DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2025-0116
ICT Equipment

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-09-0026**
PR No.	**2025-06-087**
Mode of Procurement	**Small Value Procurement**

***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: SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP COMPUTERS FOR THE NEWLY CREATED POSITIONS OF RICTMS FOR CY 2025 - 2**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return **(for ABCs 500k and above)**;
- Unnotarized Omnibus Sworn Statement **(for ABCs above 50k);**

  If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

  ✔ Manufacturer's sales literature or brochures;
  ✔ Clear photos showing the brand, model, and specifications;
  ✔ Website links with readable brand and detailed specifications;

- ✔ Unconditional statements of specification and compliance issued by the manufacturer; and/or
- ✔ Samples or independent test data, as appropriate

- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:

  a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**September 15, 2025 | 11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

ADRIAN D. MORALES
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: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: within thirty (30) Calendar days upon receipt of Purchase Order
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, Maimpis City of San Fernando, Pampanga

6. Terms of Payment: within thirty (30) Calendar days after the completion of delivery
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 to be shouldered by Service Provider.
Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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): AT LEAST 3 YEARS
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 suppliers must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

BIANCA C. SOLITA
PPMU Head

(Signature over Printed Name)
Supplier

/LUIS LANE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

RFQ NO. 2025-09-0026
Date: _____

***Company Name:** _____
***Company Address:** _____
***Contact Person:** _____
***PhilGEPS Reg. No.:** _____

ITEM NO	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please indicate the word "COMPLY" in this whole column as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	UNIT COST	TOTAL COST
	8	Unit	**LAPTOP COMPUTER** CPU Architecture Technology Total cores: ≥ 12 Total Threads: ≥ 16 Speed frequency: up to 5.00 GHz or better Cache: ≥ 18 MB Storage: ≥ 512 GB M.2 SSD or better Memory: ≥ 16 GB LPDDR5 or better Screen Size: 14-14.5 inches with built in webcam Graphics: Integrated Sound Controller: Integrated/Built In Keyboard: Built In Pointing Device: Touchpad with multi-gesture and scrolling function I/O Ports: All ports should be INTEGRATED/BUILT-IN (no conversions/extension/adapters except on Ethernet Lan) a. ≥ 1 x USB 3.0 port b. 1 x headphone / microphone or combo jack c. 1 x RJ-45 LAN port d. 1 x HDMI or better e. ≥ 1 x Thunderbolt Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension/adapters) a. Wireless - Integrated Dual Band Wireless - 802.11 ax + Bluetooth 5.0 or better Operating System: Type: Latest Stable Proprietary OS 64-bit (Licensed) Version: Professional version (Must have the capability to join Active Directory) Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation Inclusions: Laptop Bag; Mouse Warranty: at least 3 Years			
	3	Units	**DESKTOP COMPUTER** CPU Architecture Technology Total core: ≥ 12 Total Thread: ≥ 20 Cache: ≥ 25 MB Speed frequency: up to 4.90GHz or better Storage: ≥ 512GB M.2 SSD or better Memory: ≥ 16 GB DDR4 or better Graphics Controller: Integrated I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters) a. ≥ 2 x USB 3.0 port b. 1 x headphone / microphone combo jack c. 1 x RJ-45 LAN port d. 1 x HDMI Operating System: Type: Latest Stable Proprietary OS 64-bit (Licensed) Version: Professional version (Must have the capability to join Active Directory) Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) Wireless - Dual Band Wireless - 802.11ax better + Bluetooth 5.0 or better Ethernet - Integrated 10/100/1000 Base-TX Display: ≥ 24 with at least HDMI port (same brand as PC) Sound Controller: Integrated/built-in Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation Keyboard: Std English (same brand as PC) Pointing Devices/Mouse: Standard Optical Mouse (same brand as PC) Warranty: 3 Yrs UPS: 650 VA/455 watts of better			
	1	Units	**DESKTOP COMPUTER** Type: All in 1 PC CPU Architecture Technology Total core: ≥ 10 Total Thread: ≥ 12 Speed frequency: up to 4.70GHz or better Cache: ≥ 12 MB Storage: ≥ 512 GB M.2 SSD or better Memory: ≥ 16 GB DDR4 or better Graphics: Integrated Operating System: Type: Latest Stable Proprietary OS 64-bit (Licensed) Version: Professional version (Must have the capability to join Active Directory) Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) Wireless - Dual Band Wireless - 802.11ax or better Ethernet - Integrated 10/100/1000 Base-TX Display: ≥ 27" Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual. Inclusive of Word Processor, Spreadsheet, Presentation Keyboard: Std English (same brand as PC) Pointing Devices/Mouse: Standard Optical Mouse (same brand as PC) Warranty: at least 3 Years			

	2	Units	**LAPTOP COMPUTER** CPU Architecture Technology M4 chip with 10-core CPU, 10-core GPU, 16-core Neural Engine Display: ≥ 13.6-inch Liquid Retina display with True Tone and built in camera Memory: ≥ 16GB unified memory Storage: ≥ 512GB SSD storage IO Ports: Two Thunderbolt 4 ports Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension/adapters) a. Wireless - Integrated Dual Band Wireless - 802.11 ax + Bluetooth 5.0 or better Pointing Device: Force Touch trackpad Keyboard: Built in Graphics: Integrated Sound Controller: Integrated/Built In Operating System: Type: Latest Stable Proprietary OS (Licensed) Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual. Inclusive of Word Processor, Spreadsheet, Presentation Accessories: USB C Multiport Adapter 1 x HDMI 1 x USB 1x USB C Warranty: at least 3 Years			
			Additional Requirements: To protect DSWD from unreliable and unproven products, ANY proof of evidence (e.g., website page, picture, downloadable brochure and the like) of the following is required: 1. Manufacturer of the proposed brand should be ISO 9001:2015 certified and ISO 14001 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 deployment with accredited Service Centers within Central Luzon and/or NCR Delivery Period: within 30 calendar days upon receipt of Purchase Order			
			Nothing Follows			
			Approved Budget for the Contract: PHP 1,352,524.00			

TOTAL OFFERED QUOTATION / BID

In WORDS: _____

In FIGURES:

PHP_____

PURPOSE:	**SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP COMPUTERS FOR THE NEWLY CREATED POSITIONS OF RICTMS FOR CY 2025 - 2**
PR No. :	**2025-06-087**
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"

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

_____
(Signature over Printed Name)
SUPPLIER