

REQUEST FOR QUOTATION

Procurement of ICT Supplies for the Office of the Executive Director

P.R. No./Date Received: 2024-04-0097 / 24 April 2024

RFQ/P No. / Date: 2024-05-0082 / 02 May 2024

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 *Technical Specifications* 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:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Omnibus Sworn Statement (to be submitted prior to issuance of Award)
- Signed Technical Specifications
- Signed Request for Quotation

This pro-forma quotation may be 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 (assigned PBAC Sec email lfuna@phcc.gov.ph on or before 07 May 2024, 10:00 AM 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 *Technical Specifications*
- 10 Please note that the award of the procurement is on a per item basis.

Very truly yours,


MA. CELESTE S. DIZON
Assistant Head, PBAC Secretariat

Item	Unit	QTY	ABC		Project Title	Unit Cost (PhP)	Total Amount (PhP)
			Unit Cost	Total		(To be filled out by the supplier)	
						Amount	Total Amount (PhP)
1	Unit	5	₱ 8,000.00	₱ 40,000.00	Wireless noise-canceling headphones		
2	Unit	5	₱ 2,300.00	₱ 11,500.00	Power bank		
3	Set	5	₱ 500.00	₱ 2,500.00	Laptop cleaning kit		
4	Unit	5	₱ 1,500.00	₱ 7,500.00	Laptop stand		
5	Set	1	₱ 19,000.00	₱ 19,000.00	Tablet case (smart keyboard)		
						<i>(Please see attached Technical Specifications)</i>	
Total Lot ABC			₱ 80,500.00			TOTAL Amount :	
Delivery Instructions:						<i>(Please see attached Technical Specifications)</i>	

(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 or any Proposal you may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address : _____
 Company Tax Identification Number : _____



DETAILED TECHNICAL SPECIFICATIONS

Project Title: Procurement of ICT Supplies for the Office of the Executive Director (OED)

Total Approved Budget for the Contract: PhP80,500.00

Mode of Procurement: NP-Small Value Procurement (Sec. 53.9)

I. Minimum Specifications

Item No. 1: WIRELESS NOISE-CANCELING HEADPHONES				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
5	Unit	<p>General Features</p> <ul style="list-style-type: none"> • Headphone type: closed • Design: In-ear • Driver unit: at least 5 mm • Frequency response (Bluetooth Communications) : 20hz-20,000 (44.1 kHz sampling • Volume Control: Yes • Water Proof: Yes (IPX4) • Sound Enhancement: Yes <p>Battery</p> <ul style="list-style-type: none"> • Battery Charge Time: At least Approx 1.5 hrs • Battery Charge Method: USB Charge (with Case) • Battery Life: At least Max 7.5 hrs (NC ON)/ Max 10 hrs (NC OFF) • Bluetooth • Bluetooth Version: 5.2 • Effective Range: At least 2.4 GHz band • Noise Cancelling Ambient sound: Yes • Battery Charge Time: At least Approx 3 hrs (USB Charging) <p>Warranty: 1 year</p>	PhP8,000.00	PhP40,000.00

Item No. 2: POWER BANK				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
5	Unit	<ul style="list-style-type: none"> • Battery: 20,000mAh • 3Xdc 5V-2.1A Input • 5V-1A, 5V-2.1A Output • At least 45W Power Output • Port <ul style="list-style-type: none"> • 1x lightning port • 1x USB Type-C port • 1x Micro USB port • 2x USB Type-A port (output) • Optional LED Display • Protection: Overcharge, Over-current, Reset, Over-discharge, Voltage-surge, Temperature, Short circuit, Recovery, RFI protection • Rated power: 3V – 3.7V • Warranty: 1 year 	PhP2,300.00	PhP11,500.00

Item No. 3: LAPTOP CLEANING KIT				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
5	Set	<ul style="list-style-type: none"> • Package contents: • 1 Liquid Cleaning Solution Spray (100ml) • 1 Cleaning Round Handle Brush • 1 Fiber Cloth (11cm x 12cm) • 1 Air Blower (4cm dimension) • 1 Pack Cotton Buds • 1 Satin Cloth (166mm) • Kit Bag 	PhP500.00	PhP2,500.00

Item No. 4: LAPTOP STAND				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
5	Unit	<ul style="list-style-type: none"> • Color: Silver, dark grey or black • Material: Metal • Compatibility: Fits 11-inch to 17-inch screen devices and supports up to 10 kilograms of weight • Design: Folding and expandable 	PhP1,500.00	PhP7,500.00

Item No. 5: TABLET CASE (SMART KEYBOARD)				
Qty.	Unit	Description/Minimum Specification	Est. Cost	Amount
1	Set	<ul style="list-style-type: none"> • Compatible for iPad Pro 11" (2018) with built-in keyboard • Keyboard is integrated into the case • Wireless connection • Bluetooth low energy technology • Comfortable laptop-like typing • With front and back protection • Color: Black • Folio: Fabric • Full size keyboard: (17mm key pitch) • With replaceable coin batteries 	PhP19,000.00	PhP19,000.00

II. Delivery Terms

All units must be delivered within five (5) calendar days from the receipt of Purchase Order/Notice of Award.

III. Payment Scheme

Full payment of the contract shall be made within fifteen (15) days after the issuance of the following:

- a. Invoice by the Service Provider; and
- b. Inspection and Acceptance Report (IAR) and/or Certificate of Satisfactory Service by the PCC.

All payments shall be released and claimed within the PCC premises.

IV. Warranty

The Supplier shall provide Warranty Security in accordance with Section 62 of the Revised Implementing Rules and Regulations (RIRR) of RA No. 9184.

In addition, the Supplier shall provide 1 Year Support (including Replacement of parts, peripherals and defective units) to the PCC.

V. Liquidated Damages

If the Supplier fails to deliver any or all of the goods and/or perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%), the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

VI. Dispute Resolution

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of

application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.


Prepared by:


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Reviewed by:


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Endorsed by:


John Hubert M. Guamos
Executive Assistant III, OED

Noted by:


Kenneth V. Tanate, PhD
Executive Director

Conforme:

Authorized Representative: _____
Signature: _____
Designation: _____
Company Name: _____
Date: _____