

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

**REQUEST FOR QUOTATION**

RFQ No. : 2024-270 NP-SVP  
Date: : 03-Oct-24  
PR No./End-User : 2024-09-1342 (OAC-L)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. & Fax No. : \_\_\_\_\_  
Mobile No. / e-mail : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Please quote your government price/s, VAT or other applicable taxes, and other incidental expenses for the goods/services 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 **10 October 2024 @ 9:00 a.m**



**EDGARDO M. WYCO**  
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. Services shall be rendered on \_\_\_\_\_

3. Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM - Lower Ground Floor / 8-12AM-1-4PM / Agreed Time

4. Technical specification with asterisks (\*) are mandatory. **For goods**, please indicate brand, model and country of origin.

5. Bidders shall provide **correct and accurate information** required in this form.

6. Quotations exceeding the Approved Budget for the contract shall be rejected.

7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.

8. **The Commission shall have the right to inspect the goods to check its conformity with the required minimum technical specifications;**

9. Terms of Payment: **within 15-30 days upon submission of complete 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](http://www.philgeps.gov.ph) and register for free."**

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

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Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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 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	<b>LAPTOPS</b>	4	set					
	Cores - Minimum of 6 cores							
	Threads - Minimum of 12 threads							
	L3 Cache - 16MB or higher							
	16GB DDR4-3200 SO-DIM Memory (2DIMMs and Dual Channel)							
	512 GB PCIE 4x4 NVME Self Encrypted (SED) Opal 2 TLC SSD							
	14-Inch or higher with FHD (1920x1080p) display							
	<i>**see below for complete item description</i>							
	<b>Approved Budget for the Contract: PhP320,000.00.</b>							
	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*

## A. Processor

Cores - Minimum of 6 cores

Threads - Minimum of 12 threads

L3 Cache - 16 MB or Higher

Base Frequency of 2.3Ghz with Turbo Frequency up to 4.3GHZ

## B. Memory

16GB DDR4-3200 SO-DIMM Memory (2DIMMs and Dual Channel)

## C. Storage

512GB PCIE 4x4 NVME Self Encrypted (SED) Opal 2 TLC SSD

## D. Wireless

Includes 802.11 ax Wi-Fi 6 Wireless Networking or Bluetooth 5.3 wireless technology or higher

## E. Camera

Integrated HD (720p) camera with built in shutter/cover

## F. Display

14 inches or higher with FHD (1920x1080p) display

<b>G. Audio</b>
Integrated High-Definition Audio
<b>H. Operating System</b>
Latest proprietary pre-loaded business/professional grade operating system supported by the workstation
<b>I. Input Devices</b>
Supports multi-touch gesture
<b>J. Ports and Connections</b>
Minimum of 2 ports USB 3.2 Gen 1
1 x USB Type C (Supports Power Delivery and Display)
Includes Audio Combo Jack
1 x HDMI Port 2.1 or higher standard
1 x RJ45 LAN Connectivity
3-year Onsite Hardware Support
<b>K. Add-ons (if available)</b>

□ Mouse and

Keyboard same laptop brand

□ USB C Monitor same laptop brand with minimum specs

below:

- 24" screen size
- 1 x USB Type-C Gen1 (DP1.2, USB 3.2 Upstream, up to 90W power delivery) • 1
- 1 x HDMI 2.0, 1 x DP 1.2, 1 x DP Out, 1 x RJ45 LAN Port, 4 x USB 3.2 ports (Downstream, incl. 1 x BC) 1 x Audio Out (3.5 mm)
- 3-year Onsite Hardware Support Warranty