. 2023-10-094  
 PR No. 2023-10-080  
 Mode of Proc. Shopping PPG

\* Company Name : \_\_\_\_\_  
 \* Company Address : \_\_\_\_\_  
 \* Contact Person : \_\_\_\_\_  
 \* Contact Number : \_\_\_\_\_  
 \* Email Address : \_\_\_\_\_

Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A: **Procurement of Capital Outlay (Laptop) on various ICT Equipment for the use of KALAHI staff CY 2023**

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

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.

Please accomplish and submit this form together with Annex A , Valid Mayors Permit , Latest Income/Business Tax Return (for ABCs 500k and above) and all the required documents to DSWD FO III - PEAC Secretariat either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> in case of difficulty accessing the above link, you may access the alternate link: <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a> Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

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 an **SINGLE FILE** including all supporting documents.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service(s) offering the lowest evaluated price on per:

Item Basis       Total Quoted       Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales services facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in above is on:

November 20 2023 10AM

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. **Prices:** The prices should be quoted for supply and delivery of **Procurement of Capital Outlay (Laptop) on various ICT Equipment for the use of KALAHI staff CY 2023** to be delivered within **30 Calendar Days** at **DSWD Field Office III, SACOP, Maimpis, City of San Fernando, Pampanga.**

b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of Offer:** The quotation(s) should be valid for a period of forty five (45) calendar days from the deadline of receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.
- vii. If the **supplier/service provider** does not start the deliver or perform the services under the contract/PO within 7 days (upon receipt of the purchase order/contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-cavass.
- viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of **one percent** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: \_\_\_\_\_

Office Address	: DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
Telephone	: (045) 961-2143
Fax	:
E-mail Address	: procurement.fo3@dswd.gov.ph/secretariatbac.fo3@gmail.com

7. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s)

  
RAYMUND VINCENT A. PANLILIO

OIC Admin Division Chief  
Concurrent Procurement Section Chief 

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact 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
			<b>CAPITAL OUTLAY</b>			
			<b>TECHNICAL SPECIFICATION</b>			
	7	unit	<b>LAPTOP</b>			
			<b>1. Processor:</b>			
			<b>a. CPU Architecture Technology:</b> Processor model should atleast be the latest release.			
			<b>b. Base Speed Frequency:</b> 2.1 GHz, up to 4.7 GHz			
			<b>c. Cores:</b> ≥ 12 Cores			
			<b>d. Cache:</b> ≥ 18MB Smart Cache			
			<b>2. Operating System:</b>			
			<b>a. Type:</b> Latest Stable Proprietary OS 64-bit			
			<b>b. Version:</b> Professional version (Must have the capability to join Active Directory)			
			<b>c.</b> A certificate of Authenticity (COA), Genuine Label or Equivalent of the license from the OS provider should be provided (Holographic Image Sticker)			
			<b>3. Office Productivity Software:</b>			
			<b>a. Type:</b> Latest Stable Proprietary OPS for Corporate Application Perpetual			
			<b>b. Version:</b> Standard, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use			
			<b>4. Memory:</b>			
			<b>a. Capacity:</b> ≥16 Gb DDR4			
			<b>b. Speed:</b> DDR4 - ≥ 3200 mhz			
			<b>5.Keyboard: Built-In</b>			
			<b>6.Pointing Devices/Mouse:</b>			
			<b>a. Type:</b> Touchpad with multi-gesture and scrolling function and inclusive of Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)			
			<b>7. Graphics Controller:</b> Integrated			
			<b>8. I/O Ports:</b> All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)			
			<b>a.</b> ≥ 2 x USB 3.0 port			
			<b>b.</b> 1x headphone / microphone or combo jack			
			<b>c.</b> 1 x RJ-45 LAN port			
			<b>d.</b> 1 x HDMI			
			<b>9. Display:</b> ≥14" inch LED Display with a built-in webcam			
			<b>10. Hard Drive:</b> ≥512gb Nvme			
			<b>11.Sound Controller:</b> Integrated/Built-in High-Definitaion Audio System			
			<b>12.Weight:</b> ≥ 1.5kg. Including battery			
			<b>13. Communication:</b> MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension/adapters)			
			<b>a.Wireless</b> - Integrated Dual Band Wireless-802.11 ac/a/b/g/n; Bluetooth 4.0			
			<b>b. Ethernet</b> - Integrated 10/100/1000 Base-TX			
			<b>14. Battery:</b> Battery at least 6 hours' operation with full charge			
			<b>15. Carrying Case:</b> Laptop Bag (same brand as offered)			
			<b>16. Warranty &amp; SLA:</b>			
			<b>a.</b> Three (3) years Hardware Warranty			
			<b>b.</b> One (1) year on Mouse			
			<b>c.</b> ≤ 4 hours' response time for issues reported (thru Help Desk)			
			<b>e.</b> For reported hardware replacement, the Service Provider shall be the one to pull out the unit			
			<b>17. Offered Unit must be a known brand</b>			
			<b>18. To protect DSWD from unreliable and unproven products the following is required:</b>			
			<b>a.</b> Manufacturer of the proposed brand should be ISO 9000 certified or better			
			<b>b.</b> Proposed BRAND should be Energy Star Compliant			

		c. Proposed BRAND should have an existing technical we support system where the brand providers/ bidders can log-in and key-in product service codes/item codes for faster tracking of defective / RMA products and faster turn-around of technical support			
		d. Manufacturer's Proposed Brand must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in Luzon, Visayas and Mindanao (Proof or List of Nationwide Service Center should be submitted)			
		e. Manufacturer's proposed brand is an International Brand Name, which means that the brand is known and marketed globally and have international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuous in the Philippines for the last ten (10) years.			
		f. Manufacturers offered model should be available in the Market and should not be custom-made or made to order just to comply with the specification			
		19. Delivery Period: 45 Calendar Days			
		> No negative Feedback report of End user to Service Provider within Three (3) months			
		Approved Budget for the Contract: PhP 485,814.00			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<b>In WORDS:</b>    	<b>In FIGURES:</b> PHP _____
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**PURPOSE:** Procurement of Capital Outlay (Laptop) on various ICT Equipment for the use of KALAH I staff CY 2023

**PR No.** 2023-10-080

**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