

Republic of the Philippines

Department of Education

REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the "<u>PROCUREMENT AND DELIVERY</u> of <u>Desktop Computer for Project No. 24-11-127-B: Procurement of Desktop Computer Set (2nd Recanvass)</u>" for CY 2024 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Fifty-One Thousand Six Hundred Eighty-Two Pesos Only (P51,682.00).**

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 16, 2024, 1:30 PM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted <u>through facsimile or email at</u> the address and contact numbers indicated below.

A copy of your **2024 Business/Mayor's Permit and PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396,** or email address at **bac.digoscity@deped.gov.ph**.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson
For and in the absence of the Chairperson:

CLARENCE S. PILLERIN
BAC Vice-Chairperson

		Date: December 13, 2024
Name of Company	:	
Address	:	
Contact Number	:	
Name of Store/Shop	:	
Address	:	
TIN	:	
PhilGEPS Registration Number	:	
RFQ Number	: 24-11-127-B	
		

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.
- (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1		Procurement and Delivery of: (2nd Recanvass)	· ·		
		, , , , , , , , , , , , , , , , , , , ,			
	set	Desktop Computer Package, Non-cloned	1		
		With minimum technical specifications:	_		
		Core i5 Processor 13th Generation			
		24-inch Flat Screen LED Monitor			
		8GB RAM DDR4 Memory			
		500GB M.2 (main) plus 1TB HDD Storage Additional			
		With Uninterruptible Power Supply (UPS), Keyboard, and Mouse			
		With License Windows 11 OS			
		1-year Warranty of Parts and Services			
		The PC Brand must have available service center within Digos City or Davao C	itv		
		The Fe Brana mast have available service center within bigos city of bavao e	icy		

^{*}The above quoted prices are inclusive of all costs and applicable taxes

<u>Financial Offer</u>				
Approved Budget for the Contract				
	In words:			
Fifty One Thousand Six Hundred Eighty Two				
Pesos Only				
₱ 51,682.00	In figures:			
F31,002.00				

Payment De	etails:	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.			
Banking Ins	stitution				
Account Nu					
Account Na	me				
Branch					
			SCHEDULE OF REQUIRE	MENTS	
	The delivery sci	nedule exp	ressed as weeks/months stipulates h		project site.
<u>SCH</u>	SCHEDULE OF REQUIREMENTS Delivery Schedule				
Delivery of goods/supplies (enumerated under Technical Specifications)		Within 10 days upon receipt of Purchase Order.			
			TERMS AND CONDITI	ONS:	
1. Bidders sh	all provide correct and accur	ate inform	ation required in this form.		
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.					
3. Price quota	ation/s, to be denominated in	n Philippin	e peso shall include all taxes, duties a	nd/or levies payable.	
4. Quotations	s exceeding the Approved Bu	dget for th	ne Contract shall be rejected.		
			lculated and responsive quotation (fo al specifications and other terms and o		e highest rated offer (for consulting
6. Any interli	neations, erasures or overwr	iting shall	be valid only if they are signed or init	aled by you or any of your duly a	uthorized representative/s.
7. The item/s	s shall be delivered according	to the red	quirements specified in the Technical	Specifications.	
8. The DepEl	O shall have the right to insp	ect and/or	to test the goods to confirm their con	nformity to the technical specifical	tions.
			ave submitted the Lowest Calculated ethod to finally determine the single		
	t accounting rules and re		and upon the submission of the . Please note that the correspond		
Signat	ure over printed name			Office Telephone/Fax/Mobile no.	
Po	osition/Designation			Email address/es	
Canvassed	by:				
Signat	ure over printed name				
	Date				