



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-0151-2022-03-0072-0527-0058
Purchase Request No.:	01-0151-2022-03-0072

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Supply and Delivery of ICT Equipment for FY2022 Biofuels Program
Mode of Procurement	: Small Value Procurement (AMP53.9)
Bidding Terms	: Per Item
Delivery Terms/Schedule	: 45 days upon receipt of the Purchase Order
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **31 May 2022, Tuesday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	Laptop Computer (5) <ul style="list-style-type: none">Processor: Minimum of 4 Cores, 8 Threads, 2.8 Ghz base frequency, Max 4.7Ghz frequency or higher, Memory (Cache Size) minimum of 12MBGraphics Processor: 2GB GDDRS graphics memoryDisplay: Approx. 13.3", FHD (1920 x 1080) LED-backlit, Non-TouchMemory: 16GB DDR4 RAMStorage: 512GB M.2 PCIe NVMe SSDWireless Connectivity: Integrated 802.11ac + Bluetooth, Local Area Connection Port 10/100/1000/Gigabits Ethernet Port or 10/100/1000/Gigabits USB Ethernet dongleLocal Area Connection Port 10/100/1000/Gigabits Ethernet Port Or 10/100/1000/Gigabits integrated USB Ethernet as long as the supplier will provide USB Ethernet dongle for each unitCamera: High Definition, 1 Mega PixelAudio and Mic: Stereo Speakers and Digital/Array MicrophonePorts: Minimum Side I/O Ports: 3 X USB 3.0/2.0, Headphone & Microphone Audio Jack, HDMIKeyboard: BacklitOperating System: Latest version of License Windows 11 Pro (64Bit)Warranty: At least 1 year warranty on parts and on-site services /Accessories: Wired USB stereo headset mic with noise cancelling, Wired/Wireless USB mouse and Carry bag	5 pcs.	70,000.00	350,000.00
2.	Printer (3) <ul style="list-style-type: none">Printer Technology: All-in-One Color Inkjet PrinterInk Type: EcoTank Ink BottlesInk Palette: Cyan, Magenta, Yellow, Black	3 pcs.	33,000.00	99,000.00

	<ul style="list-style-type: none">• Ink Configuration: 4 individual ink bottles• Function: Copy, Scan, Print Fax• Print Speed: 33 ppm Black/5ppm Color or Faster• Print Resolution: 5760 x 1440 DPI• Connectivity: USB 2.0/Wifi/Wifi Direct• Scanner Type: Flatbed/ADF/• ADF: 30-sheet Automatic Document Feeder• Optical Scanning Resolution: max 600 x 600 ppi• Copy Speed: Black: 12 sec / Up to 4.5 ipm Colour: 29 sec / Up to 4.5 ipm• Paper Handling: Number of Paper : 1 Tray• Paper Handling Standard: Duplex Manual; Paper Feed capacity 100 Sheet; Photo 20 sheets; media handling borderless print; Paper size A4 (21.0 x 29.7cm);Legal Size,• Monthly Duty Cycle:85,000 pages• Supported Operating System: Windows 7 / 8 / 8.1 / 10 Mac OS X 10.12.x• Warranty:At least 1-year Warranty on parts and on-site services• With 2 sets of printer consumables (original black toner)			
			TOTAL	449,000.00
	<p>Delivery Terms</p> <p>Delivery must include instruction manual, certificate and schematic diagram if applicable.</p> <p>Billing Requirements</p> <p>One hundred percent (100 %) of purchase price will be released only upon satisfactory completion of delivery of the equipment within 30 days from acceptance by REMB-BEMD. Satisfactory equipment delivery includes complete installation of necessary software and in good condition including accessories</p> <p>Penalty</p> <p>Failure on the part of the winning Service Provider to comply with the requirements under this Terms of Reference shall cause the imposition of penalty of 1/10 of 1% per day of delay on the contract's termination as provided by existing government accounting and auditing rules and regulations. Penalty shall be collected at the last payment.</p> <p>Other Terms and Condition:</p> <ol style="list-style-type: none">1. The prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw material components and fluctuations in foreign exchange rates and excise duties.2. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement of parts whenever necessary.3. The technical bid shall include manufacturer's name, address and relevant technical literature/brochures with warranty terms.			
<p>General Conditions:</p> <ol style="list-style-type: none">1. Quotation shall be valid for sixty (60) days from submission2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">a) Mayor's / Business Permitb) PhilGEPS Registration Number/Certificatec) Income /Business Tax Returnd) Omnibus sworn Statement (Annex C)4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.5. The Supplier shall clearly state the company name and account name for payment.6. The price quoted is inclusive of all taxes and other charges.7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.				