

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. PDPS-0220-001

Company Name : _____
Address : _____
PhilGEPS Registration Number : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The OCD hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Name of Project	: Procurement of Laptops and Printers to be used during the 36th ASEAN Committee on Disaster Management and Related Meetings
Delivery Period	: 15 days upon Issuance of Notice To Proceed (NTP)
Delivery Area	: Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City City
Terms of Payment	: Send Bill Policy
ABC (Approved Budget for the Contract)	: PhP 90,000.00
Fund Source	: PDPS APB CY 2020

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of Sealed Quotation is until **12:00 Noon on 19 February 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.oed@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (if ABC above PhP 500,000.00)
4. Omnibus Sworn Statement (if ABC above PhP 50,000.00)

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Procurement of Laptops and Printers to be used during the 36th ASEAN Committee on Disaster Management and Related Meetings

Bidders must state either "**Comply**" or "**Not Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance
I.	<p>4 Sets of Laptops Quality: Brand New, Network-ready with support for industry-standard network operating system; Provide transparent access to the server, applications and other network source Processor: At least 2.6 Ghz At least 4 cores At least 4 MB Cache Operating System: Must be at least its latest version Must support extended file allocation table file system Easy to use for non-technical computer users Must support a wide variety of hardware devices Must grant full administrator access to user account by default Memory: at least 8GB LPDDR3 1866MHz SDRAM Memory Internal Drive: At least 1 GB SATA III M.2 SSD Screen Display: At least 14" Diagonal High Definition LED Webcam: Integrated VGA/HD Web Camera Graphics: At least 2 GB dedicated Touch pad: One-piece touchpad with multi-touch support Optical drive: At least 8X Super Multi with double layer Card reader: with built-in Multi-format card reader Ports: At least 1 x Fingerprint At least 3 x USB 3.0 At least 1 x USB 2.0 At least 1 x Combo audio At least 1 x RJ-45 At least 1 x VGA Bluetooth: Bluetooth 4.1 Wireless LAN: Supports Integrated 802.11 AC Supports integrated 802.11b/g/n/ac Ethernet: Supports 10/100/1000 Base-TX Battery: 6-cell Lithium Ion; 64 bits PC Operating system Office Productivity: Must be at its latest version Must be able to provide Smart Art Diagrams Must have an integrated grammar checking feature Must have an integrated email and calendaring software package Must be able to support web collaboration features Must be able to perform complex layout or content-arrangement tasks Accessories: 1 x Power Adapter 1 x Motherboard Driver Documentation: Printed Operating Manual in English Minimum Warranty: At least one (1) year from final date of acceptance for parts and services At last seven (7) days outright replacement</p>	



<p>II.</p>	<p>2 Sets of Printers Quality: Brand New, branded, and not a discounted model or product Must be continuous ink supply systems (CISS) printer Must be reliable and spill-free ink system Must print high volumes for extremely low cost-per-page Supports easy mobile printing Functions: Must print, scan and copy Input Capacity: At least 60 sheets Output Capacity: At least 25 sheets Paper Handling input standard: At least 60-sheet input tray Paper Handling output standard: At least 25-sheet input tray Display: Must have 7 segments + icon LCD Scan speed (normal, letter): At least 21 seconds Scan speed (normal, A4): At least 21 seconds Number of print cartridge: 1x black bottle and 3 color bottles Connectivity, standard: 1 X Hi-Speed USB 2.0 Scan resolution, hardware: At least 1200 x 1200 dpi Scan resolution, optical: At least 1200 x 1200 dpi Maximum print area: At least 216 x 355 mm Print speed black (normal, A4): At least 8 ppm Print speed colour (normal, A4): At least 5 ppm Scan file format: JPEG, TIFF, PDF, BMP, PNG, Scanner Type: Flatbed Scan size, maximum: At least 216 x 297 mm Copy speed: At least 2 cpm (copies per minute) Copy speed black: At least 6 cpm (copies per minute) Compatible Operating systems: Microsoft® Windows® 10, 8.1, 8, Windows Vista®, Windows® XP SP3 or Higher (32-bit only): Windows Server 2008 32-bit (SP1 or greater) Windows Server 2008 64-bit (SP1 or greater) Windows Server 2008 R2 64-bit Windows Server 2008 R2 64-bit (SP1) Windows Server 2012 64-bit Windows Server 2012 R2 64-bit Windows Server 2016 OS X v10.10 Yosemite OS X v10.10 El Capitan macOS Sierra v10.12 Accessories: 1 x USB cable; 1 x Power cable Documentation: Printed Operating Manual in English Minimum Warranty: At least one (1) year from final date of acceptance for parts and services At least seven (7) days outright replacement</p>	
<p>III.</p>	<p>Delivery Site: Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City Delivery Period: 15 days upon issuance of NTP Payment: Must accept SEND BILL policy as payment for services</p>	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____
Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
Complete Name : _____
Date : _____



ANNEX "B"
Price Quotation Form

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTIONS	Price per Set	Total Price
4 Sets of Laptops	PHP	PHP
2 Sets of Printers	PHP	PHP
TOTAL PRICE		PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. We agree to abide by the Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of service(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

