



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 Commission on Elections in the City of San Fernando, Pampanga**
Location of the Project : **Commission on Elections**

Company Name
Date : **Jun 11, 2024**
PR No. : **2024-03-00489**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 18, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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)	Laptop computer • Operation System: English Windows 11 • Processor: 12th Gen Intel Core i7-12700H 14core 20threads or Higher • Graphics: NVIDIA GeForce RTX3050 4GB GDDR6 • Display: 16" 3072x1920res 300nits 100% sRGB 60Hz Anti-Glare Non-Touch • WVA Display with ComfortView Plus Support • Memory: 16 GB (8GBx2) DDRS 4800MHz • Storage: 512GB M.2 PCIe NVMe SSD • Intend Genfaces: I/O: Left: Power Interface, Venting holes HDMI 2.0, USB 3.2 Gen 1, Thunderbolt 4 (USB Type-C) • Right:USB 3.2 Gen1, Audio Interface,SD Card Reader, Venting holes • Audio: Stereo speakers with Waves MaxxAudio Pro Dolby Atmos, 2 W x 4 = 8 W total • Camera: 1080p at 30 fps FHD camera • Wireless Connectivity: Intel® Wi-Fi 6 2x2			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Wireless Card with Bluetooth 5,2 •Battery and Power: 86 Wh 6-cell lithium-ion battery (integrated) • Power Adapter:130W AC Adapter • Weight and Dimensions:2.045kg Length 356.78mm; Width 251.9mm; Height 18.99mm •Included: Laptop, charger, wireless mouse, bag			
2	5	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 and Wi-Fi Direct Connectivity • Seamless setup via Epson Smart Panel •Borderless printing up to 4R • 100-Page Fax Storage Memory • Print Method: On-demand inkjet (Piezoelectric)			
3	2	unit(s)	External Hard Drive •Capacity 2 TB • Interface: USB 3.0 • Quick file transfer with USB 3.0 connectivity			
4	5	unit(s)	Units Uninterruptable Power Supply (UPS) • Output power capacity: 650 Watts / 800VA • Nominal Output Voltage: 230V • Nominal Input Voltage: 230V			
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



COMMISSION ON ELECTIONS

City of San Fernando, Pampanga



TERMS OF REFERENCE

Supply and Delivery of IT Equipment to be used at the Commission on Elections in the City of San Fernando, Pampanga

I. Background

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The Commission on Elections (COMELEC) is an independent Constitutional body mandated to enforce and administer all laws and regulations relative to the conduct of elections, plebiscite, initiative, referendum and recall for the purpose of ensuring free, orderly, peaceful and credible elections. It was created in 1935 by the Philippine Constitution, and reiterated in the 1973 Constitution and the Freedom Constitution of 1986 and 1987;

It is the principal government agency tasked by the Constitution to enforce and administer all laws and regulations concerning the conduct of regular and special elections.

II. BUDGETARY REQUIREMENT

The Budgetary requirement for the Supply and Delivery of IT Equipment to be used at the Commission on Elections in the City of San Fernando, Pampanga

is included in the PPMP with the Ref. No. 2024-1930 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount FOUR HUNDRED NINETY-FIVE THOUSAND PESOS (495,000.00)

III. OBJECTIVES

The objectives of the **Supply and Delivery of IT Equipment to be used at the Commission on Elections in the City of San Fernando, Pampanga**

are as follows:

1. To ensure uninterrupted flow of operation through the availability of office supplies.
2. To ensure the continuous efficiency and active participation of the commission

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	Particulars	Delivery Date	Location
5	unit(s)	Laptop computer • Operation System: English Windows 11 • Processor: 12th Gen Intel Core i7-12700H 14core 20threads or Higher • Graphics: NVIDIA GeForce RTX3050 4GB GDDR6 • Display: 16" 3072x1920res 300nits 100% sRGB 60Hz Anti-Glare Non-Touch • WVA Display with ComfortView Plus Support • Memory: 16 GB (8GBx2) DDRS 4800MHz • Storage: 512GB M.2 PCIe NVMe SSD • Intend Genfaces: I/O: Left: Power Interface, Venting holes HDMI 2.0, USB 3.2 Gen 1, Thunderbolt 4 (USB Type-C) • Right:USB 3.2 Gen1, Audio Interface,SD Card Reader, Venting holes • Audio: Stereo speakers with Waves MaxxAudio Pro Dolby Atmos, 2 W x 4 = 8 W total • Camera: 1080p at 30 fps FHD camera • Wireless Connectivity: Intel® Wi-Fi 6 2x2 Wireless Card with Bluetooth 5,2 •Battery and Power: 86 Wh 6-cell lithium-ion battery (integrated) • Power Adapter:130W AC Adapter • Weight and Dimensions:2.045kg Length 356.78mm; Width 251.9mm; Height 18.99mm •Included: Laptop, charger, wireless mouse, bag	20 days upon issuance of NTP and PO	CGSO Central Storage, CSFP
5	unit(s)	All-in-One Printer • Print, Scan, Copy, Fax with ADF Compact integrated tank designosnterma • High yield ink bottles, Spill-free, error-free refilling • Wi-Fi and Wi-Fi Direct Connectivity • Seamless setup via Epson Smart Panel •Borderless printing up to 4R • 100-Page Fax Storage Memory • Print Method: On-demand inkjet (Piezoelectric)		
2	unit(s)	External Hard Drive •Capacity 2 TB • Interface: USB 3.0 • Quick file transfer with USB 3.0 connectivity		
5	unit(s)	Units Uninterruptable Power Supply (UPS) • Output power capacity: 650 Watts / 800VA Nominal Output Voltage: 230V • Nominal Input Voltage: 230V		

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 stipulated 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 on 20 days upon issuance of NTP and PO.
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** 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:


PEEJAY C. RIVERA
Supply and Property Officer

CONFORME:

Signature over printed name

Date

Approved by:


ATTY. JUNE T. GUIAO
City Election Officer IV

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.