

**REQUEST FOR QUOTATION**  
**Supply and Delivery of Computer Workstation**  
for the **COMMISSION ON HIGHER EDUCATION - PHILIPPINE CALIFORNIA**  
**ADVANCED RESEARCH INSTITUTE (CHED-PCARI)**  
**(APR No. 15-0224S)**  
**AMP NO. 19-009-3 (SVP)**

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

<b>Lot</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>APPROVED BUDGET FOR THE CONTRACT</b>
<b>1</b>	<b>1 lot</b>	<b>Computer Workstation</b>	<b>₱ 222,100.00</b>

*\* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not later than **May 30, 2019, 01:30 pm**

- Copy of this Invitation;
- PhilGEPS Registration Number;
- Brochure or Technical Data Sheet, if applicable;
- Annual Income Tax Return CY 2018 or Latest Business Tax Return (filed for the last six (6) months from deadline of submission of bids); and
- Omnibus Sworn Statement (“Annex B”)

Quotation shall be submitted at the address indicated below:

Bid Box of Procurement Division III  
2<sup>nd</sup> Floor, PS Complex  
Procurement Service-PhilGEPS  
Cristobal Street, Paco, Manila

**Only one (1) set of documents certified to be true copies of the original shall be required.** In case a supplier intends to submit quotations for several Request for Quotations, wherein the deadline of submission and opening of quotations are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The **Price Quotation Forms (“Annex A”)**, however, should be submitted in separate envelopes. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

**Quotations and other documents required may be sent electronically to [pd3@ps-philgeps.gov.ph](mailto:pd3@ps-philgeps.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.**

Late submission of quotations shall not be accepted and considered.

SGD  
**ENGR. EDWARD R. SADDI**  
Chairperson  
Bids and Awards Committee III

*N.B.: Suppliers directly and not directly invited may participate. For all interested prospective bidders, the duly accomplished Quotation (“Annex A”) shall be submitted on or before the deadline for submission of quotation or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:*

- 1. Mayor’s Permit for 2019;*
- 2. PhilGEPS Registration Number;*
- 3. Brochure or Technical Data Sheet, if applicable;*
- 4. Annual Income Tax Return CY 2018 or Latest Business Tax Return (filed for the last six (6) months from deadline of submission of bids); and*
- 5. Omnibus Sworn Statement (“Annex B”)*

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents except 3, 4 and 5.*

*Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating “Comply”.*

## SCHEDULE OF REQUIREMENTS

Qty	Item/Description	Delivery period
1 lot	<b>Computer Workstation</b>	Within sixty (60) calendar days from the receipt date of Purchase Order (P.O.)

**Project/Delivery Site:**

**ELECTRICAL AND ELECTRONICS ENGINEERING INSTITUTE**  
Room 203, EEI Building, Velasquez St. UP Diliman Campus  
Quezon City, Philippines

**Contact person:**

**ANA FE ADVINCULA**  
AdHoc Representative  
ana.fe.advincula@eee.upd.edu.ph  
Tel. No. 981-8500 loc 3383 | 927-2957

**I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.**

_____ Name of Company	_____ Signature over Printed Name of Authorized Representative	_____ Date
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## TECHNICAL SPECIFICATIONS

ITEM DESCRIPTION : **Computer Workstation**  
 QUANTITY : **1 lot**

ITEM No.	Qty	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<b>1</b>	<b>2 units</b>	<b>Desktop Computer (Branded, brand new),</b> complies with the following minimum specifications:	<b>Brand/Model:</b>
		<b>Processor:</b> Six (6) Cores/12MB/12T/up to 4.6GHz/65W equivalent or better	
		<b>Memory:</b> 16GB 2x8GB DDR4 2666MHz UDIMM Non-ECC	
		<b>Optical Drive and media reader:</b> at least 8x DVD +/- Optical Drive	
		<b>Storage:</b> at least 3.5" 2TB 7200rpm Hard Disk Drive	
		<b>Graphics:</b> 2GB DDR3 128 bit	
		<b>Network:</b> dedicated 10/100/1000 PCIe Gigabit Network Card, equivalent or better	
		<b>Ports:</b> USB 3.1 Gen 1 ports (front and rear); external USB 2.0 ports (front, rear); Network connector (RJ-45 10/100/1000 Ethernet), HDMI, Display Port, Mic/Headphone out, DC power <b>Casing:</b> Tower type	
		<b>Operating system:</b> Windows 10 Pro, 64-bit, English or equivalent;	
		<b>Keyboard and mouse:</b> USB Keyboard and optical mouse	
		<b>Warranty:</b> 3 years warranty on parts and services, next business day onsite service year 2-3 (NBD), next business day onsite service year 2-3 (POW), 3 yr onsite service	
<b>2</b>	<b>2 units</b>	<b>Uninterruptible Power Supply, 400 watts / 650VA (Branded, brand new)</b> complies with the following minimum specifications:	<b>Brand/Model:</b>
		<b>Output:</b> 400Watts/650VA, 230V, IEC320 C13 output for surge protection and battery backup, 97.8% efficiency at 100% load, 97.4% at half load	
		<b>Input:</b> 230V nominal input voltage at 60Hz, IEC-320 C14 inputs	
		<b>Batteries &amp; Runtime:</b> Maintenance-free sealed Lead-Acid battery with suspended electrolyte-leakproof, 8 hours recharge time	
		<b>Communications/Management:</b> USB, LED status display (On-Line, On Battery, Replace Battery and Overload Indicators), Audible alarms when on battery (low battery alarm, overload alarm)	

		<b>Surge Protection and Filtering:</b> 320 Joules surge energy rating	
		<b>Accessories Included:</b> CD w/ software, documentation, detachable 1.2m IEC power cord, detachable 1.8m IEC power cord, telephone cable, USB cable, warranty card	
		<b>Warranty:</b> UPS should be covered by one year parts and service warranty	
<b>3</b>	<b>4 units</b>	<b>Monitor (Branded, brand new)</b>	<b>Brand/Model:</b>
		<b>Display:</b> 24" LED-backlit LCD Monitor, VGA/DVI/HDMI with USB ports	
		<b>Warranty:</b> 3 years warranty on parts and services, next business day onsite service year 2-3 (NBD), next business day onsite service year 2-3 (POW), 3 yr onsite service	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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**Price Quotation Form**

Date: \_\_\_\_\_  
 AMP No. **19-009-3 (SVP)**

*The Chairperson, Bids and Awards Committee III  
 Procurement Service  
 PS Complex, Cristobal Street  
 Paco, Manila*

*Gentlemen and/or Ladies:*

Having examined the Request for Quotation No. \_\_\_\_\_, **which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Deliver Computer Workstation for the Commission on Higher Education – Philippine California Advanced Research Institute (CHED-PCARI)** in conformity with the said Request for Quotation for the sums stated hereunder:

<b>Lot No.</b>	<b>Item No.</b>	<b>QTY/UNIT</b>	<b>ITEM/DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1		1 lot	<b>Computer Workstation</b>		
	1	2 units	<b>Desktop Computer</b>	₱	₱
	2	2 units	<b>Uninterruptible Power Supply, 400 watts / 650VA</b>	₱	₱
	3	4 units	<b>Monitor</b>	₱	₱
	<b>Total lot bid price:</b>				

**TOTAL LOT BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this [Date]

*(signature)*

[Name of Authorized Representative]

[Capacity]

Duly authorized to sign Quotation for and on behalf of:

[Name of Company]

[Address]

[Official Contact Number]

*Omnibus Sworn Statement*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity;

10. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: \_\_\_\_\_

Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are **deemed received** as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

Note:

*“Sec. 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

*The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.*