

Office of the Vice President of the Philippines

REQUEST FOR QUOTATION

Reference No.: 2021-516
Posting Date: September 6, 2021

The Office of the Vice President (OVP), through its General Services Division, will undertake a Small Value Procurement for the Project, **“Lease of Laptop for OVP Personnel”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Approved Budget : Three Hundred Fifty One Thousand, Five Hundred Pesos
for the Contract (P351,500.00)

Specifications : Please see attached Annex “A”

Delivery Address : 7th Flr. Ben Lor Bldg., 1184 Quezon Avenue, Quezon City

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit;
2. PhilGEPS Registration Certificate;
3. Original and Notarized Omnibus Sworn Statement;
4. Certificate of Satisfactorily Completed Similar Projects;
5. Compliance to the Technical Specifications (Annex “A”); and
6. Accomplished Price Quotation Form (Annex “B”).

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of September 10, 2021 at the Property and Procurement Unit, 7th Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129 or mobile number 09190660696


SOFIA C. YANTO-ABAD
BAC Chairperson

TECHNICAL SPECIFICATIONS

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Quantity	Statement of Compliance
Laptop Units <ul style="list-style-type: none"> • At least Intel Core i5 Processor • At least 8GB RAM • 64 bit • At least 113GB SSD • Must have Windows 10 or higher • Must have Microsoft Office Applications • Must be WiFi/LAN Network Ready • Inclusive of mouse and laptop bag 	25 units	
Must be able to deliver on or before September 16, 2021	20 units	
Must be able to deliver the rented laptop within ten (10) days upon receipt of Notice from OVP end-user	5 units	
Must ensure that all equipment are in good condition by ensuring that appropriate inspections for quality assurance of the laptops units are conducted jointly by the end-user upon delivery	N/A	
Must bill monthly and based on actual consumption/usage, using weekly pro-rata rate/unit, if applicable	N/A	
Must be able to replace the defective unit/s within 3 calendar days upon receipt of notice from OVP	N/A	
Must submit unit prices of the laptops to be deployed for reference of both parties in case of loss/repair within 3 calendar days upon receipt of notice from OVP	N/A	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	N/A	

I hereby certify to comply and deliver all the above Technical Specification.

Name of Company/Bidder

Signature over Printed Name

Date

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PRICE QUOTATION FORM

Date

General Services Division

Office of the Vice President

7th Floor, Ben-Lor Building

1184 Quezon Avenue, Quezon City

Sir/Madam:

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Qty	No. of Months	Unit Price	Total price
<i>Lease of Laptop for OVP Employees</i>	Laptop	25 units	3 months and 2 weeks		
	Pull Out Fee				N/A
	Total (inclusive of VAT)				

- (2) We undertake to deliver above service per technical specifications; and
- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact Number

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