



PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT
Bids and Awards Committee

REQUEST FOR QUOTATION

For Supply of ONE (1) Lot For TEN (10) UNITS OF LAPTOP COMPUTERS

Date: October 12, 2022

RFQ No.: BAC-SVP-**2022-004**

To All PhilGeps-registered Suppliers

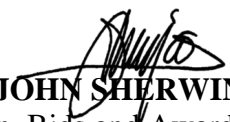
Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and copies of the requirements in two (2) separate envelopes.

The first envelope shall contain the following:

1. Mayor's/Business Permit (stamped as "Certified True Copy");
2. Certificate of Authorized Distributorship of Aircon Units (stamped as "Certified True Copy")
3. PhilGEPS Registration/Organization Number (stamped as "Certified True Copy")
4. Latest Income/Business Tax Return (stamped as "Certified True Copy")
5. Notarized Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
 - 5.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
 - 5.2 Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true;
 - 5.3 It is authorizing the PCGG Chairman or its duly authorized representative and the BAC to verify all the documents submitted;
 - 5.4 The representative is duly authorized and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the bidder in the bidding with the duly notarized Secretary's Certificate attesting to such act, if the bidder is corporation, partnership, cooperative or a joint venture;
 - 5.5 Bidder's compliance to his responsibilities as provided in the Guidelines;
 - 5.6 Disclosure of no relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process.
 - 5.7 It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the PCGG in relation to any procurement or activity.

The second envelope shall contain the duly accomplished Bid Form with duly signed Terms and Conditions.

Sealed quotations shall be submitted or mailed to the **BAC Secretariat c/o CHRISTOPHER A. VERGARA**, at Presidential Commission on Good Government, IRC Building, 82 EDSA, Mandaluyong City with telephone number 8705-1217 not later than **October 28, 2022 at 9:00 A.M.**, which shall also be the opening date.


DIR. JOHN SHERWIN S. JAO
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

1. The Bidders must provide correct and accurate information required in this RFQ.
2. The Approved Budget for the Contract (ABC) is **THREE HUNDRED TWENTY THOUSAND PESOS (PHP320,000.00)**, inclusive of 12% VAT and other applicable government taxes, chargeable against the General Appropriations for FY 2022.
3. The subject of the **RFQ is the Supply of ONE (1) LOT FOR TEN (10) UNITS OF LAPTOP COMPUTERS** with the following specifications:
 - a. Processor: Intel i3 or higher, 9th Gen or later
 - b. Memory: 8 GB DDR4 or higher
 - c. Storage: At least 512 GB SDD
 - e. Wireless Mouse
 - f. Windows 10 Pro pre-installed
4. Price quotation must be valid for a period of forty-five (45) calendar days from the date of submission.
5. Price quotation which must be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the ABC shall be rejected.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions.
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
9. The PCGG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The PCGG shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

CONFORME:

Name and Signature of Bidder

Date: _____

BID FORM

Date: _____
RFQ No.: BAC-SVP -**2022-004**

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the attached Terms and Conditions, I/We submit our quotation for the item as follows:

Item Description	Contract Term	Approved Budget for the Contract	Offer					
			Price (Supply of one (1) Lot for Ten (10) Units of Laptop Computers described in the Terms and Conditions			Compliance w/ Technical Specifications (please check)		Remarks
			Qty.	Unit Price	Total Price (VAT Inclusive)	Yes	No	
Supply of One (1) Lot for Ten (10) Units of Laptop Computers described in the Terms and Conditions	____days	PhP320,000.00				[]	[]	

Signature over Printed Name

Contact Number (Landline and/or Cellphone Nos.)/e-mail address