

REQUEST FOR QUOTATION
Procurement of Various Office Supplies

P.R. No./Date Received: **2021-08-0097 / August 24, 2021**

RFQ/P No. / Date: **2021-10-0120 / October 12, 2021**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe submitted through registered or electronic mail to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or bageslani@phcc.gov.ph on or before October 18, 2021, 01:00PM subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,



JESON O. DE LA TORRE
PBAC Chairman

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	25	₱100,000.00	Wireless Earphones with Microphone			
2	25	₱125,000.00	External Hard Drive			
3	25	₱25,000.00	Powerbank			
4	25	₱25,000.00	Laptop Stand			
5	3	₱21,000.00	Paper Shredder			
6	25	₱12,500.00	Laptop Cleaning Kit			
7	25	₱20,000.00	Universal Outlet Extension Cord with Individual Switch - 4 Gang			
8	1	₱2,000.00	Three-Step Folding Stool			
Total Lot ABC		₱ 330,500.00	TOTAL Amount: (Per Item Purchase)			
Delivery Instructions:			To be delivered/performed within fifteen (15) Working Days upon receipt of Purchase Order / Contract.			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



SPECIFICATIONS

1. ICT Supplies

DESCRIPTION/MINIMUM SPECIFICATION
<p>1. POWER BANK</p> <ul style="list-style-type: none"> Capacity: 20,000mAh/74Wh Input: Lightning, Micro USB, Type-C Output: USB
<p>2. LAPTOP CLEANING KIT</p> <ul style="list-style-type: none"> Cleaning Liquid Solution Spray 100ml: 4cm x 4cm (H x D) One Round Handle Brush: 13cm (L) Micro-fiber Cloth: 11cm x 12cm (H x W) Air Blower: 4cm(Dimension) Cotton Buds: 72mm(H) Satin Cloth: 116mm(L x W) Materials: Plastic & Aluminum brush, Fiber cloth, cotton, satin cloth Gross Weight: 173g <p>Package Contents:</p> <ul style="list-style-type: none"> 1 x Liquid Cleaning Solution 1 x Cleaning Brush 1 x Fiber Cloth 1 x Air Blower 12 x Cotton Buds 1 x Satin Cloth
<p>3. EXTERNAL HARD DRIVE</p> <ul style="list-style-type: none"> Capacity: at least 2TB Storage Media: 2.5" SATA HDD Interface: USB 3.0 OS Compatibility: Windows 7, Windows 8 and Windows 10, MacOs Accessories: USB 3.0 cable Warranty: 1 year
<p>4. WIRELESS EARPHONES WITH MICROPHONE</p>

Minimum:

- Connection: Wireless
- With built-in microphone
- Hands Free Call
- Active Noise Cancellation / Microphone Noise Cancellation for Calls
- Bluetooth version: at least 4.0, preferably 5.2
- OS compatibility: Android, Mac OS, Windows and iOS
- Battery Life: at least 10 hours, preferably 25hours; speed charge

Other preferences:

- 10mm Hi-Fi Bass Boost Driver
- Transparency Mode
- Intelligent Touch Controls
- Open-up Auto Connection

5. LAPTOP STAND

- Length: 25 cm
- Width: 5 cm
- Thickness: 0.8 mm
- Weight: 0.2 kg or 0.45 lbs
- Material: Aluminum Alloy

Features:

- Simply fold the laptop stand and it becomes incredibly portable
- The 6-level adjustability feature allows the user to adjust the stand to their preference and stays sturdy

2. Other Supplies and Materials Expense

DESCRIPTION/MINIMUM SPECIFICATION
6. PAPER SHREDDER
<ul style="list-style-type: none">• Shred Capacity: 10 sheets per pass into 4x35mm cross-cut particles• Continuous run time: 3 minutes• Bin capacity: 23L bin with easy lift head and viewing window• Can shred: staples, small paper clips credit cards and CDs
7. 3-STEP FOLDING STOOL
<ul style="list-style-type: none">• Portable, lightweight and space saving design• Anti-slip platform and anti-slip feetpadding for security and stability
8. UNIVERSAL OUTLET EXTENSION CORD - 4 GANG

- 4-gang universal outlet with individual switch
- With built-in safety circuit breaker
- With built-in lightning protector
- Maximum wattage 2500W