



SUPPLIER'S QUOTATION Form	Document No.: DSWD-FO Caraga SOP GASDD-009-Form 4
	Revision No. : 0
	Effectivity Date: November 28, 2016

Field Office Caraga - R. Palma Street, Capitol Site, Butuan City
 Fax No. 815-9173 / Tel No. 342-5619
 Email Add: focrg@dswd.gov.ph or dswdprocurement13@gmail.com

Request for Quotation

Mode Procurement : _____
 Company Name : _____
 Address : _____
 Contact Person : _____
 Contact Number : _____

PhilGEPS Solicitaion No. : **20-CRG-22-12-0493**
 PhilGEPS Reference No : _____
 RFQ No : **22-12-2323**
 RFQ Date : **Dec. 20, 2022**

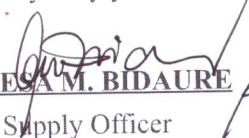
Sir/Madam:

Please quote your government price/s including delivery charges, VAT and other applicable taxes and other incidental expenses for the goods/services listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to DSWD Caraga-BAC Secretariat at the address indicated above not later than _____ and open quotation may be submitted.

Very truly yours,


TERESA M. BIDAURE
 Supply Officer

Terms and Conditions

1. Award shall be made on : Per item basis Lot/Package Total Quoted;
2. Quotation validity shall not be less than 30 days calendar days;
3. Goods shall be delivered within: _____
4. Place of Delivery : **DSWD Caraga Regional Office, Capitol Site, Butuan City**
5. Term of Payment within **30 days**
6. Liquidated damages / Penalty (1/10) of one percent for every day of delay shall be imposed
7. Indicate brand name, model and country of origin (for I.T. Equipments);
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail;
9. Warranty _____

 (Signature Over Printed Name of Canvasser)

 (Signature Over Printed Name of Supplier)



**DETAILED SPECIFICATIONS /
TERMS OF REFERENCE /
SCOPE OF WORK**

Document No : DSWD-FO Caraga-
F-AD-Procurement-001

Revision No : 1

Form

Effectivity Date: January 20,2021

Instruction: This form is to be accomplished by the End User and attached to the Purchase Request for requisitions involving shopping (as the need arises), direct contracting (as the need arises), scientific, scholarly or artistic, exclusive technology and media services, highly technical consultants, small value procurement and lease of property/venue.

Title/Purpose of Procurement Project:

Items / Goods / Services to be Procured	Detailed Specifications / TOR / SOW	SUPPLIER's Specification
DESKTOP COMPUTER	<ol style="list-style-type: none"> 1. Processor: <ol style="list-style-type: none"> a. CPU Architecture Technology: Processor model should at least be the latest release b. Base Speed Frequency: 2.9 GHz, up to 4.1 GHz c. Cores: ≥ 6 Cores d. Cache: ≥ 9MB Cache 2. Operating System: <ol style="list-style-type: none"> a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. A certificate of Authenticity (COA), Genuine Label or Equivalent of the license from the OS provider should be provided d. (Holographic Image Sticker) 3. Office Productivity Software: <ol style="list-style-type: none"> a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b. Version: Standard, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use 4. Memory: <ol style="list-style-type: none"> a. Capacity: ≥ 8 Gb DDR4 b. Speed: DDR4-3200mhz 	

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5. Keyboard: Std English (same brand as PC)
6. Pointing Devices/Mouse:
 - a. Type: Standard Optical Mouse (same brand as PC)
7. Graphics Controller: Integrated
8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)
 - a. \geq 4 x USB 3.0 port, 2 Front and 2 Back
 - b. 1 x headphone / microphone or combo jack
 - c. 1 x RJ-45 LAN port
 - d. 1 x VGA or DisplayPort, 1 x HDMI
 - e. Display: 21.5" LED Technology with VGA or Displayport and HDMI
9. Hard Drive: \geq 240gb SSD, \geq 1 TB HDD
10. Sound Controller: Integrated/built-in High Definition Audio system
11. Battery/UPS:
 - a. \geq 500 VA with AVR
12. Power Supply:
 - a. Manufacturer Standard Power Supply
13. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension)
 - a. Wireless - Dual Band Wireless - 802.11 ac/a/b/g/n;
 - b. Ethernet - Integrated 10/100/1000MB Base-TX
14. Warranty & SLA:
 - a. Three (3) years Hardware Warranty
 - b. One (1) year on Mouse, Keyboard, UPS

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- c. ≤ 4 hours' response time for issues reported (thru Help Desk)
- d. A Service Unit must be issued for a unit that can't be repaired within the day. (For Central Office Only)
- e. For reported hardware replacement, the Service Provider shall be the one to pull out the unit.
- f. To protect DSWD from unreliable and unproven products the following is required:
 - i. Manufacturer of the proposed brand should be ISO 9000 certified or better
 - ii. Proposed BRAND should be Energy Star Compliant
 - iii. Proposed BRAND should have an existing technical web support system where the brand providers/ bidders can log-in and key-in product service codes/item codes for faster tracking of defective / RMA products and faster turn-around of technical support
- g. Manufacturer's Proposed Brand must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in Luzon, Visayas and Mindanao (Proof or List of Nationwide Service Center should be submitted)
- h. Manufacturer's proposed brand is an International Brand Name, which means that the brand is known and marketed globally

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	and has international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years 15. Delivery Period: 45 Calendar Days	
Prepared by:  Digitally signed by Abucayon Vergel Rey Babanto Date: 2021-05-25 11:35:40 VERGEL REY B. ABUCAYON <hr/> End User / Requisitioning Party / TWG	Approved by:  Digitally signed by Andoy Aldie Mae Alvarez Date: 2021.05.31 15:54:34+08'00' ALDIE MAE A. ANDOY <hr/> Division Chief / Project Manager	Submitted by: <hr/> SUPPLIER

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