

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

**Supply and Delivery of Computer Laptop and Printer**

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

**For official use of the NPD**

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

**₱502,000.00**

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Computer Laptop</b></p> <p><i>Technical Specifications:</i></p> <p>Operating System: Windows 11 home single language                      Processor: Intel® Core™ Ultra 7 155H processor Hexadeca-core 1.40 GHz                      Display and Graphics: Intel® ARC™ Graphics shared memory; 35.6 cm (14") WQXGA+ (2880 X 1800) 16:10 CineCrystal (Glare) 90 Hz                      Memory: Installed RAM 16 GB, LPDDR5X                      Storage: 1 TB SSD                      Interface/Ports: HDMI 2.1                      Physical characteristics:                      Height - 14.90 mm                      Width - 312.9 mm                      Depth: 217.9 mm                      Weight (approximate): 1.32 g                      Color: Silver</p> <p><b>Inclusions:</b>                      Laptop Bag, laptop case                      Warranty: One (1) year</p>	6 units	P _____	P _____
<b>***Continue to next page***</b>				

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 \_\_\_\_\_

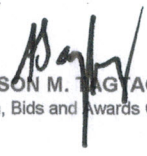
Date \_\_\_\_\_

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2	<p><b>Printer</b></p> <p><i>Technical Specifications:</i></p> <p>A3 Wi-Fi, Wi-Fi direct, Ethernet                      All in one ink tank                      Can remote print driver, scan to cloud, email print                      Automatic duplex printing                      Ultra-high page yield (black &amp; colour)                      Print speed up to 25.0 ipm</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:                      For more info, please contact the end-user at 8924-6031 loc. 232/233/234/235                      Kindly address all proposals to the Chairperson, Bids and Awards Committee</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> <p>1. DTI/SEC Registration Certificate                      6. Income Tax Return (ITR)                      2. Valid Mayor's/Business Permit                      3. PHILGEPS Certificate of Registration                      4. BIR Certificate of Registration (2303)                      5. Sign Omnibus Sworn Statement (OSS)</p> <p><b>Important Note:</b>                      -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.                      -For services, conforme 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 _____
			<b>GRAND TOTAL:</b>	P _____

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