


REQUEST FOR QUOTATION

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

  
**ANSON M. TAGTAG**  
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
2. DELIVERY PERIOD IS WITHIN **15** CALENDAR DAYS.  
3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.  
4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.  
5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.  
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

**Title of Procurement:**  
Upgrading of 1 unit of Desktop Computer

**Purpose:**  
For official use of HRDU

**Approved Budget for the Contract (ABC):**  
P70,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Upgrading Desktop Computer</b> <i>Specifications:</i> Processor: Intel Corei7-12700 processor, 12 cores 20 threads, 25MB, L3 Cache, 2.1GHz Base 4.9GHz Max Frequency 65W PBP Memory: Memory 16GB DDR4 3200MHz UDIMM, Up to 32GB of Dual-channel DDR4 Storage: 512 GB M.2 2280 PCI-E SSD +1 TB 3.5-inch 7200 RPM Graphics: NVIDIA GeForce GT 1030 with 2 GB of DDR5 Connectivity: 802.11ac/a/b/g/n wireless Gigabit LAN Power Supply and Adapter 300W Accessories: Wired Keyboard and mouse 23.8" Monitor VGA+DVI+HDMI Operating System: Windows 11 Home (Genuine/OEM) Warranty: 1 Year Package: MS Office Licensed (2016 or 2019)</p> <p>Additional Requests from Procuring Entity:  <input type="checkbox"/> Please provide sample upon request of end-user  <input type="checkbox"/> Please see full specifications/attached sample design for reference.  <input checked="" type="checkbox"/> Other conditions to this request, please state:  <b>For more info, please contact the end-user at 8924-6031 loc. 226/253</b>  <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per:  <input type="checkbox"/> Item basis  <input checked="" type="checkbox"/> Lot basis</p> <p><b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b></p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid and Current Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b>                      -For goods, conforms of the winning bidder must be done within seven (7) calendar days upon serving of the PO.                      -For services, conforms of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.                      -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to item 6.3 of GPPB 09-2020</p>	1 unit	P _____	P _____

Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

Printed Name/Signature \_\_\_\_\_

Tel. No./Cellphone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_