



REQUEST FOR QUOTATION

Supply and Delivery of ICT & Office Equipment and Fixtures for Various Offices in MinSCAT Main Campus

Date : _____
P.R. No : 20-252, 241,248,253,256,266
RFQ No : 2020 - 081
ABC Amount: PhP 486,295.00
Lot 1 PhP 206,295.00
Lot 2 PhP 250,000.00
Lot 3 PhP 30,000.00

Company Name : _____
Address : _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **October 28, 2020** in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within ___ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT
Lot 1 ICT Equipment					
1	set	Desktop Computer	1		
		• ATX Casing, 8GB RAM, 1TB HDD, Intel core i5 processor, 18.5" Monitor, A4Tech Mouse & Keyboard, 500W PSU			
2	unit	Laptop	1		
		• Basic and Technical Specifications:			
		CPU - Core i5			
		Processor Model - 7th Generation Intel Core i5-7200U			
		Processor Speed - 2.5 GHz CPU Cache - 3MB			
		Turboboost Speed - 3.1 GHz			
		GPU Model - Integrated Intel HD Graphics 620			
		• Memory and Storage RAM - 8GB			
		Memory Type - DDR4			
		Memory Speed - 2133 MHz			
		Storage Type – SSD SSD/eMMC - 256 GB			
		• Others			
		Display Size - 15.6 inches			
		Resolution - FHD (1920 x 1080)			
		Panel Type - IPS Multi-touch			
		Software - OS Windows 10			
		Battery - 53 WHr; 8 Hours Local 1080p Video			
		Playback at 150 nits Dimensions - 359 x 243 x 18 (mm)			
		Weight - 1.9 kg			



3	unit	Printer	1		
		• Basic and Technical Specifications:			
		Multi-functional Printer			
		Printing Technology - on-demand inkjet (Piezoelectric)			
		• Print Speed:			
		Draft Text - Memo, A4 (Black#1/Colour#2)			
		up to 33 ppm / 15 ppm			
		• ISO 24734, A4 (Black/Colour): Simplex: up to 10 ipm / 5.0 ipm			
		• Interface - USB 2.0			
		• Printer Software: Windows XP/Vista/7/8/8.1/10			
		• Color - Black			
4	unit	Laptop Computer	2		
		• Specification/Inclusions:			
		Processor: i5 or higher			
		Radeon Vega 8 Graphics/Nvidia GeForce MX250 2GB			
		Storage Space: 256GB SSD + 1TB HDD or higher			
		RAM: 8GB or higher			
		Display : 64-bit, Windows 10			
		Processor Speed: 2.8GHz or higher, 8th-10 th Generation			
		Screen Size: at least 15"			
		Operating Windows: Windows 10 with licensed Office with DVD ROM			
		* inclusive with laptop bag and complete accessories			
5	unit	DSLR Camera	1		
		• Specification/Inclusions:			
		Image Sensor Type: CMOS sensor			
		Aspect Ratio: 3:2			
		Image Sensor Size: Approx. 22.3 x 14.9 mm			
		Effective Pixels: Approx. 24.1 megapixels			
		Image Type: JPEG, RAW (14-bit Canon original), RAW+JPEG simultaneous recording possible			
		Movie: MPEG-4 AVC/H.264 variable (average) bit rate			
		Audio: Linear PCM			
		Maximum Shutter Speed: 1/4000s			
		*inclusive with complete accessories + extra battery			
		Sub-total (Lot 1)			
Lot 2 Office Equipment					
1	unit	Photocopying Machine	1		
		• Printing Process: 4-Drum Method			
		• Output Speed Copy/Print: 20ppm B&W and FC (LTR)			
		• Resolution: 600 dpi			
		• System Memory: 2GB RAM/250GB HDD			
		Standard & 4GB RAM/250 GB HDD Option			
		• Maximum Copy Quantity: up to 999 copies			
		• Supported Paper Size: 1st paper Tray: 8.5"x11"			
		2nd, 3rd, 4th Paper Trays: 5.5"x8.5"-12"x18"			
		(A6-A3), Envelopes			
		• Bypass: up to 12.6"x18" Envelopes			
		• Custom Sizes: Width: 3.5"-12.6" (90-320mm),			
		Length: 5.8"-49.6" (148-1260 mm)			
		• Standard Paper Capacity: 1,200 sheets (2x550 sheets + 100-sheet bypass tray)			
		• Maximum paper Capacity Volume: 40000			



General Conditions

1. Quotations and other requirements stated below shall be submitted to the **Bids and Awards Committee (BAC) Office, Mindoro State College of Agriculture and Technology-Main Campus, Alcate, Victoria, Oriental Mindoro, Philippines** on the date and time stated in this RFQ.
2. Supplier shall submit the following requirements:
 - a. Duly signed original copy of Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. PhilGEPS Registration
 - c. Valid Mayor's/Business Permit
 - d. Omnibus Sworn Statement
 - e. Latest Income/Business Tax Return
 - f. DTI Registration/SEC Certificate
 - g. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable

Price validity shall be 30 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in MinSCAT or any of MinSCAT campuses future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.