



REQUEST FOR QUOTATION / PROPOSAL

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

Purchase of Desktop Computers

P.R. No./Date Received: **2022-09-068 / 30 June 2022**

RFQ/P No. / Date: **2022-09-0063 / 01 Sept 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)

- 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 bac_ciap@construction.gov.ph / russellracelis@construction.gov.ph on or before **08 September 2022, 5:00pm**, 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,

ANGEL ZYRENE D. CACHO

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 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
	11	₱ 880,000.00	Purchase of Desktop Computers (with CPU, Monitor, Mouse, Keyboard, OS and Microsoft Office) for CIAC			
			(Please see attached TERMS OF REFERENCE)			
xxxxx NOTHING FOLLOWS xxxxxxxx						
Total ABC		₱ 880,000.00	TOTAL Amount			
Delivery and Other Instructions:						

(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

DESKTOP COMPUTER FOR OFFICIAL USE OF CIAC EMPLOYEES				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
11	Units	DESKTOP COMPUTER	₱80,000.00	₱880,000.00
	PROCESSOR	12 th Generation Intel Core i7		
	OPERATING SYSTEM	Licensed Windows 11 Pro (with installer)		
	GPU	NVIDIA® GeForce® or Intel UHD Graphics		
	MEMORY	16 GB		
	STORAGE	1TB SSD		
	MICROSOFT OFFICE	Licensed Microsoft Office 2021 (w/ installer)		
	WIRELESS	Intel® Wi-Fi 6 2x2 (Gig+) and Bluetooth		
	MONITOR	24 inch Full HD Monitor		
	KEYBOARD	Multimedia Keyboard (Black)		
	MOUSE	Optical Mouse (Black)		
	OTHERS 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 • 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. • Onsite 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 and labor • Onsite 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 TURN OVER OF EQUIPMENT				
	DELIVERY	Fifteen (15) to Thirty (30) Calendar Days upon Receipt of Notice of Award		

Requested by:


DELIA B. PERLADA
 Officer-in-Charge, AMCD

Prepared by:


RAYMOND G. GARCIA
 TIDS, AMCD

Approved by:


LORINA S. LAUREQUEZ
 Officer-in-Charge, PPCMD



CONFORME:

Name and Signature of Authorized Representative of the Supplier

PhilGEPS Registration Number

Tax Identification Number

Date