



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of IT Equipment to be used by the Students and Faculty of the Library at City College of San Fernando Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Jul 28, 2023**

PR No. : **2023-07-01657**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

Engr. Michael N. Quizon, Jr.
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	5	unit(s)	All-in-One Desktop Computer Processor Intel Core i7 processor Intel UHD Graphics 1920x1080 Monitor Memory 16GB DDR4 up to 32 GB 500 GB SSD Windows 11 Pro			
2	5	unit(s)	Mouse			
3	5	unit(s)	Keyboard			
4	5	unit(s)	Uninterruptable Power Supply (UPS) -Output Power Capacity: 450 Watts / 800V A -Normal Output Voltage: 230V -Nominal Input Voltage: 230V			
5	3	unit(s)	LCD Projector White Light Output (Normal/Eco):3,800 LUMENS Colour Light Output: 3,800 LUMENS Projection Technology : RGB Liquid crystal shutter projection system (3LCD) Direct Power On/Off: Yes			



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			LCD: Native Resolution: XGA (1024x768) Size: 0.55" (C2fine) Lightsource: Type: 210W UHE Life (Normal/Eco):6,000/12,000 hours Aspect Ratio:4:3 Projection Lens: -Type:Optical Zoom (Manual)/Focus(Manual) -F-Number: 1.49-1.72 -Focal Length: 16.90-20.28mm -Zoom Ratio:1-1.2 -Throw Ratio: 1.48-1.77 (wide to tele) 3,800 lumens of color and white brightness Native XGA resolution and 4:3 performance Long lamp life up to 12,000 hours in ECO mode Built-in Moderator fuction3 for easy sharing using iProjection Advanced network connectivity Wireless LAN Security Infrastructure- OPEN,WPA2/WPA3-PSK Access Point- OPEN,WPA2-PSK (AES) Package Contents: Supplied Accessories Power cable (1.8m) HDMI cable (1.8m) Remote Control with 2AA battery User's Manual CDRO			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF IT EQUIPMENT TO BE USED BY THE STUDENTS AND FACULTY OF THE LIBRARY AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

One facility that students enjoy is the library. As of to date, the college library has seven (7) desktop computers which is used by the students for online research and other academic related concerns. With the forecasted increase of students for the next academic year, this number of desktop computer is deemed insufficient. As per the recommendation of the City Information and Communications Technology Office (CICTO), additional desktop and LCD projectors are needed to help and serve more students in their academic needs. This additional IT equipment is beneficial to the ASLAG ning Balen and will also be a step in meeting the recommendations of the Association of Colleges and Universities Committee on Accreditation (ALCUA) as CCSFP prepares in applying and acquiring a Level 1 Status from the accrediting body.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of IT Equipment to be used by the Students and Faculty of the Library at City College of San Fernando Pampanga in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2655 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED FORTY THOUSAND PESOS (PHP 440,000.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used by the Students and Faculty of the Library at City College of San Fernando Pampanga are as follows:

1. To support the curriculum instruction of the faculty members which may help them fully deliver the lesson and for the student to better understand and comprehend; and
2. To accommodate and help students in their research and academic needs.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
5	unit(s)	All-in-One Desktop Computer Processor Intel Core i7 processor Intel UHD Graphics 1920x1080 Monitor Memory 16GB DDR4 up to 32 GB 500 GB SSD Windows 11 Pro	August – September 2023	CGSO – Central Storage, CSFP
3	unit(s)	LCD Projector White Light Output (Normal/Eco):3,800 LUMENS Colour Light Output: 3,800 LUMENS Projection Technology : RGB	August – September 2023	CGSO – Central Storage, CSFP

		<p>Liquid crystal shutter projection system (3LCD) Direct Power On/Off: Yes LCD: Native Resolution: XGA (1024x768) Size: 0.55" (C2fine) Lightsource: Type: 210W UHE Life(Normal/Eco):6,000/12,000 hours Aspect Ratio:4:3 Projection Lens: -Type:Optical Zoom (Manual)/Focus(Manual) -F-Number: 1.49-1.72 -Focal Length:16.90-20.28mm -Zoom Ratio:1-1.2 -Throw Ratio: 1.48-1.77 (wide to tele) 3,800 lumens of color and white brightness1 Native XGA resolution and 4:3 performance Long lamp life up to 12,000 hours in ECO mode Built-in Moderator fuction3 for easy sharing using iProjection Advanced network connectivity Wireless LAN Security Infrastructure- OPEN,WPA2/WPA3-PSK Access Point- OPEN,WPA2-PSK (AES)</p> <p>Package Contents: Supplied Accessories Power cable (1.8m) HDMI cable (1.8m) Remote Control with 2AA battery User's Manual CDRO</p>		
5	unit(s)	Mouse	August – September 2023	CGSO – Central Storage, CSFP
5	unit(s)	Keyboard	August – September 2023	CGSO – Central Storage, CSFP
5	unit(s)	Uninterruptable Power Supply (UPS) -Output Power Capacity: 450 Watts / 800V A -Normal Output Voltage: 230V -Nominal Input Voltage: 230V	August – September 2023	CGSO – Central Storage, CSFP

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stimulated in the contract.

4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure to supply the requirements upon issuance of DOC.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

c. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from August to September 2023, and the contract shall end by the end of August 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant’s Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT


The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the IT Equipment with the stated specifications being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as during the conduct of post-audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


MICAH BLESSIE CALICDAN
City College Librarian

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:


ATTY. GLORIA J. VICTORIA - BAÑAS, DPA, CESO V
College Administrator/President

Note: The TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.