



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 Emergency Operation Center (Command and Control Center) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **May 22, 2024**

PR No. : **2024-05-00904**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, May 27, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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 i5-12th Gen Processor, 10 cores 12 Threads, 10 MB Smart Cache, 1.2GHz Base 4.4 GHz Max Frequency Display --23.8inch screen, 1920x1080 resolution Memory --16GB so DIMM DDR4 Up to 32 GB of Dual-channel DDR4 3200 MHz Storage --256 GB M.2 2280 PCI-E SSD 1 TB 2.5-inch 5400 RPM or 1 TB 2.5-inch 5400 RPM Graphics --Intel UHD Graphics Optical Drive --WITHOUT Integrated 5.0 MP Full HD high-sense webcam with 2 stereo microphones Webcam: N/A | | | |



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|----------|-----|---------|--|---------|------------|-------|
| | | | DTS Audio --Built-in stereo speakers WLAN --802.11ax/ac/a/b/g/n, wi-Fi 6E and Bluetooth 5 LAN Gigabit Ethernet Front/Side I/O connectors Card Reader: N/A USB 2.0 Type A port(s): 1 Rear I/O connectors HDMI port(s): 1 LAN port(s): 1 Audio jack(s): 1 USB 3.2 Gen1 Type A port(s): 2 USB 3.2 Gen2 Type A port(s): 1 USB 3.2 Gen2 Type C port(s): 1” M.2 slot (for SSD): 1 M.2 slot (for WLAN): 1 Power Supply and Adapter: 65 W | | | |
| 2 | 4 | unit(s) | Laptop with Charger, Wireless Mouse and Bag Processor --Intel Core I5 12500h or Higher Memory --16GB DDR4 Storage --512GB M.2 Nvme PCIe SSD Video Card --Nvidia Geforce Rtx3050 4GB GDDR6 Display: 15.6” Fhd IPS 144hz Webcam Wi-Fi / Bluetooth Lan / Audio / Usb 3.0 / Usb Type-C / HDMI Port Windows 11 64bit | | | |
| 3 | 2 | unit(s) | LCD Projector 140’ or Higher Supplied Accessories Power Cable (1.8m) HDMI Cable (1.8m) | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|-----|------|--|---------|------------|-------|
| | | | Power Supply Voltage --100 - 240 V AC 10%, 50/60 Hz Screen Size Tele --30" to 300" (1.07 to 10.95 m) Wide --30" to 300" (0.89 to 9.12 m) Brightness Color Light Output --3,800 lumens / Contrast Ratio: 16,000:1 Connectivity --USB Interface, USB Type A: 1 (For Wireless LAN, Firmware Update, Copy OSD Settings) USB Type B: 1 (For Firmware Update, Copy OSD Settings) Network Wireless --Optional (ELPAP11) Analog Inuput Composite: 1 RCA D-Sub 15pin: 1 Digital Input: HDMI: 1 (MHL not supported) Audio Input: 2 RCA: 1 | | | |
| 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 AT THE EMERGENCY OPERATION CENTER (COMMAND AND CONTROL CENTER) IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

Emergency Operation Center is a 24/7 self-sufficient operations center geared towards disaster preparedness and the coordination of relief and response efforts during disasters. Using advanced communications software and technology, the center monitors climate-related and natural hazards in close coordination with deployed resources in the field. Primarily, the EOC provides and coordinates warnings, disaster evacuation, asset inventory, and emergency services integration. It also complements government efforts, providing commercial and civic inputs to total disaster efforts.

The EOC houses the emergency operations team, as well as the disaster response management working in the center which collects, analyses, prioritizes, monitor and disseminates information to the different agencies as well as the public.

In order for the EOC to function effectively, the equipment and technology should be reliable, compatible, and interoperable to support the information management and communication needs of the emergency response and recovery. It should include hardware, software, and network systems that enable data collection, analysis, display, and dissemination.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of IT Equipment to be used at the Emergency Operation Center (Command and Control Center) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of SEVEN HUNDRED SEVENTY THOUSAND PESOS (P 770,000.00).

III.OBJECTIVES

To established and contributes to the effective mobilization of resources, management of information and coordination and control of emergency operations and activities.

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 i5-12 th Gen Processor, 10 cores 12 Threads, 10 MB Smart Cache, 1.2GHz Base 4.4 GHz Max Frequency Display --23.8inch screen, 1920x1080 resolution | 20 days from the receipt of P.O | Central Storage, New Public Market, Del Pilar, CSFP |

| | | | | |
|---|---------|--|--|--|
| | | <p>Memory --16GB so DIMM DDR4 Up to 32 GB of Dual-channel DDR4 3200 MHz</p> <p>Storage --256 GB M.2 2280 PCI-E SSD 1 TB 2.5-inch 5400 RPM or 1 TB 2.5-inch 5400 RPM</p> <p>Graphics --Intel UHD Graphics</p> <p>Optical Drive --WITHOUT</p> <p>Integrated 5.0 MP Full HD high-sense webcam with 2 stereo microphones Webcam: N/A</p> <p>DTS Audio --Built-in stereo speakers</p> <p>WLAN --802.11ax/ac/a/b/g/n, wi-Fi 6E and Bluetooth 5</p> <p>LAN Gigabit Ethernet Front/Side I/O connectors Card Reader: N/A</p> <p>USB 2.0 Type A port(s): 1</p> <p>Rear I/O connectors HDMI port(s): 1 LAN port(s): 1 Audio jack(s): 1 USB 3.2 Gen1 Type A port(s): 2 USB 3.2 Gen2 Type A port(s): 1 USB 3.2 Gen2 Type C port(s): 1 M.2 slot (for SSD): 1 M.2 slot (for WLAN): 1</p> <p>Power Supply and Adapter: 65 W</p> | | |
| 4 | unit(s) | <p>Laptop with Charger, Wireless Mouse and Bag</p> <p>Processor --Intel Core I5 12500h or Higher</p> <p>Memory --16GB DDR4</p> <p>Storage --512GB M.2 Nvme PCIe SSD</p> <p>Video Card --Nvidia Geforce Rtx3050 4GB GDDR6</p> <p>Display: 15.6" Fhd IPS 144hz</p> <p>Webcam</p> | | |

| | | | | |
|---|---------|--|--|--|
| | | Wi-Fi / Bluetooth Lan / Audio / Usb 3.0 / Usb Type-C / HDMI Port Windows 11 64bit | | |
| 2 | unit(s) | LCD Projector 140' or Higher Supplied Accessories Power Cable (1.8m) HDMI Cable (1.8m) Power Supply Voltage --100 - 240 V AC 10%, 50/60 Hz Screen Size Tele --30" to 300" (1.07 to 10.95 m) Wide --30" to 300" (0.89 to 9.12 m) Brightness Color Light Output --3,800 lumens / Contrast Ratio: 16,000:1 Connectivity --USB Interface, USB Type A: 1 (For Wireless LAN, Firmware Update, Copy OSD Settings) USB Type B: 1 (For Firmware Update, Copy OSD Settings) Network Wireless --Optional (ELPAP11) Analog Input Composite: 1 RCA D-Sub 15pin: 1 Digital Input: HDMI: 1 (MHL not supported) Audio Input: 2 RCA: 1 | | |

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 delivery is only up to what is stipulated in the contract.
4. Ensure to supply the requirements upon issuance of DOC.
5. 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 20 days from the receipt of P.O.
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.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

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-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 IT Equipment 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 month.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- 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 and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO IV

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|---|
| CONFORME: |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name |
| <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 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.