

**REQUEST FOR QUOTATION
SHP 56-23**

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 One (1) Unit Desktop Computer with Complete Accessories and One (1) Unit Printer to be used as Database for Livelihood Trainings at the PESO Office** 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 One (1) Unit Desktop Computer with Complete Accessories and One (1) Unit Printer to be used as Database for Livelihood Trainings at the PESO Office**

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

Brief Description: Procurement of Desktop Computer and Printer

Approved Budget for the Contract: PhP 78,285.00

Contract Duration: 7calendar days

Submission of quotation documents is on or before **October 02, 2023 at 9:00 AM** at the 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) 900-2391 or email at lguagua.bac@gmail.com

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Total Amount
Desktop Computer <i>Specifications:</i> <ul style="list-style-type: none">- Core i7- 16GB RAM- 512 SSD- UHD Graphics 720(2GB)- Free Microsoft Office Home & Student 2021- Free 21 inch IPS/LCD Monitor- Windows 11- 2yrs Warranty & Home Service	1	unit		
All-in-One Inkjet Printer Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter Scanner Type: Flatbed colour image scanner Sensor Type: CIS (EcoTank L3210 or equivalent)	1	Unit		

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	Desktop Computer <i>Specifications:</i> <ul style="list-style-type: none">- Core i7- 16GB RAM- 512 SSD	1	unit	
2	<ul style="list-style-type: none">- UHD Graphics 720(2GB)- Free Microsoft Office Home & Student 2021- Free 21 inch IPS/LCD Monitor- Windows 11- 2yrs Warranty & Home Service			
	All-in-One Inkjet Printer Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter Scanner Type: Flatbed colour image scanner Sensor Type: CIS (EcoTank L3210 or equivalent)	1	Unit	

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 One (1) Unit Desktop Computer with Complete Accessories and One (1) Unit Printer to be used as Database for Livelihood Trainings at the PESO Office (SHP 56-23).*

Description	Quantity	Unit	Unit Price	Total
Desktop Computer <i>Specifications:</i> <ul style="list-style-type: none">- Core i7- 16GB RAM- 512 SSD- UHD Graphics- 720(2GB)- Free Microsoft Office Home & Student 2021- Free 21 inch IPS/LCD Monitor- Windows 11- 2yrs Warranty & Home Service	1	unit		
All-in-One Inkjet Printer Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter Scanner Type: Flatbed colour image scanner Sensor Type: CIS (EcoTank L3210 or equivalent)	1	Unit		
GRAND TOTAL:				

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date