



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 Laptop Computers to be used by the Two (2) Vice Presidents of the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name
Date : **Nov 6, 2024**
PR No. : **2024-11-02114**

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, November 12, 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 | 2 | unit(s) | Laptop Computer -Operation System: English Windows 11 -Processor: 12th Gen Intel Core i7-12700H 14core 20threads of Higher - Graphics: NVIDIA GeForce RTX3050 4GB GDDR6 -WVA Display with Comfort View Plus Support -Memory: 32GB (16GBx2) DDR5 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 and Dolby Atmos, 2 W x 4 = 8 W total -Camera: 1080p at 30fps FHD camera -Wireless Connectivity: Intel® Wi-Fi 6 2x2 Wireless Card with Bluetooth 5.2 -Battery and Power: 86Wh 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 -Must Include: charger, wireless mouse, bag | | | |
| 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 LAPTOP COMPUTERS TO BE USED BY THE TWO (2) VICE PRESIDENTS OF THE CITY COLLEGE 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.

To ensure continuous and uninterrupted services of CCSFP to its primary clientele, updated and relevant IT equipment are necessary. The two (2) laptops of the CCSFP Vice-Presidents for Administration and CCSFP Vice-President for Academic Affairs are for replacement which are experiencing downtime and malfunction. As per the recommendation of the City Information and Communications Technology Office (CICTO), said laptops are subject for replacement and upgrade.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Laptop Computers to be used by the Two (2) Vice Presidents of the City College of San Fernando Pampanga is included in the **PPMP with Ref. No. 2024-3168** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SEVENTY THOUSAND PESOS ONLY (PHP 170,000.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of Laptop Computers to be used by the Two (2) Vice Presidents of the City College of San Fernando Pampanga is as follow:

1. To provide adequate and conducive learning and working environment

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(s) | 2 Units Laptop Computer -Operation System: English Windows 11 -Processor: 12th Gen Intel Core i7-12700H 14core 20threads of Higher - Graphics: NVIDIA GeForce RTX3050 4GB GDDR6 -WVA Display with Comfort View Plus Support -Memory: 32GB (16GBx2) DDR5 4800MHz | Upon the approval of the NTP and PO | CGSO – Central Storage, CSFP |

| | | | |
|--|---|--|--|
| | <p>-Storage: 512GB M.2 PCIe NVMe SSD</p> <p>-Intend Genfaces: I/O: Left: Power Interface, Venting holes, HDMI 2.0, USB 3.2 Gen. 1, Thunderbolt 4 (USB Type-C)</p> <p>-Right: USB 3.2 Gen1, Audio Interface, SD Card Reader, Venting holes</p> <p>-Audio: Stereo speakers with Waves MaxxAudio Pro and Dolby Atmos, 2 W x 4 = 8 W total</p> <p>-Camera: 1080p at 30fps FHD camera</p> <p>-Wireless Connectivity: Intel® Wi-Fi 6 2x2 Wireless Card with Bluetooth 5.2</p> <p>-Battery and Power: 86Wh 6-cell lithium-ion battery (integrated)</p> <p>-Power Adapter: 130W AC Adapter</p> <p>-Weight and Dimensions: 2.045kg Length 356.78mm; Width 251.9mm; Height 18.99mm</p> <p>-Must Include: charger, wireless mouse, bag</p> | | |
|--|---|--|--|

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 laptop computers 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.

| |
|--------------------------------------|
| CONFORME: |
| _____ Signature over Printed Name |
| _____ Date |

Prepared by:



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

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.