

## REQUEST FOR QUOTATION

Title of Item to be procured : **Supply and Delivery of Four (4) Brand New All-in-1 Desktops and Nine (9) Brand New Laptops (Mid-Range)**

Approved Budget for the Contract : **Php687,000.00**

Date: **May 19, 2023**  
RFQ No. **2023-05-0025**

Company/Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_ City/Municipality: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (required): \_\_\_\_\_

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure brand new all-in-1 desktops and laptops for the project **Supply and Delivery of Four (4) Brand New All-in-1 Desktops and Nine (9) Brand New Laptops (Mid-Range)** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

**Dr. Renato E. Reside, Jr.**  
*Chairperson, Bids and Award Committee*  
Room 241 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101  
Telephone No.: (02) 8-9279686 local 207  
Email: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph)

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).  
Submit your quotation duly signed by your authorized representative **not later than 23 May 2023 at 12:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document
<b>1. Mayor's / Business Permit</b>
<b>2. Philgeps Registration</b>
<b>3. Omnibus Sworn Statement – Notarized</b>
<b>4. Income Tax Return</b>

1. *In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.*
2. *Submission of ALL pages of this Request for Quotation is REQUIRED.*

For any clarification, you may contact us at telephone no. or email address provided.

  
**GERLIE P. PALOMA**  
*Head, Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations **MUST** be submitted in person or thru a representative in the address below:

**Dr. Renato E. Reside, Jr.**  
*Chairperson, Bids and Award Committee - PCED*  
Room 241 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101

4. Quotations, including documentary requirements, received after the deadline shall not be accepted.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

<b>Supply and Delivery of Four (4) Brand New All-in-1 Desktops and Nine (9) Brand New Laptops (Mid-Range)</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Statement of Compliance to Technical Specifications (COMPLY / NOT COMPLY)</b>
<b>1. All-in-One Desktop</b>  Technical Specifications: <ul style="list-style-type: none"> <li>- Processor: Intel Core i7, 12th Gen equivalent or higher</li> <li>- Memory: 16GB DDR4 equivalent or higher</li> <li>- Hard Drive: 512GB SSD</li> <li>- Monitor: at least 23", FHD</li> <li>- Wireless Keyboard &amp; Mouse</li> <li>- Operating System: Windows 11 SL</li> <li>- Software: Microsoft Office 2021</li> </ul>	4 sets			
<b>2. Laptop (Mid-Range)</b>  Technical Specifications: <ul style="list-style-type: none"> <li>- Processor: Intel Core i5, 12th Gen equivalent or higher</li> <li>- Memory: 8GB DDR4 equivalent or higher</li> <li>- Hard Drive: 512GB SSD</li> <li>- Monitor: at least 15", FHD</li> <li>- Operating System: Windows 11 SL</li> <li>- Software: Microsoft Office 2021</li> </ul>	9 sets			
<b>Warranty:</b>  At least one (1) year on parts and service	<b><u>Bidder's Statement of Compliance (comply/not comply)</u></b>			
<b>Delivery Period:</b>  Within Forty Five (45) Calendar days Upon Issuance of Purchase Order and Notice to Proceed	<b><u>Bidder's Statement of Compliance (comply/not comply)</u></b>			
<b>Place of Delivery:</b>  Room 241 Encarnacion Hall UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman Quezon City	<b><u>Bidder's Statement of Compliance (comply/not comply)</u></b>			
<b>Additional Requirements:</b>  Copy of product brochure	<b><u>Bidder's Statement of Compliance (comply/not comply)</u></b>			
-----nothing follows-----				
<b><i>*The above quoted prices are inclusive of all costs and applicable taxes.</i></b>				

**FINANCIAL OFFER:**

**Terms of Payment:**  
  
*Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.*

<b>Supply and Delivery of Four (4) Brand New All-in-1 Desktops and Nine (9) Brand New Laptops (Mid-Range)</b>	
<p><b>Approved Budget for the Contract:</b> Php687,000.00</p> <p>(Six Hundred Eighty Seven Thousand Pesos &amp; 00/100)</p>	<p><b>Total Offered Quotation:</b> <i>(Inclusive of all taxes and incidental expenses)</i></p>
	<p><b>In Words:</b></p> <hr/> <hr/> <hr/>
	<p><b>In Figures:</b></p> <hr/> <hr/> <hr/>
	<p><b>Company/Business Name:</b></p> <hr/> <hr/>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es