

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY AND DELIVERY OF FIVE (5) UNITS LAPTOP**

APPROVED BUDGET FOR THE CONTRACT: **Php 243,000.00**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & current Mayor's/Business permit for 2024;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Jupalyn Benedicto at Telephone Number 8920-43-38 and Mobile Number 09998879307. The Quotation may be submitted through e-mail at [jupalyn.benedicto@pia.gov.ph](mailto:jupalyn.benedicto@pia.gov.ph) or delivered to the address below on or before **15 AUGUST 2024, 5:00 PM.**

Philippine Information Agency  
2<sup>nd</sup> Floor Procurement Section Office  
PIA Bldg Visayas Ave Diliman Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC- CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p><b>SUPPLY AND DELIVERY OF FIVE (5) UNITS LAPTOP</b></p> <p><b>TECHNICAL SPECIFICATIONS:</b>            Operating System: Windows 11 Home            Processor : Intel ®Core™ i7-1255U            Graphics: Intel ® Iris ® Xe Graphics            Display : 15.6" Full-HD IPS            Memory: 16GB 3200MHz DDR4            Software: MS Office Home and Student</p> <p><b>DELIVERABLES FROM SUPPLIERS</b></p> <ol style="list-style-type: none"> <li>1) Delivery of item shall be within thirty (30) calendar days upon award to the supplier.</li> <li>2) Delivery of items shall be free of charge.</li> <li>3) To ensure that manufacturing defects shall be corrected, a warranty of one (1) year shall be required from the supplier.</li> <li>4) Defective units shall be replaceable upon checking and validation</li> <li>5) Price is inclusive of taxes.</li> </ol>			

DELIVERY PERIOD: within 30 CalendarPRICE VALIDITY: 90 Days

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
 Printed Name and Signature

\_\_\_\_\_  
 Business Name and Address

\_\_\_\_\_  
 Telephone/Mobile No. and E-mail address

\_\_\_\_\_  
 Date

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p><b>SUPPLY AND DELIVERY OF FIVE (5) UNITS LAPTOP</b></p> <p><b>TECHNICAL SPECIFICATIONS:</b> <i>Operating System: Windows 11 Home</i> <i>Processor : Intel ®Core ™ i7-1255U</i> <i>Graphics: Intel ® Iris ® Xe Graphics</i> <i>Display : 15.6” Full-HD IPS</i> <i>Memory: 16GB 3200MHz DDR4</i> <i>Software: MS Office Home and Student</i></p> <p><b>DELIVERABLES FROM SUPPLIERS</b></p> <ol style="list-style-type: none"><li>1) Delivery of item shall be within thirty (30) calendar days upon award to the supplier.</li><li>2) Delivery of items shall be free of charge.</li><li>3) To ensure that manufacturing defects shall be corrected, a warranty of one (1) year shall be required from the supplier.</li><li>4) Defective units shall be replaceable upon checking and validation</li><li>5) Price is inclusive of taxes</li></ol>	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date