



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 equipped with the PNP personnel in the City of San Fernando, Pampanga**  
Location of the Project : **Philippine National Police**

Company Name \_\_\_\_\_ Date : **Oct 31, 2024**  
PR No. : **2024-10-01923**  
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, November 7, 2024 10:00 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	4	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: 16GB soDIMM DDR4 3200 MHz -Up to 32GB of Dual-channel DDR4 3200 MHz Storage: 256 GB M.2 2280 PCI-E SSD 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 microphone 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 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	3	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			



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 equipped with the PNP personnel in the City of San Fernando, Pampanga**  
Location of the Project : **Philippine National Police**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Wi-fi Direct Connectivity, Seamless setup via Epson Smart Panel, Boardless printing up to 4R /100-Page Fax Storage Memory, Print Method: On-demand inkjet (Piezoelectric) With extra set of ink (B, M, Y, BL)			
3	4	unit(s)	Keyboard			
4	4	unit(s)	Mouse			
5	4	unit(s)	Uninterruptable Power Supply Output power capacity: 450 Watts/800V A Nominal Output Voltage: 230V Nominal Input Voltage:230V			
6	2	unit(s)	Laptop Computer Model: A315-24P-R1KB Pure Silver Processor: AMD Ryzen 5 7520U quad-core processor (up to 2 MB L2 cache, up to 4MB L3 cache 2.8 GHz with boost up to 4.3 GHz) Memory: 8GB of onboard LPDDR5 system memory Hard Drive: 512GB NVMe SSD Display:15.6inch display with IPS (In-Plane Switching) technology Full HD 1920 x 1080 Accer Comfy View LED-backlit TFT LCD Video Card: AMD Radeon Graphics, Graphics Special Tecnology Connectivity: 802.1 1a/b/g/n/ac wireless LAN Dual band (2.4 GHz and 5 GHz) Bluetooth 5.0 Operating System: Windows 11 Home Must include: -Laptop Bag -Wireless Mouse			
<b>Total Amount:</b>						

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 EQUIPPED WITH THE PNP PERSONNEL 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 City of San Fernando Police Station currently lacks the necessary IT resources for its sections to carry out their duties effectively and as required. The City General Service Office's Storage Section received some of the computers that were given to this station and were duly turned-over for disposal. Therefore, these offices need the following sets of computers; Admin-1, Intelligence-1, Operation-1, PCAD-1, and Finance-1. For the Substations; SS1-1, SS2-1, SS3-1 and SS4-1; Totaling seven (7) sets of computers and two (2) set of laptops with eight (8) printers.

In order to avoid impeding administrative compliance and to satisfy the ISO standards of this station, the City of San Fernando Police Station required IT equipment as a replacement for the previously provided computer sets.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of IT Equipment to be equipped with the PNP personnel in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. **2024-2984** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED EIGHTY-EIGHT THPOUSAND PESOS (P 488, 000.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be equipped with the PNP personnel in the City of San Fernando, Pampanga:

1. To sustain the number and maintain the serviceability of the IT equipment to easily deliver services to the clients of this station.
2. To provide ease for the personnel to carry out each other's tasks.
3. To ensure the availability of the IT equipment is working in order to serve the constituents in the fastest way possible.

#### 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
4	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: 16GB soDIMM DDR4 3200 MHz - Up to 32GB of Dual-channel DDR4 3200 MHz Storage: 256 GB M.2 2280 PCI-E SSD 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 microphone 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	20 days upon issuance of PO and NTP	City Central Storage, City of San Fernando, Pampanga

3	Unit(s)	<p>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</p> <p>All-in-One Printer Print, Scan, Copy Fax with ADF, Compac 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, Boardless 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>		
4	Unit(s)	Keyboard		
4	Unit(s)	Mouse		

4	Unit(s)	Uninterruptable Power Supply Output power capacity: 450 Watts/800V A Nominal Output Voltage: 230V Nominal Input Voltage:230V		
2	Unit(s)	Laptop Computer Model: A315-24P-R1KB Pure Silver Processor: AMD Ryzen 5 7520U quad-core processor (up to 2 MB L2 cache, up to 4MB L3 cache 2.8 GHz with boost up to 4.3 GHz) Memory: 8GB of onboard LPDDR5 system memory Hard Drive: 512GB NVMe SSD Display:15.6inch display with IPS (In-Plane Switching) technology Full HD 1920 x 1080 Accer Comfy View LEDbacklit TFT LCD Video Card: AMD Radeon Graphics, Graphics Special Tecnology Connectivity: 802.1 1a/b/g/n/ac wireless LAN Dual band (2.4 GHz and 5 GHz) Bluetooth 5.0 Operating System: Windows 11 Home Must include: -Laptop Bag -Wireless Mouse		

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. 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.
2. The Delivery Period shall be 20 days upon issuance of Purchase Order and Notice to Proceed..
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 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 :

  
**PMSG RICHMER M SANTOS**  
 Procurement Officer

Approved by:

  
**PLTCOL ROY AUGUSTUS F CALULOT**  
 Chief of Police

<b>CONFORME:</b>
_____
Signature over Printed Name
_____
Date

**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.

