



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 at the City Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name

Address

Date : **Oct 9, 2023**

PR No. : **2023-10-02318**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto



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	2	unit(s)	Laptop computer Ryzen 5 5500U or Higher 8GB RAM or Higher (DDR4) With additional slot and upgradeable to 16GB or higher 512GB SSD M.2 NVMe Integrated Radeon Graphics 14" inch display or higher With Ethernet Port, WLAN and Bluetooth License windows 11			
2	6	unit(s)	All in one printer Print, Scan, Copy, Fax with ADF Compact Integrated tank design, High yield ink bottles Spill-free error-free refilling Wi-Fi, Wi-Fi direct, seamless set up via Smart Panel Borderless printing up to 4R With power and data cable with 2 sets of original ink (Cyan/Magenta/Yellow/Black)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	10	pc(s)	Flash drive 128 GB USB 3.2 Compliant			
4	1	unit(s)	Portable Hard 2 Terabyte (TB) USB 3.2 Gen 1 USB 2.0 compatible 5.0 Gbit/s			
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

**REPUBLIC OF THE PHILIPPINES
PROVINCE OF PAMPANGA
CITY OF SAN FERNANDO**

TERMS OF REFERENCE

Supply and Delivery of IT Equipment to be used at the City Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga

I. Executive Summary

Computers perform a variety of vital roles in society, including promoting communication and engagement with others, as well as providing users with a quick and simple means to do tasks. Computers also make it easy to create and preserve significant information, as well as media and files, which makes them particularly beneficial for city government. Doing daily transactions in the City Government is easier with the use of computers, and offering basic services is more exact, accurate, and fast.

II. Rationale and Background

CICTO conducted an assessment of all computer workstations in order to determine units necessary replacement. These computer units include laptop, desktop units and Printers. With the said assessment, CICTO was able to identify different equipment who were qualified for upgrade and those who are for replacement.

Though it has been mentioned in the operations manual that the serviceability of a computer work station is within 5 years, CICTO has decided that if a certain computer workstation is still functioning well and is up to date in terms of its specification, it will not be in the list of those who are mandatory to be replaced.

III. Objectives:

- a. To have continuity of work and avoid delay in public services
- b. To have an updated computer hardware that match all software updates
- c. To have a compatible computer hardware for any new device such as printer or scanner
- d. Traffic Situation Analysis

General Requirements

I. GENERAL DESCRIPTIONS

1. The Bidder/Supplier shall supply and deliver Information Technology Equipment as specified in the SECTION III (Computer Technical Specification) and SECTION IV (bill of quantities) for the use of the City Information and Communication Technology Office with reference to all provisions included in this term of reference.

2. SUBMITTALS

The following shall be included in the Technical Submittal

A. CERTIFICATE

- The Bidder/Supplier shall submit the certificate attesting or authorizing or reseller of Server Computer to supply and provide warranty of the Computer to be delivered. The Certificate should be in a form of Authorize Dealership.
- The Bidder/Supplier shall submit and must have Brand or Product manufacturer local parts center/ service hub depot in the Philippines certified by Manufacturer.

II. OTHER CONSIDERATION

- A. The Bidder/Supplier should have (a) completed a single information technology equipment contract whose value must be at least 50% of the ABC within a period of five (3) years.
- B. The Bidder/Supplier **MUST** delivered all equipment within thirty (30) days after receiving the Notice of Award/Notice to Proceed. ***The supplier must pay the Procuring Entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed equipment scheduled for delivery or performance for every day of delay.***
- C. **Warranty Period** – A warranty period of one (1) year shall commence on the date delivered.
 - Desktop or Laptop Computer or module that becomes defective or have failed or malfunctioned within six (6) months of date delivered **MUST** replace as a whole unit.
- B. **Technical Support** – The bidder/supplier must have **AT LEAST THREE (3) COMPUTER TECHNICIANS** that will be involved in the providing technical support for this project.

- Bidder/Supplier Must provide technical support on site **WITHIN TWENTY (24) HOURS** after the proponent asked for assistance in case the equipment have failed/defective within the two (1) year warranty period.
- Bidder/Supplier **MUST PROVIDE A SERVICE UNIT** with the same technical specification or higher of the server supplied by the bidder/supplier in case of unit need repair or pull-out within the two (1) year warranty period.

Computer Technical Specification

I. LAPTOP COMPUTER REQUIREMENTS

Laptop computer Ryzen 5 5500U or Higher
 8GB RAM or Higher (DDR4)
 With additional slot and upgradeable to 16GB or higher
 512GB SSD M.2 NVMe Integrated Radeon Graphics 14" inch display or higher
 With Ethernet Port, WLAN and
 Bluetooth License windows 11

II. PRINTER REQUIREMENTS

The specifications for the Printer to be supplied requirements.

All in one printer Print, Scan, Copy, Fax
 with ADF Compact Integrated tank design,
 High yield ink bottles Spill-free error-free refilling Wi-Fi,
 Wi-Fi direct, seamless set up via Smart Panel Borderless
 printing up to 4R With power and data cable with 2 sets of original ink
 (Cyan/Magenta/Yellow/Black)

III. Flash drive 128 GB USB 3.2 Compliant

IV. Portable Hard 2 Terabyte (TB) USB 3.2 Gen 1 USB 2.0 compatible 5.0 Gbit/s

Bill of Quantities

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
2	Units	Laptop	30 days upon issuance of NTP	STORAGE GSO CSFP
6	Units	All in one printer		
10	Units	Flash drive		
1	Units	Portable Hard drive		

Noted and Submitted by:



LOUIE P. CLEMENTE
Department Head, CPOSCO

CONFORME:

Signature over Printed Name

Date

Note: This 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.

