



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Laptop**

which shall be undertaken in accordance with **Section 52.1(b) (Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 798,915.00** *Seven Hundred Ninety Eight Thousand Nine Hundred Fifteen Pesos Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** OCT 23 2024 at 11:00 AM through email at [t@psa.gov.ph](mailto:t@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto:bacsecretariat.psa@gmail.com)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva Eloisa P. Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**  
 Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit or valid PhilGEPS Registration	not later than <u>OCT 23 2024</u> at <u>11:00 AM</u>	together with the quotation



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
 Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

**RECEIVED**  
**GSD Procurement**  
 Name: PAISMA  
 Date: 10/16  
 Time: 4:16pm



REQUEST FOR QUOTATION  
PR No. 24-09-0916

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p><b>LAPTOP</b>            Operating System : Atleast windows 11 64-bit            Processor: Intel Core i7 Processor            Graphics: Intel® Iris® Xe Graphics shared memory            Hard Drive: Atleast 1TB HD            Optical Drive: DVD -Super multi drive            Network: Atleast Integrated LAN 10/100/1000            Wireless LAN+Bluetooth            USB: USB Type-C 3.2</p> <p><b>OTHER SPECIFICATIONS</b>            Accessory : Case cover LAPTOP BAG (Backpack)            Color: Preferably Black            Permanently set PSA Logo on Home Screen and Lock Screen            Capability to dynamically configure, control and lock out the device            Capability to select default license applications installed            Capability to set default device settings            Warranty: One (1) year on Parts and Labor 24/7 dedicated mobile Hotline, toll free to all network</p> <p><b>WARRANTY:</b> One (1) year on Parts and Labor 24/7 dedicated mobile Hotline, toll free to all network            Additional requirements:            Valid and Current Certification that the bidder must be authorized reseller of the brand being offered (if bidder/supplier is not direct partner of the manufacturer, bidder/supplier must submit a corresponding certificate linking the bidder to the manufacturer), must be specific to the project            Valid and Current Certification that the Manufacturer is compliant with the required Security and Management Software            Valid and Current Certification that their manufacturer/brand must have Nationwide support            Submit the List of Authorized Service Center            Item must be an international brand</p> <p>Mode of Payment - Send bill            'Mode: Alternative mode of procurement</p>	unit	17				
Total amount in words:						
Printed name of the authorized representative: _____			Signature: _____			
Name of Company: _____		Position: _____				
Address: _____			Email address: _____			
Fax No.: _____		Tel. No.: _____		Mobile No.: _____		
Date: _____						