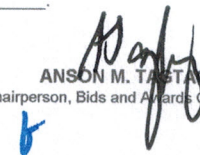


**REQUEST FOR QUOTATION**

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. TABELAG**  
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:** \_\_\_\_\_

Supply and Delivery of 1-unit Laptop, External Hard drive and Wireless Mouse

**Purpose:** \_\_\_\_\_

For official use of the Internal Audit System

**Approved Budget for the Contract (ABC):** \_\_\_\_\_

₱61,400.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Laptop</b></p> <p><i>Technical Specifications:</i></p> <p>Display: 15 inch display with IPS (In-Plane Switching) technology, full HD 1920 x 1080, LED-backlight TFT LCD</p> <p>Storage: 512GB NVMe SSD</p> <p>Memory: 8GB of SDRAM DDR4 system memory 3200Mhz DDR4</p> <p>Graphics: NVIDIA® GeForce RTX 2050 with 4 GB of dedicated GDDR6 VRAM, supporting 2048 NVIDIA® CURA® cores</p> <p>Network &amp; Communication: Wi-Fi 6E</p> <p>Lan Gigabit Ethernet, wake-on-LAN ready</p> <p>Operating system: windows 11 home</p> <p>Weight: 1.55 kg (3.42lbs.)</p> <p>Webcam</p> <p><b>Inclusions:</b></p> <p>Bag &amp; Microsoft office 2021 for home and student</p>	1 unit	P _____	P _____
2	<p><b>External Hard drive (1TB)</b></p>	3 pcs	P _____	P _____
3	<p><b>Wireless Mouse</b></p> <p>Additional Requests from Procuring Entity:</p> <p><input type="checkbox"/> Please provide sample upon request of end-user</p> <p><input type="checkbox"/> Please see full specifications/attached sample design for reference.</p> <p><input checked="" type="checkbox"/> Other conditions to this request, please state:</p> <p><b>For more info, please contact the end-user at 8924-6031 loc. 201/251</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per:</p> <p><input type="checkbox"/> Item basis</p> <p><input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid Mayor's/Business Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration (2303)</li> <li>Sign Omnibus Sworn Statement (OSS)</li> </ol> <p><b>Important Note:</b></p> <p>-For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.</p> <p>-For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</p> <p>-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>	2 pcs	P _____	P _____
			<b>GRAND TOTAL:</b>	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 \_\_\_\_\_