



**Construction Industry Authority of the Philippines  
REQUEST FOR QUOTATION/PROPOSAL**

CIAP-F-PrM-03  
Rev. No.: 00

**Purchase of Computer Laptop with Windows 11 Pro Key**

P.R. No./Date: **24-11134 | 29 November 2024**

RFQ/P No. / Date: **2024-12-126 | 09 December 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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

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 13 December 2024, 12:00NN, 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 is 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*

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				<i>(To be filled-out by the supplier)</i>		
1	1 unit	₱ 75,000.00	Laptop			
2	1 unit	₱ 18,000.00	Windows 11 Pro Key			
<b>Total ABC</b>		<b>₱ 93,000.00</b>				
<b>Delivery and Other Instructions:</b>			Within 15 calendar days upon receipt of the Purchase Order by the Supplier. Award shall be as one lot.			

*(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

### Purchase of Various ICT Office Supplies for CIAP-POCB

Qty.	Unit	Description / Minimum Specification	Est. Cost / Unit	Total Cost
1	Unit	<p><b>Laptop</b></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> <li>• Processor: Intel Core i7 / AMD Ryzen 7</li> <li>• Display: At least 14 inch UHD (1920 x 1080)</li> <li>• Graphics: At least Integrated Graphics / NVIDIA GeForce RTX</li> <li>• Memory: At least 16 GB DDR5 (Can be Dual Channel 2 x 8 GB)</li> <li>• Storage: At least 1TB NVMe M.2 SSD</li> <li>• I/O Ports: HDMI, USB 3.2/2.0, USB Type C, 3.55mm Combo Audio Jack, SD Card Reader</li> <li>• Built-in Audio and Microphone: Included</li> <li>• Network Interface: RJ-45</li> <li>• Wireless: Wi-Fi + Bluetooth combo</li> <li>• Keyboard: Backlit, or with Numeric keypad</li> <li>• Camera: At least 720p HD camera with privacy shutter</li> </ul> <p><u>Inclusions:</u></p> <ul style="list-style-type: none"> <li>• Wireless Mouse (Battery included, preferred Rechargeable if available)</li> <li>• Laptop Bag (preferred Backpack if available)</li> <li>• 8-in-1 LAN Network/RJ45 Port/Ethernet, SD Card Reader Media Hub Adapter (<u>if no Lan port and SD Card Reader Port Available</u>)</li> <li>• 3 Meter HDMI Cord</li> <li>• Lifetime Microsoft Office 2021 Home and Student</li> </ul>	<b>₱ 75,000.00</b>	<b>₱ 75,000.00</b>
1	Pc	<p><b>Windows 11 Pro Key</b></p> <p><u>Inclusions:</u></p> <ul style="list-style-type: none"> <li>• Provided Product Key Copy</li> <li>• (Laptop Price + Win 11 Pro Price = Total amount for the laptop (P93,000.00) Any recommendation po basta naka dual Channel yung RAM Slot, basta within the tech specs will do) ACER, ASUS kung meron po hehe</li> </ul>	<b>₱ 18,000.00</b>	<b>₱ 18,000.00</b>

**Bid amount per item should not exceed their respective cost, and total bid amount for the lot should not exceed the total cost of ₱93,000.00**

Prepared by:

*(Original Copy Signed)*  
**MIKE KENNETH C. CABUSLAY**  
Computer Maintenance Technologist I, CIAP

Reviewed by (for ICT Task Force):

Approved by:

*(Original Copy Signed)*  
**CHARLIE A. BARINQUE**  
Information Technology Officer, CIAP

*(Original Copy Signed)*  
**ATTY. HERBERT D.G. MATIENZO**  
Acting Executive Director

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**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 RFQ No. 2024-12-126*

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Name and Signature of Authorized Representative of the Contractor

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PhilGEPS Registration Number

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Tax Identification Number

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Date