

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



Request for Quotation (RFQ)

Date: **April 12, 2021**
Quotation No. **DepEd-21-SDO-058**
PR No.: **2021-03-059 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 Laptops, IT 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 April 19, 2021. 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: Php499,350.00
III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY/ UN IT	UNIT COST (Php)	TOTAL COST (Php)
1.	Supply and Delivery of Laptops, IT Peripherals, and Supplies at SDO-Marikina City *Please see attached Detailed Estimate	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

1. 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 Laptops, IT Peripherals, and Supplies at SDO-Marikina City" (RFQ-058)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1.	Windows Laptop, Quadcore 1.1GHz-3.10GHz 4MB Cache, 4GB RAM DDR4, 250GB SSD, 14" FHD Display, Integrated UHD Graphics, HD Audio, Microphone, Camera (0.3-megapixel, with privacy shutter, fixed focus 720p, with privacy shutter, fixed focus), Integrated Li-Polymer 35Wh battery, 45W round tip AC adapter, WLAN + BT 5.0, Card Reader, Ports 1x USB 2.0, 2x USB 3.2 Gen 1, 1x HDMI 1.4b, 1-year warranty, with Green/Environment Certification(s)	15	unit		
2.	Barcode Scanner, Desktop, 1D/2D, Multi-code Data Formatting, Keyboard Support, Aiming Pattern: Circular 617, GFS: BMP/JPEG/ TIFF, Image Quality: 109 PPI on a 4.1 in. x 5.8 in./A6 sized document, OCR: OCR A/B, USB, RS232, Keyboard Wedge, TGCS (IBM) 46XX over RS485, with Environmental and Safety Certifications, Accessories: multi-mount bracket, locking-mount bracket, Color: Black, 3-year warranty with support	15	unit		
3.	Barcode Scanner, Handheld, 1D/2D, Cordless, with Presentation Cradle, 5.5 VDC Host Powered, Supported Interfaces: USB/ RS232/Keyboard Wedge, BT Radio: v4.0 with BLE, 2,400 mAh Li-ion Battery, 84.0 hours Operating Time, with Environmental and Safety Certifications, 3-year warranty with support	4	unit		
4.	Desktop Label Printer, Direct Thermal Transfer with 2 Color Print Capability, 12mm to 62mm label width, Print Resolution: (Standard: 300 dpi x 300 dpi, High resolution mode: 300 dpi x 600 dpi), Print Speed: (5.8"/sec - .9"/sec) or faster, Media Type: DK Roll, Cassette, AC, Software for label design and printing, SDK, 1-year warranty	2	unit		

5.	Standard Address Labels, Cassette Type, Die-Cut Labels, 29mm x 90mm (1-1/7" x 3-1/2"), 400 labels per roll or more, Black on White	20	Roll		
6.	Wireless Keyboard and Mouse, 2.4GHz, 10-15m operating distance, 48 months battery life, 2-AAA batteries, On/Off Switch, Ergonomic Design, Textured Palm Rest for comfort, (Mouse) 1000 dpi, 18 months battery life, 1-AAA battery, On/Off Switch, 3 buttons, Scroll, USB Receiver	10	Set		
	*** nothing follows ***				
	TOTAL				

Signature of Authorized Representative over Printed Name