



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

LEASE,SUPPLY,DELIVERY and CONFIGURATION of LAPTOP for official use of CIAP Employees

P.R. No./Date Received: 2022-02-003 / 15 Feb 2022

RFQ/P No. / Date: 2022-03-0018 / 15 March 2022

The Constuction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached Terms of Reference/Technical Specifications subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- Checklist of required documents: Mayor's/Business Permit, PhilGEPS Registration Number, Professional License/Curriculum Vitae for consulting services, PCAB Licence, Net Financial Contracting Capacity Computation, Latest Income/Business Tax Return, Notarized Omnibus Sworn Statement, Signed Terms of Reference or Technical Specifications, if applicable, BIR Certificate of Registration (BIR Form No. 2303)

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to ciapbac@construction.gov.ph on or before March 22,2022,5:00 PM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and 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 sixty (60) calendar days upon receipt of the bid. 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. CIAP-BAC 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. CIAP 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.
10. Payment shall be made through check payment (Landbank).
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____

Very truly yours,

Signature of ANGEL ZYRENE D. CAGHO, Secretariat, Bids and Awards Committee, CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES, 4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City. Telephone: (+632)8986-4507 | e-mail: ciapbac@construction.gov.ph

Table with columns: Item, QTY, ABC, Technical Specifications, Brand/Model, Unit Price, Total Amount. Includes a row for 'LEASE,SUPPLY,DELIVERY and CONFIGURATION of LAPTOP for official use of CIAP Employees' and a 'TOTAL Amount' row.

(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 CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

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




TECHNICAL SPECIFICATIONS

LEASE, SUPPLY, DELIVERY AND CONFIGURATION OF LAPTOPS FOR OFFICIAL USE OF CIAP EMPLOYEES				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
12	Unit	LAPTOP COMPUTER		Php 602,000.00
TECHNICAL SPECIFICATIONS				
Processor		Intel Core i5- 10 th		
Graphics		Integrated Intel UHD Graphics 620		
Display		At least 14 inches		
Memory		16GB DDR4 3200 SODIMM		
Storage		512GB SSD M.2 2242 NVME TLC		
Operating System		Windows10 Home		
Wi-Fi		Dual-band 802.11ac Wi-Fi		
Camera		720P HD with Array Mic		
Audio		High-Definition Audio, Microphone, and 3.5mm headphone jack		
Office		MS Office Home and Business 2019		
Inclusions		Power adapter, AC wall plug and Power cord		
Other requirements		Supplier is responsible for the installation of the Office Productivity to the purchased hardware, if necessary. Training session for IT personnel on IT Personnel for remote access.		
WARRANTY AND SUPPORT				
For Computing Devices		<ul style="list-style-type: none">• Two (2) years on parts and labor• One (1) year on batteries• For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.• On-site support shall be provided for the delivered items within next business day from verbal/written notification.		
For Peripheral devices		<ul style="list-style-type: none">• One (1) year on parts, labor• On-site support shall be provided for the delivered items within next business day from verbal/ written notification.		
Provision of Service Units		<ul style="list-style-type: none">• Within the warranty period, laptop computers that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.		
TERMS OF LEASE AND TURN OVER OF EQUIPMENT				
Delivery		Thirty (30) Calendar Days upon Receipt of Notice of Award		
Lease Period		The lease shall be from the receipt of delivered laptops for lease until 31 December 2022		

Approved by:

Prepared by:


ERIC VERGEL F. CRUZ
Information Technology Officer


LORINA S. LAUREQUEZ
Officer-in-Charge, PPCMD