



REQUEST FOR QUOTATION

RFQ # 0700-2023-10-194

28-Oct-23

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement**, for the **Procurement of Supply and Delivery of Information and Communications Technology (ICT) Equipment for 2022 Community-Based Monitoring System Data Processing.**

Name of Project	2022 Community-Based Monitoring System Data Processing
Solicitation (If posted at the PhilGEPS)	0700-2023-10-190
Purchase Request No.	0700-2023-10-099
Location	PSA RSSO7, 2/F Gaisano Capital South Bldg. Colon St. Cebu City
Brief Description	Desktop Computers for Data Processing
Quantity	18 sets
Approved Budget for the Contract (ABC)	Php990,000.00
Contract Duration	within 21 days after receipt of the Purchase Order
Date of Delivery	within 21 days after receipt of the Purchase Order

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative not later than **09 November 2023, 05:00 PM** through the address **PSA - RSSO7 (2nd Floor)**, **Gaisano Capital South Bldg., Colon St., Cebu City.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms. Erah Mhay Quiñones/ Ms. Clare C. Coronado/ Ms. Marie Cris L. Lerio/ Ms. Manilyn L. Lunday** at telephone nos. **(032) 412-6794 / 254-0470.**


EDWINA M. CARRIAGA
 R07 BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
- 4. If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a specific lot.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 2

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “drawlots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative not later than **09 November 2023, 05:00 PM** through the address **PSA - RSS07 (2nd Floor) , Gaisano Capital South Bldg., Colon St., Cebu City.**

13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:

- *Mayor’s/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier’s identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery 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 to it.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 3

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
	Procurement of Supply and Delivery of Information and Communications Technology (ICT) Equipment for 2022 Community-Based Monitoring System Data Processing							
1	ICT EQUIPMENT FOR PSA RSSO 7	LOT	1	990,000.00			()	()
1.1	DATA PROCESSING COMPUTER	sets	18	55,000.00			()	()
	Desktop Computers Technical Specifications *Processor: 11th Gen Intel® Core i5 Processor (2.6 GHz and up to 4.4 GHz Turbo) *Memory: 8GB, DDR4 *Storage: 256GB Solid State Drive (Boot) + 1TB SATA Hard Drive (Storage) * Monitor: 19" LED Monitor (Same Brand of CPU) or better * Graphics: 2GB GDDR5 Dedicated Graphics Card *LAN: Must have 10/100/1000Mbps, Gigabit Ethernet * I/O Ports: • 2 USB 3.2 Gen 1 Type-A or More • 2 USB 2.0 Type-A or More • 1 Combo Audio Jack • 1 Line out • 1 VGA port • 1 HDMI out • 1 Lan Port *Keyboard and Mouse: Must have USB Keyboard and Mouse (same brand of CPU) *Operating System: Must have Pre-Installed Windows 10 Pro 64bit with OS recovery Disk and Driver Installer * Security and Features: 1. Must have chassis Intrusion Switch 2. BIOS: Power-on password, Smart USB protection (allows keyboard/mouse only, blocks all storage devices) 3. Must have TPM 2.0 or higher						()	()

* Compliance Certificate: 1. Energy Star Compliance of the brand and model being offered 2. Must be Electronic Product Environmental Assessment Tool (EPEAT) Certified of the brand and							()	()
Delivery: Can deliver the items within twenty-one (30) calendar days upon receipt of Purchase Order (PO).							()	()
NOTE: Items are to be delivered at PSA RSSO 7							()	()
Note: Place of Delivery Ariel E. Florendo Regional Director PSA Regional Office 2/F Gaisano Capital Bldg., Colon St. Cebu City, Cebu							()	()
Other Requirements:								
1. Mode of Payment: SEND BILL Arrangement or 30 working days after receipt of the billing statement.							()	()
2. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.							()	()
TOTAL AMOUNT IN WORDS :								

Other Requirements:

Terms of Payment:								
Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.								
<u>Payment Details:</u>								
Banking Institution: _____								
Account Number: _____								
Account Name: _____								
Branch: _____								

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Signature over printed name of authorized representative _____
Position: _____
Name of Company _____
TIN #: _____ (Please specify if **VAT or NON-VAT**) _____
Address: _____ Email Address: _____
Fax No. _____ Tel No.: _____ Cellphone No. _____
Date: _____