



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

REQUEST FOR QUOTATION

RFQ No. 2023-11-1408

Date: December 14, 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: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on December 19, 2023 (Tuesday)**. Quotations submitted to the 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,


HARVY B. SALABIO
Administrative Officer V
Procurement Section Head

12/14/2023

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: 45 Calendar Days after receipt of approved Purchase Order
- Place of Delivery: DSWD REGIONAL OFFICE, MALATE, MANILA
- Terms of Payment: within 30 days upon final inspection and acceptance (send bill arrangement)
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 "

Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09984746898

Conforme:

Signature Over Printed Name
(Supplier)



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RFQ 2023-11-1408

Date: _____ (should be filled up by supplier)

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
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
			SUPPLY AND DELIVERY OF DESKTOP AND LAPTOP			
1	3	UNITS	LAPTOP			
			Processor:			
			a. CPU Architecture Technology : Processor model should be at least the latest release			
			b. Speed Frequency : 1.9 GHz up to 5. 2 Ghz			
			c. Cores: ≥ 14 Cores			
			d. Cache: ≥ 24 MB Smart Cache			
			2. Operating System			
			a. Type : Latest Stable Proprietary OS 64 Bit			
			b. Version: Professional version (Must have the capability to join Active Directory)			
			c. 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:			
			a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use (can be ESD)			
			4. Memory:			
			a. Capacity: ≥ 16 Gb DDR4			
			b. Speed: DDR4 - ≥ 3200mhz			
			5. Keyboard: Built-in			
			6. Pointing Devices/Mouse: 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 except on Ethernet Lan			
			PAGE 1 OF 5	Note: Please specify brand model/origin .		

PURPOSE: Supply and Delivery of Laptop and Desktop for Bahay Pag-asa
PR No.: 2023-11-1408

Conforme:

☐ 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.



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RFQ 2023-11-1408

Date: _____ (should be filled up by supplier)

MOP: NP -SVP

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

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
			a. ≥ 2 x USB 3.0 port			
			b. 1 x headphone / microphone or combo jack			
			c. 1 x RJ 45 LAN port (conversion accepted)			
			d. 1 x HDMI			
			e. 1 x Type- C Port			
			9. Display: ≥ 14" inch LED display with a built -in webcam			
			10. Hard Drive: ≥ 512 GB M.2			
			11. Sound Controller: Integrated/built-in High Definition Audio system			
			12. Weight: ≤ 1.6 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. Carrying Case : Laptop Bag (Same brand as the offered)			
			16. Warranty & SLA:			
			a. Three (3) years Hardware Warranty			
			b. One (1) year on Mouse, Keyboard, and Battery			
			c. < 4 hours' response time for issues reported (thru Help Desk)			
			d. A Service Unit must be issued for a unit that can't be repaired within the day.			
			e. For reported hardware replacement, the Service Provider shall be the one to pull out the unit			
			PAGE 2 OF 5	Note: Please specify brand model/origin .		

PURPOSE: SUPPLY AND DELIVERY OF DESKTOP AND LAPTOP FOR BAHAY PAG-ASA
PR No.: 2023-11-1408

Conforme:

(Signature over Printed name)
Supplier

☐ VAT
☐ Non-VAT

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.



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RFQ 2023-11-1408

Date: _____ (should be filled up by supplier)

MOP: NP -SVP

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

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
			To protect DSWD/RJJWC 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 system where the brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical 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. Manufacturer's offered model should be available in the market and should not be custom -made or made to order just to comply with the specification			
			g. Delivery Period : 45 Calendar Days			
			APPROVED BUDGET FOR THE CONTRACT-LOT 1 :			
			TWO HUNDRED FORTY THOUSAND PESOS ONLY (Php 240,000.00)			
2	5	UNITS	COMPUTER DESKTOP WITH KEYBOARD AND MOUSE			
			TECHNICAL SPECIFICATIONS:			
			1.PROCESSOR			
			a. CPU Architecture Technology : Processor model should be at least the latest release			
			b. Speed Frequency : 2.1 GHz up to 5. 1 Ghz			
			c. Cores: ≥ 16 Cores			
			d. Cache: ≥ 30 MB Smart Cache			
			2. MEMORY			
			a.Capacity: ≥ 16 Gb DDR4			
			b.Speed: DDR4 - ≥ 3200mhz			
PAGE 3 OF 5						

PURPOSE: SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP FOR BAHAY PAG-ASA

PR No.: 2023-11- 1408

Conforme:

(Signature over Printed name)
Supplier

☐ VAT
☐ Non-VAT

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.



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RFQ 2023-11-1408

Date: _____ (should be filled up by supplier)

MOP: NP -SVP

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

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
			3. Keyboard: Standard English (same brand as PC)			
			4. Pointing Devices/Mouse: Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)			
			5. Graphics Controller: Integrated			
			6. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions /extension/adapters)			
			a. ≥ 4 x USB 3.0 port either front or back			
			b. 1 x microphone, headset combo jack			
			c. 1 x RJ 45 LAN port (conversion accepted)			
			d. 1 x Display Port and 1 x HDMI			
			7. Display: ≥ 21.5" inch LED display with Display port and HDMI			
			8. Hard Drive: ≥ 512 GB M.2, ≥ 1 TB HDD			
			9. Sound Controller: Integrated/built-in High Definition Audio system			
			10. Battery /UPS:			
			a. ≥ 650 watts with AVR			
			11. Power Supply :			
			a. Manufacturer's Standard Power Supply			
			12. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions /extension/adapters)			
			a. Wireless - Integrated Dual Band Wireless - 802.11 ac/a/b/g/n;			
			b. Ethernet - Integrated 10/100/1000MB Base-TX			
			13. Warranty & SLA:			
			a. Three (3) years Hardware Warranty			
			b. One (1) year on Mouse, Keyboard, and Battery			
PAGE 4 OF 5						

PURPOSE: SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP FOR BAHAY PAG-ASA
PR No.: 2023-11-1408

Conforme:

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Supplier

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			c. < 4 hours' response time for issues reported (thru Help Desk)			
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			f. Manufacturer's offered model should be available in the market and should not be custom -made or made to order just to comply with the specification			
			g. Delivery Period : 45 Calendar Days			
			APPROVED BUDGET FOR THE CONTRACT FOR LOT 2:			
			FOUR HUNDRED THOUSAND PESOS ONLY (Php 400,000.00)			
			PAGE 5 OF 5			

PURPOSE: SUPPLY AND DELIVERY OF LAPTOP AND DESKTOP FOR BAHAY PAGA-ASA
PR No.: 2023-11-1408

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