

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



Request for Quotation (RFQ)

Date: **December 14, 2020**
Quotation No. **DepEd-20-SDO-0214**
PR No.: **2020-12-0195DO**
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, Supplies and Peripherals."** 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 December 18, 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: Php 656,590.00

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	<u>Supply and Delivery of IT Equipment, Supplies and Peripherals</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 provided that you must pay the non-refundable amount of one thousand pesos (Php 1,000.00) to the Cashier's Office at least one hour before the deadline of submission of Quotation. 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, Supplies and Peripherals" (RFQ-214)
 OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Notebook PC, 1.10GHz up to 2.40GHz/4MB Cache, UHD Graphics, 14.0" IPS LED Display, 4GB DDR4 - 2400, 256GB SSD (M.2 2280 NVME), 0.3MP Camera, BT 4.2, USB, Card Reader, HDMI, No VGA, 2 Cell 30WH Battery / No LAN Port, Laptop Bag, 2-2-0 Warranty (manufacturer warranty certificate required)	12 units		
2	All-in-one Desktop Printer, Ink Tank System, ADF (A4, US Letter, Legal Size), ADF Capacity: 30 pages (Xerox-P 64g/m2) or 3mm (Letter/A4)/10 sheets (Legal), Max paper size: 215.9X1117.6mm (8.5 X 44"), 1440 dpi X 720 dpi, Copy/print 34ppm, Flatbed scanner, 1200 dpi x 2400 dpi, USB 2.0, 100BASE-TX / 10BASE-T	10 units		
3	PC Webcam, Full HD 1080 p video calling (up to 1920 x 1080 pixels); 720p HD video calling (up to 1280 x 720 pixels) with supported clients; H.264 video compression; 90° field of view, Zoom to 4X in 1080p	12 pieces		
4	Android Tablet, Android 10, 4x Cortex-A53 2.0GHz + 4 x Cortex-A53 1.5GHz, IMG GE8320 640MHs, 9.7" Display, 16.7 million colors, LCD, 1280 x 800, 189 PPI, 2GB RAM, 32GB ROM, WiFi, LTE, GSM, BT 5.0, PC Data Synchronization, OTG Support, MicroUSB, USB 2.0, with case cover	12 units		
5	Hikvision Network Dome Camera, DS-2CD2121G0-1, 4mm (additional camera compatible for existing Hikvision NVR)	6 units		
6	Uninterruptible Power Supply (UPS) AVR, 650VA / 360W, 3 universal outlets, Battery & Surge Protected 3, 4 ft. power cord length	10 units		
7	USB Headset, 20KHz response, 32ohms, 50mW, 102dB, 2.0 cable length, 3.5mm connector, 120 degree microphone rotation, padded leather ear cups, mute control on headset, noise-cancelling	20 pieces		
8	Tablet case flip leather New 2020 for Lenovo Tab M10 HD (2 nd Gen) TB-X306X 10.1 inch casing cover	40 pieces		
9	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 sets		
10	HDMI cable 4K 2.0, gold plated connector, 5 meters	4 pieces		
11	Wired keyboard and mouse, round edge, laser engraving 150cm cable length, Mouse: 125Hz, Optical, 3 buttons 1000dpi, Symmetric	20 sets		
12	Data cabinet fixed shelf for size 600mm x 450mm	6 pieces		
13	CAT6 Outdoor Shielded TP Cable	300 meters		
14	RJ45 Metal Shield Connectors for CAT6	100 pieces		
	nothing follows			
	TOTAL			

Signature of Authorized Representative Over Printed Name