

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-03-152 & 2024-03-142

RFQ No.: 2024-04-442

End-user: TARA / STU

Date: APR 29 2024

Name of Project:

ABC: ₱325,000.00

PURCHASE AND DELIVERY OF ICT EQUIPMENT FOR TARA AND STU UNIT STAFF

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before

MAY 03 2024, 12:00 NN.

RINA CLAIRE L. REYES
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may 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.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	PURCHASE AND DELIVERY OF ICT EQUIPMENT FOR TARA AND STU UNIT STAFF				
1	<p>LAPTOPS (for the TARA Unit Staff)</p> <p>with the following technical specifications:</p> <p>1. Processor: a. CPU Architecture Technology: Processor model should at least be the latest release b. Base Speed Frequency: ≥ 1.3 GHz c. Cores: ≥ 8 Cores d. Cache: ≥ 12MB</p> <p>2. Operating System: a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. A certificate of Authenticity (COA), Genuine Label or Equivalent of the License from the OS provider should be provided (Holographic Image Sticker)</p> <p>3. Office Productivity Software: a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b. Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use</p> <p>4. Memory: a. Capacity: ≥ 16 Gb DDR4 b. Speed: DDR4 ≥ 3200mhz</p> <p>5. Keyboard: Built-in</p> <p>6. Pointing Devices/Mouse: Type: Touchpad with multi-gesture and scrolling function and inclusive of Standard Optical Wireless Mouse, 2.4 GHz with USB Nano Receiver, 1000 DPI Optical Tracking, 3 Buttons</p> <p>7. Graphics Controller: Integrated</p> <p>8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/ extension/ adapters) a. ≥ 2 x USB 3.1 port b. ≥ 1 x USB Type-C Supports(USB 3.2 Gen 2, Display port over USB-C, USB Charging 5V;3A) c. 3.5mm headphone/speaker jack supporting headsets with built-in microphone or Combo Jack d. 1 x HDMI port with HDCP support e. Ethernet (RJ-45) port e. DC-in port for AC adapter/charger</p> <p>9. Display: ≥ 14" FHD 1920 x 1080, high brightness LED backlit, 16:9 aspect ratio</p> <p>10. Storage: ≥ 512 GB NVMe SSD</p> <p>11. Sound Controller: Integrated/built-in High Definition Audio system</p> <p>12. Weight: ≤ 2 kg</p> <p>13. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/ extension/ adapters) a. Wireless – Integrated Dual Band Wireless - ≥ 802.11 ax/ac/a/b/g/n; Bluetooth: ≥ 5.0 b. Ethernet - ≥ Gigabit Ethernet, Wake-on LAN ready</p> <p>14. Battery : Battery at least 6 hours' operation with one full charge</p> <p>15. Audio: Two built-in microphones; Two built-in stereo speakers</p> <p>16. Webcam: ≥ Built-in with 1280 x 720 resolution 720p HD video at 30 fps with Temporal Noise Reduction</p> <p>17. Warranty & SLA: a. Three (3) years Hardware Warranty (including charger) b. One (1) year on Mouse C. < 4 hours' response time for issues reported (thru Help Desk) d. For reported hardware replacement, the service provider shall be the one to pull out the unit</p>	3	UNIT		

2	<p>DESKTOP SCANNER (for the TARA Unit Staff)</p> <p>Scanner Type: Desktop Sheet-Fed Scanner Scanning Speed (A4 Portrait): ≥ 45 ppm Image Sensor Type: Contact Image Sensor Light Source: Light Emitting Diode Optical Resolution: up to 600 dpi Output Resolution (Color / Grayscale / Monochrome): up to 600 x 600 dpi Document Size: Width: 50.8 mm to 216 mm Length: 54 mm to 356 mm Paper Weight (Thickness): Weight: 27 - 209 g/m2 Thickness: 0.04 - 0.25 mm ADF Capacity: up to 60 sheets Expected Daily Volume: up to 4,000 scans Interface: USB 3.2 Gen1, USB 2.0, LAN, Wi-Fi Power Requirements: AC 100V - 240V 50/60 Hz Power Consumption Operating mode: 22.5 W or less Sleep mode: 3.4 W or less Auto Standby (Off) mode: 0.1 W or less Environmental Compliance: at least ENERGY STAR® and RoHS Supported Operating System: up to Windows 11</p>	1	UNIT		
3	<p>Printer, All-in-One Ink Tank (for the TARA Unit Staff)</p> <p>Printer Type: Print, Scan, Copy, Fax with ADF High Page Yield Colour LCD Touch Screen Maximum Resolution: 4800 x 1200 dpi Print Speed: Up to 17.0 ipm / 9.5 ipm (A4 Simplex Black/Colour) Copy: Reduction / Enlargement : 25% - 400% Maximum Copy Size: Legal Copy Resolution: ≥ 600 x 600 dpi Max Copy: 99 Copies Scan Speed: Flatbed: 200dpi 12 sec / 27 sec ADF: Paper Capacity: ≥ 35 Sheets (A4) Paper Trays: 2 Maximum Paper Size: 215.9 x 1200 mm Paper Sizes: At Least Legal, Letter, A4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", Legal (8.5 x 14") Connectivity: At least USB, Wireless IEEE 802.11 b/g/n, Wi-Fi Direct and Ethernet</p>	2	UNIT		
4	<p>CAMERA WITH LENS (for the TARA Unit Staff)</p> <p>Interchangeable Lens Must Include 16-50mm Lens Must include at Least 32GB Memory Card Aspect Ratio: 3:2 Number of Pixels (Effective): Approximately 24.2 MP Number of Pixels (Total): Approximately 25 MP Image Formats: JPEG, RAW Image Size: L: 6000 x 4000 (24 M), M: 4200 x 2832 (12 M), S: 3,008x2000 (6.0 M) Image Quality Modes: RAW, RAW and JPEG, JPEG Recording Format: MPEG-4 AVC/ H.264 Focus Type: Fast Hybrid AF Focus Mode: AF-A, AF-S, AF-C, DMF, Manual Focus Memory Card Slot: SD memory card LCD Screen: 7.5cm TFT Touch Screen Adjustable Type: Electronic-controlled, vertical-traverse, focal-plane type Shutter Type: Mechanical Shutter / Electronic Shutter Interface: PC Interface: Mass-storage / MTP Bluetooth: Yes 4.1 Multi Interface Shoe: Yes Mic Terminal: Yes (3.5 mm Stereo mini jack) Headphone Terminal: Yes (3.5 mm Stereo mini jack) Audio: Microphone: Built-in, stereo Speaker: Built-in, monaural</p>	1	UNIT		
5	<p>WIRELESS PRESENTER for (TARA Unit Staff)</p> <p>Buttons: ESC, Page Down, Page Up Color: Black Light's Color: Bright Red Battery type: 1.5 V, AAA Battery x 2 Wireless Operating Distance: up to ten meters Wireless Technology: 2.4 GhZ Wireless Technology</p>	2	UNITS		

6	<p>LAPTOP Specifications (for Social Technology Unit)</p> <p>1.Processor: a. CPU Architecture Technology: Processor model should at least be the latest release b. Base Speed Frequency: ≥ 1.3 GHz c. Cores: ≥ 8 Cores d. Cache: ≥ 12MB</p> <p>2. Operating System: a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. A certificate of Authenticity (COA), Genuine Label or Equivalent of the License from the OS provider should be provided (Holographic Image Sticker)</p> <p>3.Office Productivity Software: a.Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b.Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use</p> <p>4. Memory: a. Capacity: ≥ 16 Gb DDR4 b. Speed: DDR4 ≥ 3200mhz</p> <p>5. Keyboard: Built-in</p> <p>6. Pointing Devices/Mouse: Type: Touchpad with multi-gesture and scrolling function and inclusive of Standard Optical Wireless Mouse, 2.4 GHz with USB Nano Receiver, 1000 DPI Optical Tracking, 3 Buttons)</p> <p>7. Graphics Controller: Integrated</p> <p>8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/ extension/ adapters) a. ≥ 2 x USB 3.1 port b. ≥ 1 x USB Type-C Supports(USB 3.2 Gen 2, Display port over USB-C, USB Charging 5V;3A) c. 3.5mm headphone/speaker jack supporting headsets with built-in microphone or Combo Jack d. 1 x HDMI port with HDCP support e. Ethernet (RJ-45) port e. DC-in port for AC adapter/charger</p> <p>9. Display: ≥ 14" FHD 1920 x 1080, high brightness LED backlit, 16:9 aspect ratio</p> <p>10. Storage: ≥ 512 GB NVMe SSD</p> <p>11. Sound Controller: Integrated/built-in High Definition Audio system</p> <p>12. Weight: ≤ 2 kg</p> <p>13. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/ extension/ adapters) a. Wireless – Integrated Dual Band Wireless - ≥ 802.11 ax/ac/a/b/g/n; Bluetooth: ≥ 5.0 b. Ethernet - ≥ Gigabit Ethernet, Wake-on LAN ready</p> <p>14. Battery : Battery at least 6 hours' operation with one full charge</p> <p>15.Audio: Two built-in microphones; Two built-in stereo speakers</p> <p>16.Webcam: ≥ Built-in with 1280 x 720 resolution 720p HD video at 30 fps with Temporal Noise Reduction</p> <p>17. Warranty & SLA: a. Three (3) years Hardware Warranty (including charger) b. One (1) year on Mouse c. < 4 hours' response time for issues reported (thru Help Desk) d. For reported hardware replacement, the service provider shall be the one to pull out the unit</p>	1	PCS	
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7	<p>Printer, All-in-One Ink Tank (for Social Technology Unit)</p> <p>Printer Type: Print, Scan, Copy, Fax with ADF High Page Yield Colour LCD Touch Screen Maximum Resolution: 4800 x 1200 dpi Print Speed: Up to 17.0 ipm / 9.5 ipm (A4 Simplex Black/Colour)</p> <p>Copy: Reduction / Enlargement : 25% - 400% Maximum Copy Size: Legal Copy Resolution: ≥ 600 x 600 dpi Max Copy: 99 Copies Scan Speed: Flatbed: 200dpi 12 sec / 27 sec</p> <p>ADF: Paper Capacity: ≥ 35 Sheets (A4) Paper Trays: 2 Maximum Paper Size: 215.9 x 1200 mm Paper Sizes: At Least Legal, Letter, A4, B5, A5, B6, A6, 8.5 x 13", 5 x 7", 4 x 6", Legal (8.5 x 14") Connectivity: At least USB, Wireless IEEE 802.11 b/g/n, Wi-Fi Direct and Ethernet</p>	1	PCS		
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TOTAL PRICE

	<i>OTHER REQUIREMENTS</i>	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	<i>The bidder can comply with the Schedule of Requirements Note: Schedule of Requirements shall be attached to support compliance to this specific terms and condition.</i>	[]	[]	
	<i>For reported hardware replacement, the Service Provider shall be the one to pull out the unit and provide temporary service units.</i>	[]	[]	
	<i>Proposed Brand must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers within CAR / Northern Luzon / NCR (Proof or List of Nationwide Service Center should be submitted during the post qualification stage).</i>	[]	[]	
	<p>Warranty:</p> <ul style="list-style-type: none"> •One (1) year warranty for the Printer and Wireless Presenter; •Three (3) years hardware warranty for the Tablet, Scanner and Laptop 	[]	[]	
	<i>Proposed Brand for the laptop, tablet, scanner and printer must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers within CAR / Northern Luzon (Proof or List of Nationwide Service Center should be submitted for verification during the post qualification stage).</i>	[]	[]	
	<i>Proposed BRAND for the laptop, tablet, scanner and printer should have an existing technical web support system where the brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support (proof shall be presented during post qualification stage).</i>	[]	[]	
	<i>Manufacturer of the proposed brand for the laptop, tablet, scanner and printer should at least be ISO 9001:2015 certified (proof shall be presented during post qualification stage).</i>	[]	[]	
	<i>Proposed BRAND for the scanners and laptops should be Energy Star Compliant (proof shall be presented during post qualification stage).</i>	[]	[]	
	<p><i>Bidder's proposed brand for laptops should conform with local and international safety and quality standards as follows:</i></p> <p><i>If brand offered is a Local Brand:</i></p> <p><i>1. NTC (National Telecommunications Commission) Type Approval/Accepted - Ratio Type Approval/Acceptance for products with radio communications</i></p>	[]	[]	
	<i>Further, the brand for the scanners, tablet, printers and laptops should be sold and marketed continuously in the Philippines for the last ten (10) years.</i>	[]	[]	
	<i>A DSWD Boot-up Logo must be embedded in the BIOS of the laptop unit.</i>	[]	[]	

The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	[]	[]
Payment Term: Payment will be processed after complete delivery	[]	[]
Delivery of Goods is within 45 calendar days after receipt of Purchase Order. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the lastday of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[]	[]
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES		

• Award shall be made per: Item Basis x Lot Basis

*Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following: _____

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser

