

**Civil Service Commission**  
Constitution Hills, Batasan Pambansa Complex Diliman, Quezon City

**REQUEST FOR QUOTATION**

RFQ No. : 2023-185  
Date: 9/13/2023  
PR No./End-User : 2023-09-1232 (OAC-PaC)


Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / E-Mail : \_\_\_\_\_  
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 supplier who will submit a proposal with the lowest calculated and responsive offer / quotation shall be selected. **As a condition for award**, the selected supplier will be required to submit a copy of its **updated PhilGEPS Registration or Mayor's / Business Permit**, whichever is applicable, or both, as the case maybe. The updated **\*Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit. **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 **3 October 2023 @ 9:00 a.m.**

  
\_\_\_\_\_  
**EDGARDO M. WYCO**  
931-7935; 931-7939; 931-8092 Loc. 508

  
**SAM V. MANGLICMOT**  
Chief Administrative Officer  
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 \_\_\_\_\_
3. Place / time of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time
4. Please indicate Warranty: \_\_\_\_\_
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 Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2023-185  
 Date: 13-Sep-23  
 PR No./End-User: 2023-09-1232 (OAC-PaC)

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

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
1	Laptop	3	pc.					
	(Please see attached Technical Specifications)							
	<i>Approved Budget for the Contract: PhP210,000.00.</i>							
	xxxxxxxx-Nothing Follows-xxxxxxxx							


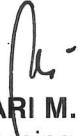


**EDGARDO M. WYCO**  
 Procurement Officer

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

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider

## TECHNICAL SPECIFICATIONS

<b>Name of Project</b>	Three (3) Units of Laptop for OAC-PaC staff
<b>Approved Project for the Contract</b>	Php210,000.00
<b>Detailed Technical Specifications</b>	
<i>*Note: Specifications were reviewed by IRMO. Please see comments/ inputs</i>	
1. Branded	
2. Operating System	Latest professional or enterprise level proprietary Operating System compatible and with functionalities same as Windows or IOS
3. Processor	4 Cores & 8 Threads
4. Display	13.6 to 15 inches display
5. Storage	256 GB SSD ( <i>Configurable to 512GB, 1TB, or 2TB</i> )
6. Ports	Thunderbolt 3 and/or 4, HDMI and USB ports
7. Memory	8GB or higher with an expansion slot that can accommodate 16GB to 32GB memory
8. Front Facing Camera	1080p HD camera
9. Wireless/ Network Interface	Wi-Fi wireless networking and Bluetooth wireless technology
10. Keyboard	Backlit keyboard with 78 (U.S.) or 79 (ISO) keys including 12 full-height function keys and 4 arrow keys in an inverted-T arrangement
11. Standard I/O Ports	30W USB-C Power Adapter (included with 8-core GPU); 1W Dual USB-C Port Compact Power
12. Audio/Microphone	<ul style="list-style-type: none"> <li>• Maximum of four-speaker sound system</li> <li>• Wide stereo sound</li> <li>• Three-mic array with directional beamforming</li> <li>• 3.5 mm headphone jack with advanced support for high-impedance headphones</li> </ul>
13. Battery	Fast-charging
14. Accessories	Charger Docking station (with USB, LAN and VGA ports) LAN adaptor Laptop/sleeve bag
15. Other Features	Touch screen Flippable by 360 Degrees With stylus pen
16. 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
Prepared by:	Recommending Approval:
 <b>JENICA R. MANRIQUE-ARNOBIT</b> Human Resource Specialist II	 <b>MERARI M. ORDOÑEZ</b> Supervising Human Resource Specialist

Approved by:



**Atty. JUDITH A. DONGALLO-CHICANO**  
Acting Assistant Commissioner

Office of the Assistant Commissioner for Professionalization and Cooperation