

REQUEST FOR QUOTATION

SUPPLY, DELIVERY, CONFIGURATION AND TESTING OF MULTIMEDIA EDITING DESKTOP UNIT FOR CKMO

P.R. No./Date Received: 201912-0301/December 18, 2019

RFQ No. /Date: 201912-0264/December 20, 2019

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:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- BIR Certificate of Registration in case of individual
- Latest Income/ Business Tax Return
- Omnibus Sworn Statement
- Signed Terms of Reference

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 modizon@phcc.gov.ph on or before **26 DECEMBER 2019, 4:00 PM** subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. Bids should not exceed the Approved Budget for the Contract (ABC).
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 5% R-VAT and 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.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson and Director IV, FPMO

Item No.	QTY	ABC	ITEM/DESCRIPTION	Brand/Model	Unit Price	Total Amount
(To be filled-up by the supplier)						
1	1	550,000.00	Supply, Delivery, Configuration and Testing of Multimedia			
			Editing Desktop Unit for CKMO			
			Please see attached Terms of Reference			
			xxxxxxxxnothing followsxxxxxxxxxx			
Total Lot ABC		P 550,000.00	TOTAL Amount			
Delivery Period:			See Terms of Reference			
Delivery Site:			See Terms of Reference			

(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 : _____

Name/Designation : _____

Name of Company : _____

Address : _____

Telephone/Fax : _____

E-mail Address: _____

TIN : _____



TERMS OF REFERENCE

Supply, Delivery, Configuration and Testing of Multimedia Editing Desktop Unit for Communication and Knowledge Management Office

I. RATIONALE:

The Philippine Competition Commission through the Information and Communications Technology Division (ICTD) is tasked to procure related Information and Technology equipment for the use of Communication and Knowledge Management Office (CKMO) in their multi-media editing and other production requirements. The multi-media editing desktop is a specialized set of computer unit that is configure-to-order.

II. OBJECTIVE:

- Increase capability of CKMO in producing quality multi-media products such as brochures, posters and other informative materials.
- Effectively promote PCC mandate through information drive and production of multi-media materials

III. SCOPE OF WORK:

- Provide the solution architecture as required in the technical specification.
- Submit manufacturer's catalog and product data.
- Provide manufacturer' operation and maintenance manual that includes instruction for operation and maintaining system components.
- Provide all materials, equipment and peripherals, scope of works not mention in the Terms of Reference but needed in the completion of the project.
- Supplier must test all connection, configuration and software settings and perform user acceptance test for all equipment installed.
- Replace defective units / licenses in full within fifteen (15) days from the date of delivery, if found defective during installation without additional cost to PCC;
- Provide a single point of contact for technical and customer support, either phone or electronic mail;
- Verify if rules and policies and other configurations are working and no changes are made;

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the project is Five Hundred and Fifty Thousand Pesos Only (Php. 550,000.00), inclusive of all applicable government taxes and service. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

V. QUALIFICATION OF THE SUPPLIER

The Bidder/s should have the following minimum requirements:

- a. Must have at least 2 years of business experience and expertise in information and technology equipment deliverables; and
- b. Should submit copies of client's satisfactory certificates and/or certificate of completion and acceptance from at least three (3) clients for the last five (5) years, with similar contracts. Similar contracts refer to delivery, installation and configuration of IT Equipment and peripherals.

VI. TECHNICAL SPECIFICATIONS:

With the following minimum and/or equivalent functional requirements, technical specifications, features, characteristics and numbers.

- TPM Enabled
- 7770 AIO 27" FHD 1920x1080 IPS Non-Touch Anti-Glare, IR Camera, Discrete
- Graphics, Platinum PSU
- Intel Core i9-9900 (8 Cores/16MB/16T/up to 5.0GHz/65W); supports Windows
- 10/Linux
- No Additional Cable Requested
- No CEL label
- ENERGY STAR Qualified
- Non-Touch LCD
- 32GB 2X16GB DDR4 2666MHz Non-ECC
- M.2 1TB PCIe NVMe Class 40 Solid State Drive Additional 2.5-inch 1TB 7200rpm Hard Disk Drive
- Thermal Pad
- NVIDIA GeForce GTX 1050, 4GB
- Wireless LAN Card
- Optical Mouse
- Wired Keyboard
- Windows 10 Pro, 64bit English
- 3 Years Warranty (Parts, Onsite, Repair)

VII. SCHEDULE OF REQUIREMENTS:

Must complete the supply, delivery, configuration and testing within thirty (30) to forty five (45) working days from receipt of Job Order or contract agreement.

VIII. MODE OF PROCUREMENT:

The mode of procurement shall be Negotiated Procurement – Small Value Procurement provided under Sec. 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

IX. PAYMENT SCHEME:

Payment shall be made on a **ONE TIME PAYMENT**. The PCC shall pay the winning bidder within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by Inspection and Acceptance Report, Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables / documentary requirements.

X. LIQUIDATED DAMAGES:

If the supplier fails to deliver any or all of the goods and/or to 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. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once, the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE AGREEMENT / 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; and

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

Prepared by:



MARIE JOSEPHINE ANNE M. MALABAG
Information Systems Analyst II

Approved by:



ALLAN ROY D. MORDENO, CISM, COBIT(F), ITIL(F)
Officer-in-Charge, Administrative Office

Conforme:

Name and Signature of Authorized Representative

Designation

Name of Company

Date