

**PRIVATIZATION AND MANAGEMENT OFFICE**

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

**REQUEST FOR QUOTATION (RFQ)**

DATE : February 13, 2024

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\_\_\_\_\_  
Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the supply and delivery of **Laptop** with an Approved Budget for the Contract (ABC) of **Four Hundred Fifty Thousand Pesos (Php450,000.00)**. Submit your quotation to the authorized canvasser of this office thru email at **acsanchez@pmo.gov.ph**, on or before February 20, 2024 12:00 PM. 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. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)

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 **Laptop** with Reference No. PMO-24- 17.

**ABC: Four Hundred Fifty Thousand Pesos (Php450,000.00)**

**MODE OF PROCUREMENT: Alternative Method - Small Value Procurement**

NO.	QTY.	UNIT	ARTICLES	UNIT PRICE	TOTAL
1	1	lot	<b>Laptop</b> <i>Minimum Specifications:</i> - 9 units Laptops (reputable brand) - Processor: 10 Cores, 12 Threads, 12 MB Cache, 4.6 Ghz Turbo Frequency (latest Gen available) - Memory: 16GB (2x8GB) DDR4, 2 Memory Slots - Storage: 512GB SSD - Graphics: 4GB - Display: 14" with IPS - Network: Gigabit Ethernet, Wireless LAN - Operating System: Windows 11 Pro 64bit - Bundle: Laptop Bag - Warranty: 3/3/3		₱
				<b>TOTAL</b>	₱

**Amount in Words:**

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## 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. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)

Respectfully yours,

Signature : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Designation : \_\_\_\_\_

Company Name : \_\_\_\_\_

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