

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: **January 26, 2021**
Quotation No. **DepEd-21-SDO-006**
PR No.: **2021-01-019 DO**
Mode **SVP**

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the **"Supply and Delivery of IT Equipment, Peripherals and Supplies at SDO Marikina City."** This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of February 1, 2020.** The opening of quotation shall be on the same date, 9:15 A.M. at the Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City. For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA Q. CERVEZA
BAC Chairperson

II. TOTAL APPROVED BUDGET: Php441,061.00

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<u>Supply and Delivery of IT Equipment, Peripherals and Supplies at SDO Marikina City</u> <i>*Please see attached Detailed Estimate</i>	1 lot		
	TOTAL			

This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ.

Bidder's Company Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Supplier's Authorized Representative's Signature over Printed Name:		Date:	

IV. Terms and Conditions

A. Submission of Requirements

- Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the bids and Awards Committee (BAC) through the BAC Secretariat Office, 2nd floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: leilani.villanueva@deped.gov.ph

2. The sealed envelope should be properly marked and contain the following information:
 - a. Name of the project to be bid in CAPITAL LETTERS
 - b. Name and address of the bidder in CAPITAL LETTERS
 - c. Address of the Procuring Entity's BAC
 - d. Signature of the bidder on the flap side of the sealed envelope.
3. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
 - b. G-EPS/PhilGeps Registration Certificate/Number
 - c. Valid Mayor's permit
 - d. DTI Registration or SEC Registration or CDA Registration
 - e. Income Tax Return/Business Tax Return
 - f. Omnibus Sworn Statement

V. Instructions

1. This quotation and the bidder's written acceptance will constitute a binding contract between procuring entity and bidder. The Procuring Entity is not bound to accept the lowest or any quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline date specified for submission.
3. Quotation must be equal or lower than the approved budget of the contract of the Implementing Unit. The price quoted by the supplier/ bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier/ Bidder shall pick up the contract issued in its favour within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

VI. Award

1. The Procuring Entity will award the contract to the supplier/bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s)/Bidder(s) or any obligation to inform the affected Supplier(s)/Bidder(s) of the grounds for the Procuring Entity's decision.
3. The Supplier/Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VII. Delivery, Inspection and Acceptance

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

VIII. Terms of Payment:

Payments shall only be processed after completion of the Delivery of all services listed in the Purchase Order/ Contract.

DETAILED ESTIMATE

PROJECT : Supply and Delivery of IT Equipment, Peripherals and Supplies at SDO Marikina City (RFQ-006)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1.	All-in-one Desktop Printer, Ink tank system, Print, Scan, Copy, Fax with ADF, Up to 33 ppm / 15 ppm, 600 x 600 dpi, Maximum Copy Size: Legal. Scan - Optical Resolution: 1200 x 2400 dpi, Maximum Scan Area: 216 x 297 mm (8.5 x 11.7"), Paper Capacity: 30 pages (A4), 10 pages (Legal), Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24"), Supported OS: Windows XP / Vista / 7 / 8 / 8.1 / 10, Standard warranty"	10	unit		
2.	Wireless VPN Router, Wireless speed – 1266Mbps [combined Wi-Fi speeds of up to 400 Mbps (2.4 GHz) + 867 Mbps (5 GHz)], SDRAM 256MB, Flash 128MB, External antennas, LAN 4 (10/100/1000), WAN 1(10/100/1000), USB 3.0, VPN, WPS/WPA-PSK, WPA2-PSK	2	unit		
3.	24-Port Business Gigabit Unmanaged Switch, 10/100/1000 Mbps, low power consumption	4	unit		
4.	PC Webcam, Full HD 1080P, 1920*1080 Pixels, Full HD AF Glass Lens, 75 Wide Degrees, Auto Focus, 10cm and Beyond, Frame Rate: 30fps, Windows 7 /8 / 8.1 / 10 or Later, Tripod ready	12	pc		
5.	Hikvision Network Dome Camera, DS-2CD2121G0-1, 4mm (additional camera compatible with Hikvision NVR)	6	pc		
6.	Uninterruptible Power Supply (UPS) AVR, 650VA / 360W, 3 universal outlets, Battery & Surge Protected 3, 4ft power cord length	10	pc		
7.	Solid State Drive (SSD), 120GB, Read/Write Speed: 515MBs/490MBs or higher, standard warranty	30	pc		

8.	Solid State Drive (SSD), 500GB, Read/Write Speed: 560MBs/510MBs or higher, standard warranty	5	pc		
9.	USB Headset, 20KHz response, 32ohms, 50mW, 102dB, 2.0 cable legth, 3.5mm connector, 120 degree microphone rotation, Padded leather ear cups, Mute control on headset, Noise-cancelling	20	pc		
10.	Desktop speakers, USB powered, compact 2.0 multimedia speakers, 3.5mm stereo line-in, USB, PC sound card, headphone jack, Power, Master Volume control, active Speaker	10	set		
11.	Data Cable HDMI-564-25 HDMI Cable M/M 25ft	4	pc		
12.	Wired Keyboard and Mouse, Round edge, laser engraving, 150cm cable length, Mouse: 125Hz, Optical, 3 buttons, 1000dpi, Symmetric	20	set		
13.	SATA To USB 3.0 Hard Drive Enclosure, with USB cable	20	pc		
14.	CAT6 Outdoor Shielded TP Cable	305	meter		
15.	RJ45 Metal Shield Connectors for CAT6	100	pc		
	nothing follows				
	TOTAL				

Signature of Authorized Representative Over Printed Name