

Date: February 24, 2025

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
		<b>SUPPLY AND DELIVERY OF ICT / OFFICE EQUIPMENT FOR PRODUCT AND MARKET DEVELOPMENT UNIT</b>	
<b>2 (Two)</b>	<b>Unit</b>	<b>I. OBJECTIVES:</b> In order to properly execute the functions of the unit which are critical in the implementation of programs and projects, the Product and Market Development Unit (PMDU) would like to request for two (2) units of laptop for the purpose of the following: <ul style="list-style-type: none"> <li>➤ Attendance to conferences and meetings outside the office;</li> <li>➤ Ease of fulfilling essential job responsibilities in any place of assignment or field work;</li> <li>➤ Increase in productivity and efficiency of personnel.</li> </ul>	
		<b>II. SPECIFICATIONS / DELIVERABLES</b>	
		<ul style="list-style-type: none"> <li>• <b>DELIVERY TERM:</b> <ul style="list-style-type: none"> <li>- 10-15 working days upon receipt/signing of PO</li> </ul> </li> <li>• <b>PLACE OF DELIVERY</b> <ul style="list-style-type: none"> <li>- DOT-NCR Regional Office , 7840 Makati Ave, Brgy. Poblacion, Makati City</li> </ul> </li> </ul>	
		<b><u>LAPTOP</u></b>  <b>Number of units: Two (2)</b> <b>Cost per unit: Php 50,000.00</b> <b>Total: Php 100,000.00</b>  <ul style="list-style-type: none"> <li>- Processor 12th Gen Intel Core i5-1334U</li> <li>- Operating System Windows 11</li> <li>- Memory 16 GB</li> <li>- Hard Drive 512 GB</li> <li>- Display Type Not less than 13", FHD (1920x1080), Anti-Glare, 45% NTSC, 250 nits</li> <li>- Graphics Intel Iris XE Graphics</li> <li>- AC Adapter Black (3 pin) – US</li> <li>- Warranty 1 year onsite</li> <li>- Camera HD with Dual Array Microphone</li> <li>- Keyboard English</li> <li>- WLAN Realtek Wi-Fi 6 (1x1) and Bluetooth</li> <li>- Battery 3 Cell Li-Polymer 45Wh</li> <li>- Microsoft Office (Word, Excel, and PowerPoint) 2021</li> <li>- Laptop Bag</li> <li>- Wireless mouse</li> <li>- With at least two USB ports and HDMI port</li> </ul>	
b		<b>Minimum Requirements for Suppliers:</b>	
		a) Bidder must submit the Image, name, and Technical Specificaions of the Unit. b) Computer or ICT Store legally operating within Metro Manila c) Rates should include all applicable taxes and delivery fee d) Must be willing to provide services on a send-bill arrangement/government procedure	
		<b>Documentary Requirements to be Submitted:</b>	
		<ul style="list-style-type: none"> <li>• Valid Mayor's Business Permit</li> <li>• PHILGEPS Membership</li> <li>• Omnibus Sworn Statement</li> </ul>	

		<b>Approved Budget for the Contract (ABC):</b> <b>Php 100,000.00</b> <b>Pesos : One Hundred Thousand Only</b> <i>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges</i> <b>net</b> upon completion of the project and delivery of all requirements as agreed upon. <i>Government procedure and subject to appropriate government taxes</i>	
		<b>Contact Persons:</b> <b>Ms. Jenny Anne Paul D. Gatus – <a href="mailto:jdgatus@tourism.gov.ph">jdgatus@tourism.gov.ph</a> /</b>	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		Note: Deadline of submission is on <b>February 28, 2025</b>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

Email ADDRESS

TIN:

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME