



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. **KC - 2023-03-0060 NP-SVP**

Date: **March 23, 2023**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

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 basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as **Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: bfcumigad@dswd.gov.ph / kcmimaropa-procurement@dswd.gov.ph not later than **5:00 PM on March 28, 2023 (Tuesday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,

HARVEY E. CALABIO
Administrative Officer V
Procurement Section Head

23 March 2023

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **20 CD after receipt of approved Purchase Order**
- Place of Delivery: **DSWD FO MIMAROPA - 1680 F.T. Benitez corner Malvar Sts., Malate, Manila**
- Terms of Payment: **within 30 days upon final inspection and acceptance**
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number : _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the 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 shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty:
- NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register "**

BRYAN F. LUMIGAD
Procurement Officer

Contact Number: 09203446606

Signature Over Printed Name
(Supplier)



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Email Address : _____
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PhilGEPS Reg. No. : _____

MOP NP-SVP

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
1	9	Set	LAPTOP TECHNICAL SPECIFICATIONS			
			1. Processor:			
			CPU Architecture Technology: Processor model should at least be the latest release (Minimum of 11th Generation)			
			Base Speed Frequency: 1.7 GHz, up to 4.6 GHz			
			Cores: ≥ 6 Cores			
			Cache: ≥ 12MB Smart Cache			
			2. Operating System:			
			Type: Latest Stable Proprietary OS 64-bit			
			Version: Professional version (Must have the capability to join Active Directory)			
			A certificate of Authenticity (COA), Genuine Label or Equivalent of the license from the OS provider should be provided (Holographic Image Sticker)			
			3. Office Productivity Software:			
			Type: Latest Stable Proprietary OPS for Corporate Application Perpetual			
			Version: Standard, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use			
			4. Memory:			
			Capacity: ≥16 Gb DDR4			
			Speed: DDR4 - ≥ 3200mhz			
			5. Keyboard: Built-in			
			6. Pointing Devices/Mouse:			
			Type: 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)			
			7. Graphics Controller: Integrated			
			8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)			
			≥ 2 x USB 3.0 port (Mixed Type A and C)			
			1 x headphone / microphone or combo jack			
			1 x RJ-45 LAN port			
			1 x HDMI			
			9. Display: ≥14" inch LED Display with a built-in webcam			
			10. Hard Drive: ≥ 240 GB SSD M.2			
			Page 1 of 2			
			Approved Budget for the Contract			
			Six Hundred Thirty-Nine Thousand Pesos Only			
			Php 639,000.00			
			Note: Please specify brand model/origin.			

PURPOSE: Purchase of Laptops for Philippine Multisectoral Nutrition Project Staff (PMNP)

PR No.: KC-2023-03-0060

☐ VAT
☐ Non-VAT

(Signature over Printed name)
Supplier

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. **FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register

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1	9	Set	LAPTOP TECHNICAL SPECIFICATIONS			
			11. Sound Controller: Integrated/built-in High Definition Audio system			
			12. Weight: ≤ 1.5 kg. including battery			
			13. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension/adapters)			
			a .Wireless - Integrated Dual Band Wireless - 802.11 ac/a/b/g/n; Bluetooth 4.0			
			b.Ethernet - Integrated 10/100/1000MB Base-TX			
			14. Battery: Battery at least 6 hours' operation with one full charge			
			15. Warranty & SLA:			
			Three (3) years Hardware Warranty			
			One(1) year on Mouse, Keyboard and Battery			
			<4 hours response time for issues reported (thru Help Desk)			
			A Service Unit must be issued for a unit that can't be repaired within the day.			
			For reported hardware replacement, the Service Provider shall be the one to pull out the unit.			
			16. To protect DWD from unreliable and unproven products the following is required:			
			a. Manufacturer of the proposed brand should be ISO 9000 certified or better			
			b. Proposed BRAND should be Energy Star Compliant			
			c. Proposed BRAND should have an existing technical web 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 (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 has international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years.			
			f. A DSWD Boot-up Logo must be embedded in the BIOS.			
			Nothing follows			
			Page 2of 2			
			Approved Budget for the Contract			
			Six Hundred Thirty-Nine Thousand Pesos Only			
			Php 639,000.00			
				Note: Please specify brand model/origin .		

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REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I _____, of _____ has received the Request for Quotation (RFQ No. _____) from DSWD MIMAROPA Region intended for _____.

Certified by:

(Signature Over Printed Name of Supplier)

Contact No: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position : _____

Date /Time of Delivery : _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.