



REQUEST FOR QUOTATION

FOR: SUPPLY AND DELIVERY OF IT EQUIPMENT FOR THE REGIONAL TRIAL COURT BRANCH 23, TRECE MARTIRES CITY

Name of Company

Date: April 20, 2024

RFQ No.: NLONTOC-RFQ-098-2024

Complete Company Address

PR No.: 2024-3-719-A/ 3-27-2024

PHILGEPS Ref. No.: 10768211

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **April 26, 2024 at 5:00 PM to the BAC Office, 1/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.**

Very truly yours,

ENGR. GILBERT V. GANDIA
BAC-A Chairman

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the **Office of the Provincial Governor** of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: **PER ITEM**

| | | | | | BIDDER'S PROPOSAL BOX | | | |
|----|--|------|------|-----------------------------------|--|-------------|--------------------|-----------------------|
| No | ITEM DESCRIPTION (Item Name & Technical Specifications) | QTY. | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL | DELIVERY (days/weeks) |
| | | | | | Unit Price | Total Price | | |
| 1 | BRAND-NEW DESKTOP COMPUTER WITH UPS | 2 | SETS | 75,586.00 | | | | |
| | Specifications: PROCESSOR: CORE I3-13100 4C/8T 12M Cache, up to 4.50 GHz MOTHERBOARD: H610M-E DDR4 (LGA1700) MEMORY: 8GB DDR4 3200MHZ GRAPHICS: UHD GRAPHICS 730 STORAGE: NV2 500GB PCIe 4.0 NVMe M.2 DISPLAY: L24E-30 FHD VA PANEL HDMI **SEE PAGE 2 FOR CONTINUATION** | | | | | | | |
| | TOTAL | | | | | | | |

- GENERAL CONDITIONS**
1. All entries must be legibly handwritten or typewritten with no erasure;
 2. Bidders must submit the required documents as follows:
 - a) Valid DTI Business Name Registration and/or SEC or CDA Certificate
 - b) Valid Mayor's Permit
 - c) PhilGEPS Online Registration
 - d) BIR Certificate
 - e) Income Tax Return (ITR) for ABC above 500k
 - f) Authority of Signing Official and/or Representative
 1. Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
 2. Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
 3. Photocopy of two (2) valid ID's of authorizing officer and representative
 - g) All prospective bidders are required to get the original signed copy of Request for Quotation at the BAC Office, Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
 - h) Notarized omnibus sworn statement.
 - i) Other documents as may be required.
 3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 - Company Name
 - RFQ No.
 - PR No.
 - PHILGEPS Reference No.
 4. Delivery period must be 15 calendar days from the date of receipt of the Purchase Order/Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
 5. Item/s delivered must have warranties in unit replacements, parts, labor or other services;
 6. Price validity shall be for a period of three(3) months;
 7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
 8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
 9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
 10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
 11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION

Date: _____

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made _____ from receipt of the Notice To Proceed.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

**Page 2 of Request For Quotation for the SUPPLY AND DELIVERY OF IT EQUIPMENT FOR THE REGIONAL TRIAL COURT
BRANCH 23, TRECE MARTIRES CITY**

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

| No | ITEM DESCRIPTION (Item Name & Technical Specifications) | QTY. | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL | DELIVERY (days/weeks) |
|----|---|------|-------|--|--|-------------|-----------------------|--------------------------|
| | | | | | Unit Price | Total Price | | |
| | KEYBOARD/ MOUSE: MK120+B100 mouse and keyboard combo CASING: RC102 w/ 500w power supply WEBCAM: Full HD 1080P fixed focus webcam WiFi: Wireless Device Dual 2.4GHz/ 5GHz O.S: 10 Pro x64 (free version) UPS: BV650I-MS Easy UPS BV 650VA, AVR, 230V WARRANTY: 1 year | | | | | | | |
| 2 | BRAND-NEW PRINTER WITH ADF | 2 | UNITS | 31,308.00 | | | | |
| | Specifications: | | | | | | | |
| | FUNCTION: Print, Scan, Copy, ADF PRINT METHOD: ON-DEMAND INKJET CONTINUES MEDIA SIZES SUPPORTED: Up to Legal MAXIMUM RESOLUTION: 5760x1440 dpi MAX COPY RESOLUTION: 600x600 dpi SCANNER TYPE: Flatbed colour image scanner CONNECTIVITY: USB 2.0, WiFi, WiFi direct TYPE OF FAX: Walk-up black-and-white and colour fax capability LCD SCREEN: 1.44" colour LCD WARRANTY: 1 year | | | | | | | |
| | *The brand of items to be delivered must be active in the industry for at least thirty (30) years | | | | | | | |
| | **NOTHING FOLLOWS** | | | | | | | |
| | TOTAL | | | 106,894.00 | | | | |

Company Name

Address

Printed Name & Signature of Authorized Representative