Republic of the Philippines

OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

P.R. No.: NCR-2024-08-014 Date: 14 August 2024

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest net price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than 21 August 2024, 10:00a.m.

Procurement and Property

LORNAK. OBEDOZA Chief, Administrative and Finance Division

PROJE	CT TITLE/NAME: SUPPLY AND DELIVERY OF ONE (1) LOT O	F VARIO	VARIOUS ICT EQUIPMENT DEALE SUPPLIER'			
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
	SUPPLY AND DELIVERY OF ONE (1) LOT OF VARIOUS ICT EQUIPMENT					
	Technical Specifications					
1	COMPUTER DESKTOP (BRANDED) WITH UPS	5	UNITS	350,000.00		
	Processor: Intel Core i7 13th Generation or its equivalent Chipset: Intel Chipset Memory: 16GB Storage: 512GB SSD + 1TB HDD Keyboard & Mouse: USB Keyboard and USB Optical Mouse Monitor: minimum 23.8" Full HD Operating System: Windows 11 Pro License MS Office License UPS Capacity: 220 v 500 watts Note: Should be at the Top 5 Globally Known Brand in the 2024 1st Quarter by International Data Corporation (IDC)			(70,000.00/ per unit)		
2	LAPTOP	1	UNIT	80,000.00		
	Processor: Intel Core i7 13th Generation or its equivalent Memory: 16GB minimum DDR4 Storage: 512GB SSD Display: 14" Full HD WIFI and Camera Ready Backpack/ Carry-on Bag Operating System: Windows I1 Pro License MS Office License Note: Should be at the Top 5 Globally Known Brand in the 2024 1st Quarter by International Data Corporation (IDC)			(80,000.00/ per unit)		

PRINTER ALL IN 1	3	UNITS	42,000.00		
Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI			(14,000.00/ per unit)		
SCANNER	1	UNIT	40,000.00		
Duplex sheet-fed document scanner Scanning speeds of up to 35pprn/70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection			(40,000.00/ per unit)		
(Please see attached Technical Specifications)					
Additional Documentary Requirements must be submitted upon submission of offer:					
1. PhilGEPS Certificate or PhilGEPS Registration Number					
2. Mayor's/ Business Permit					
3. Income/ Business Tax Return (latest)					
Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting documents through email address:					
	Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI SCANNER Duplex sheet-fed document scanner Scanning speeds of up to 35pprn/70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection (Please see attached Technical Specifications) Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/ Business Permit 3. Income/ Business Tax Return (latest) Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting	Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI SCANNER Duplex sheet-fed document scanner Scanning speeds of up to 35pprn/70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection (Please see attached Technical Specifications) Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/ Business Permit 3. Income/ Business Tax Return (latest) Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting	Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI SCANNER 1 UNIT Duplex sheet-fed document scanner Scanning speeds of up to 35pprn/ 70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection (Please see attached Technical Specifications) Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/ Business Permit 3. Income/ Business Tax Return (latest) Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting	Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI SCANNER Duplex sheet-fed document scanner Scanning speeds of up to 35pprn/ 70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection (Please see attached Technical Specifications) Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's/ Business Permit 3. Income/ Business Par Return (latest) Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting	Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies Scan speed: 200dpi: 12sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI SCANNER 1 UNIT 40,000.00 Duplex sheet-fed document scanner Scanning speeds of up to 35ppm/ 70ipm Automatic documents feeder of up to 100 sheets Daily duty cycle of 4,000 pages One-pass duplex scanning Wireless connectivity Scan to function without having to use the PC Paper protection function and image sensor glass dirt Detection (Please see attached Technical Specifications) Additional Documentary Requirements must be submitted upon submission of offer: 1. PhilGEPS Certificate or PhilGEPS Registration Number 2. Mayor's' Business Permit 3. Income/ Business Tax Return (latest) Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting

XXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXX

GENERAL CONDITIONS

- EALL CONDITIONS

 Entries must be typewritten / if handwritten, it must be clear and legible;

 Bidders must submit certificate of PHILGEPS Registration;

 Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);

- All quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE. Label the envelope with the following:

Bidder's Company Name PHILGEPS Reference No. Project Title/Name

- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
- Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discrimatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005.
- The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: 30 days upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)

TERMS OF PAYMENT: Government Terms

PRICE VALIDITY: 60 days from date of quotation/proposal

(Com	pany Name)
	Signature of Authorized resentative)
(De	signation)

TECHNICAL SPECIFICATIONS

				DEALER'S/ LIER'S OFFER			
NO.	ITEM DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE	BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive
	COMPUTER DESKTOP (BRANDED) WITH UPS						
	Processor: Intel Core i7 13th Generation or its equivalent Chipset: Intel Chipset Memory: 16GB Storage: 512GB SSD + 1TB HDD						
1	Keyboard & Mouse: USB Keyboard and USB Optical Mouse Monitor: minimum 23.8" Full HD Operating System: Windows 11	5	UNITS				
	Pro License MS Office License UPS Capacity: 220v 500 watts Note: Should be at the Top 5 Globally Known Brand in the 2024 1st Quarter by International Data Corporation (IDC)						
	LAPTOP						
	Processor: Intel Core i7 13th Generation or its equivalent Memory: 16GB minimum DDR4 Storage: 512GB SSD Display: 14" Full HD						
2	WIFI and Camera Ready Backpack/ Carry-on Bag Operating System: Windows 11 Pro License MS Office License Note: Should be at the Top 5 Globally Known Brand in the 2024 1st Quarter by International Data	1	UNIT				
	Corporation (IDC)						
3	PRINTER ALL IN 1 Printer Type: Print, Scan, Copy with ADF Printing Compact integrated tank design Max copies: 99 copies	3	UNITS				
	Scan speed: 200dpi: l2sec/ 27sec LCD screen: 2.4" color LCD screen Ethernet, WIFI				, 1		

Duplex sheet-fed Scanning speeds of 70ipm Automatic docum to 100 sheets Daily duty cycle of One-pass duplex s Wireless connecti Scan to function of use the PC	ents feeder of up of 4,000 pages scanning vity	1	UNIT			
Paper protection f	function and image etection					**

NOTE: COMPLIANCE FOR GREEN PUBLIC PROCUREMENT

Computers, Monitors and Laptops should comply with Energy efficiency requirement.

WARRANTYAND SUPPORT

The technical bid should include the manufacturer's name and relevant technical literature/brochures with warranty terms. Equipment warranty must be at least 1 year on parts and services. Supplier should warrant that all components' parts are new, no defects, tested and in accordance with the specifications. In case of equipment failure/repair during warranty period, the supplier must provide a temporary service unit with the same or better specifications.

The accessories provided must be working and compatible with the equipment. In case of failure/defect during warranty period or non-compatibility, the supplier must replace them with the same or better specifications which are compatible to the equipment.

The bidder shall provide a call center with a toll-free and/or cellphone numbers from all networks for technical assistance within working hours.

Prepared by:

CLARISSA D. COLTEZ

End-user/ Provisional Member

I hereby certify to comply with all the above Technical Specifications.

(Co	mpany Name)
	d Signature of Authorized presentative)
(1	Designation)
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