

PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE : Sept. 12, 2023

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the **Supply and Delivery of Desktops** with an Approved Budget for the Contract (ABC) of **Nine Hundred Ten Thousand Pesos (Php910,000.00)**. Submit your quotation to the authorized canvasser of this office thru email at **acsanchez@pmo.gov.ph**, on or before Sept. 15, 2023 (12:00 P.M.). Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/ supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,


AARON C. SANCHEZ
ITD Chief
Information Technology Division

QUOTATION

DATE: _____

Dear Mr. Sanchez;

We are pleased to submit our quotation/proposal for the **Supply and Delivery of Desktops** with Reference No. PMO-23- 61.

ABC: Nine Hundred Ten Thousand Pesos (Php910,000.00)

MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

NO.	QTY.	UNIT	ARTICLES	UNIT PRICE	TOTAL
1	1	lot	Desktops		
			<i>Minimum Specifications:</i> - 20 units Desktop PCs (reputable brand) - Processor: Intel Core i3 (13th Gen) - Memory: 8GB (1x8GB) DDR4 - Storage: 256GB M.2 PCIe SSD + 1TB HDD - Graphics: Intel UHD 730 - Display: 21.5" Full HD LED 16:9 4ms (GTG) 250nits 1xVGA 1xHDMI - Network: Gigabit Ethernet 10/100/1000 - Operating System: Windows 11 Pro 64bit - Bundle: Optical Mouse and Keyboard - Warranty: 3/3/3		₱
			- 20 units Solid-State Drives (reputable brand) - Capacity: 240GB - Form Factor: 2.5" 7mm - Interface: SATA 3 - Write/Read Speed: 450 MB/s		₱
				TOTAL	₱

Amount in Words:

TERMS AND CONDITIONS:

1. Delivery Period: Within fifteen (15) calendar days from receipt of Notice to Proceed.
2. Validity of Price Quotation: Thirty (30) calendar days from date of submission of quotation
3. Warranty Period: 3 years
4. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php500K)
4. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name : _____

Contact Number : _____