

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2022-070 NP SVP
Date: May 31, 2022
PR No./End-User : 2022-04-0249 / CSI

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

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**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

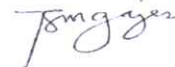
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit** together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**), together with the ***signed copy of Purchase Order (PO) prior to the date of event/delivery/installation**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **10:00 A.M. of June 6, 2022**


PEARLIE ANN S. RAMOS

Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)



PRESENTACION M. GAJES
Supervising Administrative Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: Item Basis Lot Basis Total Quoted Price
2. Goods/Services shall be rendered on Please see Annex A for details.
3. Place of Delivery: Please see Annex A for details.
4. Please indicate Warranty: Three Year Warranty on both parts and labor from Authorized Service Centers with global repair coverage
5. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
11. Liquidated Damages/Penalty: **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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **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 and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission
 Constitution Hills, Batasang Paribansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

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RFQ No. 2022-070 NP SVP
 Date: May 31, 2022
 PR No./End-User: 2022-06-0404 / CSI

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	Procurement of Ten (10) units Laptop Computers for the CSI	10	unit					
	Branded							
	Operating System: Pre-loaded with latest Windows Professional grade OS							
	Processor: 2.8 GHz (12MB Cache, 4 cores) or higher							
	Panel: 15.6 inch or lower, LCD, anti-glare display, brightness of 250 nits; Full High Definition (HD)							
	Storage: 1 TB SSD							
	Memory: 16 GB DDR4							
	Graphics/Video Processor: Dedicated Graphics Card							
	Front Facing Camera: 720p HD with privacy shutter							
	Wireless/Network Interface: Wi-Fi 6 and Bluetooth 5							
	Keyboard: Backlit keyboard (optional)							
	Standard I/O Ports: HDMI; 3.5 Combo Audio Jack; USB 3 Type A; Thunderbolt 4 or USB 3 Type-C Supports display/power delivery; RJ45 Gigabit Ethernet port or Ethernet adapter							
	Audio/Microphone: Built-in speaker and microphone							
	Battery: Fast Charger battery or equivalent capable (over five (5) hours battery life)							
	Accessories: Laptop/sleeve bag; Other applicable accessories for the unit							
	Warranty: Three Year Warranty on both parts and labor from Authorized Service Centers with global repair coverage							
	Supplier shall respond within 24 hours for any technical assistance/support either telephone call, email or site visit (within NCR) upon verbal/written notification by the End-user Agency							
	APPROVED BUDGET FOR THE CONTRACT (ABC): Php800,000.00							


PEARLE ANN S. RAMOS

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature _____
 Authorized Representative of the Service Provider