

**REQUEST FOR QUOTATION  
SHP 54-22**

The **Municipality of Guagua**, through its Bid and Awards Committee (BAC), invites Licensed Suppliers/ Manufacturers/ Distributors/ Trading/ Retailers to bid/submit price quotations for the project: **Procurement of Office Equipment to be used at RHU-II of this Municipality** in accordance with the Alternative Methods of Procurement, Section 52. Shopping of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of Office Equipment to be used at RHU-II of this Municipality**

Location: Municipality of Guagua, Plaza Burgos, Guagua, Pampanga

Brief Description: Procurement of various office equipment

Approved Budget for the Contract: PhP 70,500.00

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **December 15, 2022 at 8:30 am** while opening of said documents will follow thereafter at the same address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit its company's valid and current Mayor's or Business Permit.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ilona G. Bansil at telephone no. (045) 457-3796**.

Very truly yours,

(Sgd.)

**Raul G. Naguit**  
BAC Chairperson

**SCHEDULE OF REQUIREMENTS**

<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Amount</b>
<b>Desktop Computer</b>	<b>1</b>	<b>Set</b>		
AMD Ryzen 5 5600g				
Gigabyte A320m Motherboard				
8GB Memory DDR4				
1TB Hardisk 240GB SSD				
20" LED Monitor				
All-in-One Printer (EPSON L3210 or equivalent)				
<b>Steel Rack (5 layers)</b>	<b>3</b>	<b>Units</b>		
<b>Dish Organizer</b>	<b>2</b>	<b>Units</b>		
<b>Water Dispenser</b>	<b>1</b>	<b>Unit</b>		
<b>Stand Fan</b>	<b>3</b>	<b>Units</b>		

**TOTAL:**

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

**TECHNICAL SPECIFICATIONS**

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	<b>Desktop Computer</b>	<b>1</b>	<b>Set</b>	
	AMD Ryzen 5 5600g			
	Gigabyte A320m Motherboard			
	8GB Memory DDR4			
	1TB Hardisk 240GB SSD			
	20" LED Monitor			
	All-in-One Printer (EPSON L3210 or equivalent)			
2	<b>Steel Rack (5 layers)</b>	<b>3</b>	<b>Units</b>	
	<b>Dish Organizer</b>	<b>2</b>	<b>Units</b>	
3	<b>Water Dispenser</b>	<b>1</b>	<b>Unit</b>	
4	<b>Stand Fan</b>	<b>3</b>	<b>Units</b>	
5				

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

## FINANCIAL PROPOSAL SUBMISSION SHEET

Date: \_\_\_\_\_

The Chairperson  
Bids and Awards Committee  
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, Procurement of Office Equipment to be used at RHU-II of this Municipality (SHP 54-22).

Description	Quantity	Unit	Unit Price	Total
<b>Desktop Computer</b>	<b>1</b>	<b>Set</b>		
AMD Ryzen 5 5600g				
Gigabyte A320m Motherboard				
8GB Memory DDR4				
1TB Hardisk 240GB SSD				
20" LED Monitor				
All-in-One Printer (EPSON L3210 or equivalent)				
<b>Steel Rack (5 layers)</b>	<b>3</b>	<b>Units</b>		
<b>Dish Organizer</b>	<b>2</b>	<b>Units</b>		
<b>Water Dispenser</b>	<b>1</b>	<b>Unit</b>		
<b>Stand Fan</b>	<b>3</b>	<b>Units</b>		
<b>GRAND TOTAL:</b>				

Very truly yours,

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

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Date