



# REQUEST FOR QUOTATION / PROPOSAL

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

## Procurement of 3 units Office Laptop for Official Use of POCB

P.R. No./Date: **24-06045 | 27 May 2024**

RFQ/P No. / Date: **2024-07-047 | 08 July 2024**

The **Construction 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 submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **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](mailto:bac_ciap@construction.gov.ph)/[russellracelis@construction.gov.ph](mailto:russellracelis@construction.gov.ph) on or before 12 July 2024, 10:00 AM, 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,  
*(ORIGINAL Copy Signed)*

**Russell N. Racelis**  
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](mailto:bac_ciap@construction.gov.ph)

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	3 units	₱ 210,000.00	Supply and Delivery 3 units Office Laptop Computer  <i>(Please see attached Technical Specifications)</i>			
<b>Total ABC</b>		<b>₱ 210,000.00</b>				
<b>Delivery and Other Instructions:</b>			Within seven (7) working days upon receipt of Purchase Order by the Suppliers			

*(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

Procurement of Digital Signing Services with Standard Support Package Subscription				
Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
3	Pcs	<p><b>Laptop</b></p> <p><u>Specifications:</u></p> <p><b>CPU:</b> AMD Ryzen 7 or Intel i7  <b>RAM:</b> At least 16 GB DDR5 (2 x 8 GB)  <b>Storage:</b> At least 512 GB SSD M.2  <b>GPU:</b> Intel Xe Graphics  <b>Ports/Slots:</b> 1x RJ45 Lan Port (or adapter)  1x HDMI 2.1 Port (or adapter)  2x USB-A 3.2 Gen 1  1x or 2x USB-C 3.2 Gen 2  1x Headphone/ mic combo  <b>Wireless:</b> Wi-Fi 6 + Bluetooth 5.2 combo  <b>Display:</b> At least 14" FHD (1920x1080) IPS 300nits Glossy, 72% NTSC, AGC Dragontrail Glass, Touch  <b>Touchscreen:</b> Yes  <b>Camera:</b> At least 720p HD camera with privacy shutter  <b>Battery:</b> Integrated  <b>Battery Life:</b> 10 hours and 30 minutes or Longer  <b>Weight:</b> 1.4 kg or lighter  <b>Others:</b> With Included Lifetime Microsoft Office Home &amp; Student 2021 (<u>Genuine Authentication Certificate</u>)  Wireless Mouse  Laptop Bag</p> <p><u>Additional Requirement:</u></p> <p><b>Warranty:</b> 2 Years product warranty  <b>Delivery Time:</b> 7 Working days</p>	₱ 70,000.00	₱ 210,000.00

Reviewed and approved by (for ICT Task Force):

  
**CHARLIE A. BARINQUE**  
Information Technology Officer  
ICT Task Force Member, PPCMD

**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the \_\_\_\_\_*

\_\_\_\_\_  
Name and Signature of Authorized Representative of the Contractor

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Tax Identification Number

\_\_\_\_\_  
Date