



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 Office of the City Building Official in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

Company Name

Date : **Nov 4, 2024**

PR No. : **2024-10-02069**

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, November 11, 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	4	pc(s)	ALL IN ONE DESKTOP COMPUTER -Processor: Intel Core i5-1215U processor, 10 cores 12 Threads 10 MB Intel Smart Cache, 1.2GHz Base 4.4 GHz Max Frequency -Display: 23.8inch screen, 1920x1080 resolution -Memory: 16 GB soDIMM DDR4-Up to 32 GB of DUAL-channel DDR4 -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 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 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 Gen3 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	pc(s)	KEYBOARD			
3	4	pc(s)	MOUSE			
4	4	pc(s)	UNINTERRUPTABLE POWER SUPPLY -Output power capacity: 450 Watts/800VA			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-Nominal Output Voltage: 230V -Nominal Input Voltage: 230V			
5	1	pc(s)	<b>LAPTOP COMPUTER</b> -Processor: 13th Generation Intel Core i5-1335U Processor (E-cores up to 3.40 GHz P-cores up to 4.60 GHz) -Operating System: Windows 11 Pro 64 -Graphic Card: Integrated Intel Iris Xe Graphics -Memory: 16GB DDR4-3200MHz-(8 GB Soldered + 8 GB SODIMM) -Storage: 512 GB SSD M.2 2242 PCIe Gen4 TLC Opal -Display: 14"WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 45%NTSC,300 nits, 60Hz -Camera: 720P HD RGB with Microphone and Privacy Shutter -Battery: 3 Cell Li-POLYMER 57 Wh -AC Adapter / Power Supply 65W -Fingerprint Reader: No Fingerprint Reader -Keyboard: Backlit , Black-English(US) -WLAN: Wi-Fi 6E 2x2 AX & Bluetooth 5.1 or above -Warranty: 3 Year On-Site -Color: Graphite Black -Part Number: 21JK00RPH			
6	1	pc(s)	<b>HIGH SPEED SCANNER</b> Scanner Type : Sheetfed Scanner Optical Resolution : 600 DPI x 600 DPIO (Horizontal x Vertical) Scanning color depth: Input: 30 Bits Color, Output: 24 Bits Color Paper Formats : A4 (21.0x29.7 cm), A5 (14.8x21.0 cm), A6 (10.5x14.8 cm), B5 (17.6x25.7 cm), B6 (12.5x17.6 cm), Letter<Legal,Postcard,Business cards,Plastic cards Optical Sensor : CIS (Contact Image Sensor) Light Source : ReadyScan LED technology Output Resolution : 75, 100, 150, 200, 240, 300, 600, 1200 DPI Output formats : BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF, PDF/A, PNG Advanced document Integration: Scan to Email, Scan to FTP, Scan to Microsoft SharePoint, Scan to Web folders Scan to Network folder, Scan to USB. Paper Capacity : 100 Sheets Paper weight : Auto loading: 27 - 413 g/m Automatic Document Feeder Type: Single paa dual scanning Supply Voltage : AC 100V - 240 V, 50 Hz - 60 Hz Product dimensions :296x169x167 mm (Width x Depth x Height) Product Weight : 3.7 kg Included Software : ScanSmart Connectivity : USB 3.0/3.1/3.2 Wireless and Wi-Fi 4(802.11n) Compatible Operating Systems: Windows 11			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			*With Data Cable and Power Cord and 1 year Warranty			
7	2	pc(s)	Uninterruptable Power Supply -Output power capacity: 450 Watts/800VA -Nominal Output Voltage: 230V -Nominal Input Voltage: 230V			
8	3	pc(s)	EXTERNAL HARD DRIVE -Capacity 2 Terabyte Hard Drive -Hard Drive Rotational Speed 5400 RPM -Form Factor 2.5 Inch -Weight 148g/0.326lb -Seagate One Touch HDD with password -USB 3.0 cable			
9	4	pc(s)	KEYBOARD			
10	4	pc(s)	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 used at Office of the City Building Official  
in the City of San Fernando, Pampanga

### I. BACKGROUND

The Office of the City Building Official strives to provide efficient, effective, and timely basic services in compliance with the provisions of Republic Act 11032, also known as the 'Ease of Doing Business and Efficient Government Service Delivery Act of 2018,' and JMC 2021-01 s2021, which amends the 'Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy.' These regulations aim to streamline government services. Therefore, the proposal for the supply and delivery of IT equipment is crucial to meeting the service standards set by the joint memorandum circular.

### II. BUDGETARY REQUIREMENT

The approved budget for the supply and delivery of IT equipment to be used by the Office of the City Building Official in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2024-3149, amounting to **FOUR HUNDRED NINETY-NINE THOUSAND FOUR HUNDRED PESOS ONLY (Php 499,400.00)**.

### III. OBJECTIVES

The objectives of the supply and delivery of IT Equipment for use in the regular operations of the Office of the City Building Official in the City of San Fernando, Pampanga, are as follows:

1. To develop better and more efficient methods for carrying out regulatory and administrative functions.
2. To replace slow-performing of equipment that is nearing obsolescence.
3. To provide IT equipment to employees who need it to facilitate their work.

### IV. TERMS AND CONDITIONS

During the procurement process and the 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
See attached documents	See attached documents	See attached documents	15 days after the issuance of Purchase Order	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP

#### b. Procurement Process

1. **For the end- user:** Ensure that all required documents are completed to proceed with the procurement process.
2. **For the supplier/ provider:** Ensure that the documents required by the Bids and Awards Committee (BAC) for the procurement process are complete and submitted on time, based

on the procurement schedule. This includes submitting this TOR, duly signed by the end user and confirmed by the supplier/contractor.

3. If the procurement process extends into the following year, ensure that the delivery adheres to the terms stipulated in the contract.
  4. **For the end user:** Clearly present this TOR during the Pre-Bid Conference for the information of prospective bidders (for Competitive/ Public Bidding), and present it with the assistance of the end-user in coordination with the buyer (for Alternative Methods of Procurement).
  5. Ensure that readily available supplies are on hand upon submission of the Request for Quotation (RFQ) or bid, as delivery is expected upon issuance of the Purchase Order (PO) or contract.
  6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/Public Bidding or Alternative Methods of Procurement.
- c. Delivery/ Implementation period
1. Strictly observe the "No Purchase Order (PO)/Contract, No Delivery" policy and comply with the delivery period.
  2. The delivery period shall be **15 days** after the issuance of the Purchase Order.
  3. During delivery, strictly follow the provisions outlined in the Terms and Conditions of the PO/Contract, including the delivery schedule, penalties, and other relevant terms.
  4. In case of any changes to the delivery schedule and specifications, the end user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD), which will advise the supplier/contractor regarding the concern.
  5. Coordination with the supplier/contractor shall be the responsibility of the CGSO-PMD, as per its mandate.
  6. For onsite delivery, ensure 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 the items. Immediately notify the supplier/contractor of any concerns before 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 a Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report(s).

These documents will be used to notify the concerned offices, such as the City Accountant's Office (CAccO) and Commission on Audit (COA), to include the delivery in the Payables.

## **V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

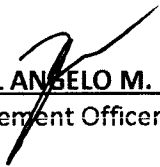
The deliverables of the supplier/contractor shall be as follows:

- a. Provide the quantity being required by the project/program.
- b. Strictly follow the specifications and ensure timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. Ensure on-time payment to the supplier/contractor, i.e., 15 days after delivery, regardless of whether the delivery is monthly or an Ordering Agreement.
- b. The end-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in monitoring, delivery and ensuring on time payment to 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 of a violation of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

  
**LIONEL ANGELO M. POLINTAN**  
Procurement Officer

Approved by:

  
**ENGR. ANELE C. DAVID**  
Acting City Building Official

CONFORME:
_____ 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.