

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2026-04-332

End-user: ICTS

Name of Project:

RFQ No.: 2026-04-254

Date: 23 APR 2026

ABC: ₱1,475,353.32

Purchase and Delivery of ICT Equipment for KALAHI DSWD FO CAR for FY 2026

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 27 APR 2026 12:00NN.

APR 22 2026
CECILE BASAWIL
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/ representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- Payment terms is charged on account.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - Updated Mayor's / Business Permit**
 - PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**
 - Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
- 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.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
- 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.
- 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**.
- Upon **approval of the Purchase Order (PO)**, the Procurement Section may 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 may cause the automatic cancellation of the PO**.
- 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**.
- 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.
- Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123, 0969-572-9176** or email address **bacsec.car@dswd.gov.ph**.

REQUEST FOR QUOTATION (RFQ)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Purchase and Delivery of ICT Equipment for KALAHI DSWD FO CAR for FY 2026				
1	<p>Printer, all-in-one tank - Print, scan, copy - Compact integrated tank design</p> <p>TECHNICAL SPECIFICATIONS: -Printer, all-in-one tank - Print, scan, copy - Compact integrated tank design - High yield ink bottles - Spill-free, error-free refilling - Borderless printing up to 4R - Printing speeds of up to 10.0 ipm for black-and-white, and 5.0 ipm for colour - Maximum paper size 215.9 x 1200mm - Print resolution: up to 5760 x 1440 dpi - Connectivity USB 2.0 - Paper Capacity: 100 sheets (input), 30 pages (output) - Scanners resolutions: 600 x 1200 dpi - 2 years warranty or 30,000 prints, whichever comes first</p>	4	unit		
	Desktop Set with additional 1TB HDD	16	SET		
2	<p>TECHNICAL SPECIFICATIONS:</p> <p>1. Processor: 1. CPU Architecture Technology: Processor model should at least be the latest release 2. Speed Frequency: ≥ 2.1 GHz, up to ≥ 5.3 GHz 3. Cores: ≥ 20 Cores 4. Cache: ≥ 33 MB Cache</p> <p>2. Operating System: 1. Type: Latest Stable Proprietary OS 64-bit 2. Version: Professional version (Must have the capability to join Active Directory) 3. Proof of Authenticity/Genuineness from the Software Provider</p> <p>3. Office Productivity Software: 1. Type: Latest Stable Proprietary OPS for Application Perpetual 2. Inclusive of at least Word Processor, Spreadsheet, Presentation 3. Proof of Authenticity/Genuineness from the Software Provider</p> <p>4. Memory: 1. Capacity: ≥ 16 Gb DDR5 (Dual Channel Configuration) 2. Speed: ≥ DDR5- 4000 mhz</p> <p>5. Keyboard: Std English (same brand as PC)</p> <p>6. Pointing Devices/Mouse: 1. Type: Standard Optical Mouse (same brand as PC)</p> <p>7. Graphics Controller: Integrated</p> <p>8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no conversions/extensions/adapters) 1. ≥ 4 x USB 3.0 port, either front or back 2. ≥ 1 x Microphone, Headset combo jack 3. ≥ 1 x USB Type -C Port 4. 1 x RJ-45 LAN port 5. ≥ 2 x Display Interfaces (VGA / HDMI / DisplayPort / USB Type C)</p> <p>9. Display: > 23.5" LED Technology with 2 Display Interface (VGA / HDMI / Display port / USB Type C)</p> <p>10. Storage: ≥ 512 GB M.2 SSD and ≥ 1 TB HDD</p> <p>11. Sound Controller: Integrated/built-in High Definition Audio system</p> <p>12. Battery/UPS: 1. ≥ 1000VA/600watts Line Interactive</p> <p>13. Power Supply: 1. Manufacturer Standard Power Supply</p> <p>14. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) 1. Wireless - ≥ Dual Band Wireless - 802.11 ax/ac/a/b/g/n; 2. Ethernet - ≥ Integrated 10/100/1000 Base-TX</p> <p>15. Warranty & SLA: 1. Three (3) years Hardware Warranty 2. One (1) year on Mouse, Keyboard, UPS 3. For reported hardware replacement, the Service Provider shall be the one to pull out the unit.</p> <p>16. To protect DSWD from unreliable and unproven products the following is required: 1. Proposed brand should be ISO 9000 certified or better 2. Proposed brand should be Energy Star Compliant or equivalent 3. Proposed brand 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 4. Proposed brand must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in CAR</p>				

OTHER REQUIREMENTS				REMARKS
		Can Comply	Cannot Comply	
a.	Note: Schedule of Requirements shall be attached to support compliance to this specific terms and condition.	[]	[]	
b.	For reported hardware replacement, the Service Provider shall be the one to pull out the unit.	[]	[]	
c.	Proposed Brand 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).	[]	[]	
d.	Proposed BRAND 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).	[]	[]	
e.	Manufacturer of the proposed brand should at least be ISO 9000 certified or better (proof shall be presented during post qualification stage).	[]	[]	
f.	Proposed BRAND should be Energy Star Compliant (proof shall be presented during post qualification stage).	[]	[]	
g.	Bidder's proposed brand should conform with local and international safety and quality standards as follows: If brand offered is a Local Brand: 1. NTC (National Telecommunications Commission) Type Approval/Accepted - Ratio Type Approval/Acceptance for products with radio communications equipment installed. If brand offered is an International Brand: 1. NTC (National Telecommunications Commission) Type Approval/Accepted - Ratio Type Approval/Acceptance for products with radio communications equipment installed; and 2. FCC (Federal Communications Commission), and/or 3. CE (European Conformity), or 4. Other internationally known standards for consumer electronics safety and quality such as EAC (Eurasian Conformity), UL (Underwriters Laboratories), etc (proof shall be presented during post qualification stage).	[]	[]	
h.	Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years.	[]	[]	
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.	[]	[]	
j.	Payment Term : Payment will be processed upon complete delivery of items and submission of complete supporting documents.	[]	[]	
k.	Delivery of Goods is within thirty (30) calendar days upon receipt of the Notice to Proceed. Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[]	[]	
l.	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: Lot Basis Total Quoted Price

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.

Ma'am:

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