



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 College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Sep 12, 2024**

PR No. : **2024-07-01295**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, September 19, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)

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	28	unit(s)	Desktop Computer <ul style="list-style-type: none">• 24-inch iMac with 4.5K Retina Display• Apple M3 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 10-core GPU and 16-core Neural Engine• 8GB unified memory• 512GB SSD storage• Gigabit Ethernet / Wi-Fi 6/e Bluetooth 5.3• Two Thunderbolt /USB 4 ports/Two USB 3 ports• Operating System MacOS Sonoma			
2	28	unit(s)	Mouse <ul style="list-style-type: none">• Mouse• USB-C/USB to Lightning Cable• System Requirements-Bluetooth-enabled Mac with OS X 10.11 or later			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	28	unit(s)	Keyboard • Keyboard with Touch ID US English • Lightning Cable to USB-C/USB • System Requirements -Bluetooth-enabled Mac with OS X 10.11 or later			
4	28	unit(s)	Uninterruptable Power Supply • BV800I-MS 800VA/450 Watts Line Interactive wit			
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 CITY
COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

The impact of technology in the workplace substantially increased. Most of the employees globally work either remotely or hybrid (<https://www.neuroworx.io/magazine/hybrid-work-statistics-what-the-future-of-work-looks-like/>). These developments will also have an impact in the way the classrooms are design. A modernize classroom technology that will promote student engagement and experience is now a necessity.

Since the Academic Year 2023-2024, the number of enrollees for Information Technology program have considerably increased which resulted for additional computer laboratory requirement. Currently, CCSFP has three (3) computer laboratories equipped with thirty five (35) computers units each. As projected with the number of IT students and laboratory intensive courses, additional two (2) computer laboratories for academic year 2024-2025. In addition, teaching software development for both android and IOS system is essential for students due to the emerging usage of mobile applications. The IOS system can be accessed using Apple Mac hardware.

Align with the vision and mission of the school, the CCSFP with the invaluable support of the City Information and Communication Technology Office (CICTO) have been planning to answer the necessary upgrade for IT facilities. Aiming for quality education and excellence, the CCSFP is committed in ensuring that the facilities meets the needs of CCSFP stakeholders.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of IT Equipment to be used at the City College of San Fernando Pampanga is included in the **PPMP with Ref. No. 2024-1346** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE MILLION THREE HUNDRED NINETY-THREE THOUSAND THREE HUNDRED TWENTY PESOS ONLY (PHP 3,393,320.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used at the City College of San Fernando Pampanga is as follow:

1. To set-up additional computer laboratory to meet IT courses requirement
2. To modernize classroom to be relevant for future workplace

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
28	unit(s)	Desktop Computer <ul style="list-style-type: none"> • 24-inch iMac with 4.5K Retina Display • Apple M3 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 10-core GPU and 16-core Neural Engine • 8GB unified memory • 512GB SSD storage • Gigabit Ethernet / Wi-Fi 6/e Bluetooth 5.3 • Two Thunderbolt /USB 4 ports/Two USB 3 ports • Operating System MacOS Sonoma 	Upon the approval of the NTP and PO	CGSO – Central Storage, CSFP
28	unit(s)	Mouse <ul style="list-style-type: none"> • Mouse • USB-C/USB to Lightning Cable • System Requirements -Bluetooth-enabled Mac with OS X 10.11 or later 	Upon the approval of the NTP and PO	CGSO – Central Storage, CSFP
28	unit(s)	Keyboard <ul style="list-style-type: none"> • Keyboard with Touch ID US English • Lightning Cable to USB-C/USB • System Requirements -Bluetooth-enabled Mac with OS X 10.11 or later 	Upon the approval of the NTP and PO	CGSO – Central Storage, CSFP
28	unit(s)	Uninterruptable Power Supply <ul style="list-style-type: none"> • BV800I-MS 800VA/450 Watts Line Interactive wit 	Upon the approval of the NTP and PO	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 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 upon the approval of the 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 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:


EMILIE L. LAXINA, CPA, MM
Supervising Administrative Officer VI

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.