



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 Health Office - Rural Health Unit III (San Nicolas) in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

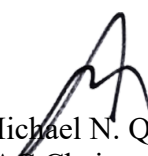
Company Name _____ Date : **Aug 12, 2024**
PR No. : **2024-07-01380**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 19, 2024 11:00 AM** at **CGSO Building, City Civic Center, Alasas, 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)	All in One Desktop Computer Processor: Intel Core i5-1215U processor, 10 cores 12 Threads, 10MB Intel Smart Cache, 1.2GHz Base 4.4 GHz Max Frequency Display: 23.8inch screen, 1920x1080 resolution Memory: 8GB soDIMM DDR4 up to 32 GB of Dual-Channel DDR4 3200 MHz Storage: 256 GB M.2 2280 PCI-E SSD 1 TB 2.5inch 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 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 Ports,LAN Port(s): 1, Audio jack(s): 1 USB 3.2 Gen1 Type A port(s): 2 USB 3.2 Gen1 Type A port(s): 1 USB 3.2 Gen1 Type C port(s): 1" M.2 slot (for SSD): 1, M.2 slot (for WLAN):1 Power Supply and Adapter: 65W With One (1) Year Warranty			
2	2	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 Wifi and Wifi Direct Connectivity Seamless setup via Epson Smart Panel Borderless printing up to 4R/100-page Fax Storage Memory Print Method: On-demand inkjet (Piezoelectric)			



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			With 3 extra set of ink (B, M, Y, BL) With One (1) Year Warranty			
3	2	unit(s)	Uninterruptable Power Supply (UPS) Output power capacity: 450 Watts/ 800V A Nominal Output Voltage: 230V Nominal Input Voltage: 230V With One (1) Year Warranty			
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 I.T. Equipment to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga

I.BACKGROUND

In exigency of the service, and in line with the evolving demand of public health-related undertakings, the provision of relative capital outlay and various supplies for daily operation is highly essential for the benefit/interest of our healthcare workforce and to generally improve the delivery of health services to our constituents.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of I.T. Equipment to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2024 - 2621 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED EIGHTY SIX THOUSAND PESOS (P 186,000.00)

III.OBJECTIVES

The objectives of the **Supply and Delivery of I.T. Equipment to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga** are as follows:

1. To fulfill the administrative requirements of the rural health unit.

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
2	UNIT	ALL-IN-ONE DESKTOP COMPUTER Processor: Intel Core i5-1215U processor, 10 cores 12 Threads, 10MB Intel Smart Cache, 1.2GHz Base 4.4 GHz Max Frequency Display: 23.8inch screen, 1920x1080 resolution Memory: 8GB soDIMM DDR4 up to 32 GB of Dual-Channel DDR4 3200 MHz Storage: 256 GB M.2 2280 PCI-E SSD 1 TB 2.5inch 5400 RPM Graphics: Intel UHD Graphics Optical Drive: WITHOUT Integrated 5.0 MP Full	October 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		<p>HD high-sense webcam with 2 stereo microphones Webcam: N/A 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 Ports, LAN Port(s): 1, Audio jack(s): 1 USB 3.2 Gen1 Type A port(s): 2 USB 3.2 Gen1 Type A port(s): 1 USB 3.2 Gen1 Type C port(s): 1" M.2 slot (for SSD): 1, M.2 slot (for WLAN):1 Power Supply and Adapter: 65W</p>		
2	UNIT	<p>ALL-IN-ONE PRINTER Print, Scan, Copy, Fax with ADF Compact integrated tank design High Yield Ink bottles Spill-free, error-free refilling Wifi and Wifi Direct Connectivity Seamless setup via Epson Smart Panel Borderless printing up to 4R/100-page Fax Storage Memory Print Method: On-demand inkjet (Piezoelectric) With extra set of ink (B, M, Y, BL)</p>	October 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	UNIT	<p>UNINTERRUPTABLE POWER SUPPLY Output power capacity: 450 Watts/ 800V A Nominal Output Voltage: 230V</p>	October 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		Nominal Input Voltage: 230V		
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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 confirmed by the supplier/ provider.
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. 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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery” Policy and comply with the delivery period.⁴
2. The Delivery Period shall be on **OCTOBER 2024** at the City of San Fernando, Pampanga.
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 of items 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- 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 items 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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 by:


JOCYLENE RAIZA C. CRUZ, RN
PUBLIC HEALTH NURSE – RHU III

Submitted by:


DR. CAMIR DIANNE R. AYSON
RURAL HEALTH PHYSICIAN – RHU III

Noted by:


DR. ROWENA L. SALAS
CITY HEALTH OFFICER II

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

SAMPLE PICTURE



ALL-IN-ONE DESKTOP COMPUTER



ALL-IN-ONE PRINTER



UNINTERRUPTABLE POWER SUPPLY

APPROVED BY:


DR. ROWENA L. SALAS
CITY HEALTH OFFICER II