



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

RFQ No.	RFQ-05-0151-2022-03-0072-0725-0107
Purchase Request No.:	05-0151-2022-03-0072

**REQUEST FOR QUOTATION**

Title of Procurement/End-user	: <b>SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR BIOFUELS PROGRAM 2022 (LAPTOPS)</b>
Mode of Procurement	: <b>Small Value Procurement (AMP53.9)</b>
Bidding Terms	: <b>Per Item</b>
Delivery Terms/Schedule	: <b>45 days upon receipt of the Purchase Order</b>
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, 3<sup>rd</sup> 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](mailto:bacsecretariat@doe.gov.ph) not later than **29 July 2022, Friday at 5:00PM**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications			
Item No.	Description/ Specification:	Quantity	Total ABC
1.	<b>Laptop Computer (5)</b> <ul style="list-style-type: none"><li>Processor: Minimum of 4 cores,8 threads,4.50 GHz, 8MB Smart Cache</li><li>Graphics Processor: Max Frequency 1.35 Ghz</li><li>Display: Display size not more14” 2.8K ,</li><li>Resolution: 2880 x1800, IPS 400 nits Anti-glare,</li><li>Memory: 16GB Soldered DDR4 3200 RAM</li><li>Storage: 512GB M.2 SSD M.2 2242 PCIe3.0 x 4 NVMe [p</li><li>Connectivity: WLAN + Bluetooth, WIFI 611ax 2x2 ax/ac/a/b/g/n, 5.1</li><li>Local 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 unit</li><li>Camera: High Definition</li><li>Audio and Mic: Stereo Speakers and Digital/Array Microphone</li><li>Ports: Minimum Side I/O Ports: 3 X USB 3.0/2.0, Headphone &amp; Microphone Audio Jack, HDMI</li><li>Keyboard: Backlit English</li><li>Operating System: Latest version of License Windows 11 Pro</li><li>Warranty: At least 1 year warranty on parts and on-site services /</li><li>Accessories: Wired USB stereo headset mic with noise cancelling, Wired/Wireless USB mouse and Carry bag</li></ul>	5 pcs.	<b>350,000.00</b>

	<p><b>Delivery Terms</b></p> <ul style="list-style-type: none"><li>• Delivery must include instruction manual, certificate and schematic diagram if applicable.</li></ul> <p><b>Billing Requirements</b></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><b>Penalty</b></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><b>Other Terms and Condition:</b></p> <ol style="list-style-type: none"><li>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.</li><li>2. The defects, if any, during the guarantee period is to be rectified free of charge by arranging free replacement of parts whenever necessary.</li><li>3. The technical bid shall include manufacturer's name, address and relevant technical literature/brochures with warranty terms.</li></ol>		
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"><li>1. Quotation shall be valid for sixty (60) days from submission</li><li>2. 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. <b>(If applicable)</b></li><li>3. The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none"><li>a) Mayor's / Business Permit</li><li>b) PhilGEPS Registration Number/Certificate</li><li>c) Income /Business Tax Return</li><li>d) Omnibus sworn Statement (Annex C)</li></ol></li><li>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.</li><li>5. The Supplier shall clearly state the company name and account name for payment.</li><li>6. The price quoted is inclusive of all taxes and other charges.</li><li>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.</li></ol>			