



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**PHILIPPINE NATIONAL POLICE**  
**POLICE REGIONAL OFFICE 10**  
Camp 1Lt Vicente G Alagar, Cagayan de Oro City



**REQUEST FOR QUOTATION FOR  
NEGOTIATED PROCUREMENT - SMALL VALUE PROCUREMENT**

PR Number : **PRO10-SVP-2022-017**  
Approved Budget for the Contract : **Php993,860.00**

The Philippine National Police, Police Regional Office 10, through its Bids and Awards Committee (BAC), intends to procure ICT Equipment (14 Desktop Computer set) for PRO10 in accordance with Section 53.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than December 19, 2022, 10:00AM at the Office of Regional Logistics, Research and Development Division, Camp Alagar, Lapanan, Cagayan de Oro City.

A copy of your 2021 Business/Mayor's Permit and PhilGEPS Registration Number are also required to be submitted along with your quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Members) may be submitted in lieu of the Mayor's/Business Permit.

A notarized Omnibus Sworn Statement (GPPB - prescribed form) will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. 0917-9455851 or email address at [pro10\\_rld@yahoo.com.ph](mailto:pro10_rld@yahoo.com.ph).

**PBGEN BENEDICTO T PINTOR**  
DRDA/Chairman, RBAC

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number(required prior to award): \_\_\_\_\_

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your entire quotation.
4. Failure to follow these instruction will disqualify your entire quotation.

Sir/ Madam:

After having carefully read and accepted the terms and condition in the Request for Quotation, hereunder is our quotation for the item/s as follows:

| <b>TECHNICAL SPECIFICATIONS</b>   |  |                |                                  |                           |                            |
|---|--|----------------|----------------------------------|---------------------------|----------------------------|
| 1. Please quote your best offer for the items below. Please do not leave any blank items. Indicate "o" if the item being offered is for free.                     |  |                |                                  |                           |                            |
| 2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against of the individual parameters of each specification |  |                |                                  |                           |                            |
| Item  | Description  | Total Quantity | Bidder's Statement of Compliance | Unit Cost (Vat Inclusive) | Total Cost (Vat Inclusive) |
|   | Supply and Delivery of ICT Equipment (14 set Desktop Computer) for PRO10 |                |                                  |                           |                            |
| 1   | 14 Desktop Computer set  | 14             |                                  |                           |                            |
| Total Cost  |  |                |                                  |                           |                            |

"The above quoted prices are inclusive of all cost and applicable taxes"

### DELIVERY REQUIREMENTS

The delivery schedule expressed as weekly/monthly stipulate hereafter the delivery due to the project site.

| Item | Description             | Total Quantity | Delivery  |
|------|-------------------------|----------------|---|
| 1    | 14 Desktop Computer SET | 14             | Within Fifteen (15) calendar days upon receipt of the Notice to Proceed |

### FINANCIAL OFFER:

| Approved Budget for the Contract   | Your Total Offered Quotation |
|--|------------------------------|
| Nine Hundred Ninety Three Thousand Eight Hundred Sixty Pesos (Php993,860.00) | In Words:                    |
|  | In Figures:                  |

### **Terms of Payment:**

Payment shall be made through Land Bank's LDDAP - ADA/Bank Transfer facility, within thirty(30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest calculated and responsive quotation (for goods) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Annex A”



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## **TERMS OF REFERENCE**

### **I. PROJECT TITLE**

Procurement of ICT Equipment (14 Desktop Computer set) for PRO10.

### **II. INTRODUCTION**

The current status of the IT equipment of this PRO, wherein most offices uses an outdated model of computer desktops and laptops, which does not conform to the standard set forth by higher headquarters. Using outdated computers cause an undue delay in preparing documents and other compliances that greatly affect the Unit Performance Evaluation rating of this PRO.

Thus, procurement of IT Equipment is necessary to keep abreast with the digital era, and heads toward Digital Transformation.

### **III. PROJECT OBJECTIVE**

The main objective of the procurement of ICT Equipment for PRO10 is to upgrade the technological capability of the PRO, thereby increasing the productivity of their day to day office activities in the accomplishment of their mission.

### **IV. SCOPE OF WORK**

This project will be procured through SMALL VALUE PROCUREMENT under the category of goods.

The Scope of Work of this project shall cover the supply and delivery of the equipment which includes software and accessories but not limited to the following:

#### **1. HARDWARE**

| <b>ITEM</b>          | <b>QUANTITY</b> |
|----------------------|-----------------|
| Desktop Computer Set | 14 units        |

#### **2. INSTALLATION**

The Supplier shall provide the necessary installation, setup and configuration services of all deliverables, and to include the installation of anti-virus software and office application in all desktop computers.

### **V. DETAILED TECHNICAL REQUIREMENT**

Below are the minimum specifications of the required items to be procured:

| ITEM  | SPECIFICATIONS   |
|---|--|
| <b>Desktop Computer (14 sets)</b>             |  |
| <b>PMP MC No. 2021-176 (High-End Desktop)</b> |  |
| Category                                      | Brand New  |
| Form Type                                     | Manufacturer's Standard                                  |
| Processor                                     | 8-core, 3.0 GHz base frequency                           |
| Motherboard                                   | Compatible with processor                                |
| Memory  | 16 GB  |
| Monitor                                       | 22-inch screen size, LED                                 |
| Keyboard/Mouse                                | USB keyboard and USB optical mouse                       |
| Hard Disk                                     | 2 TB   |
| Networking (Connectivity)                     | On-board Gigabit Ethernet controller<br>Wifi 802.11ac/ax |
| Video Controller (Graphics)                   | Video card 4GB   |
| Sound Controller                              | Sound Card or on-board sound controller with speaker     |
| Ports/Interface/Standard I/O Ports            | At least 4 USB ports                                     |
|   | VGA, DVI or HDMI   |
|   | DVD-R/W or latest optical drive                          |
|   | Mic/Headphone combination or separate port               |
| Power Supply Wattage                          | Minimum of 500 watts                                     |
| Software                                      | Latest licensed Operating System                         |
|   | Latest licensed Anti-Virus Software                      |
|   | Latest licensed Office Application                       |
| Accessories                                   | 2 TB External Drive                                      |
|   | Wifi adaptor   |
|   | CD installer/driver Manual                               |
| Other Peripherals                             | 650 VA Uninterruptible Power Supply                      |
| Warranty (parts and service)                  | At least 1 year after sales support                      |

## VI. WARRANTIES AND GUARANTEES REQUIREMENTS

1. The anti-virus software must have at least 1 year license coverage starting from delivery and installation.
2. All ICT equipment warranty and after sales support on parts and services will start upon acceptance.
3. Quality Assurance is expected from the Winning Bidder, such that any error or fault in any hardware, peripherals, pre-installed mandatory software and installation tools delivered during the implementation shall be acted upon, resolved, mitigated and/or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to "after

sales service” and assurance that all equipment and installation are accurate, complete, operable, uncompromised, and error-free during warranty period.

4. Brochure/Literature of all Equipment to be delivered including the accessories of Desktop Computer Set.
5. List of addressed and contact information of their service centers or accredited service centers, which shall provide technical after sales support.
6. Certifications by the Proponent’s Supplier (Original Equipment Manufacturer (OEM), local distributor and the like) that:
  - a. All ICT equipment to be brand new; and
  - b. The proponent is authorized to resell the ICT equipment offered.

**VII. APPROVED BUDGET OF THE CONTRACT**

The Approved Budget for the Contract (ABC) allocated for the Procurement of ICT Equipment (14 units Desktop Computer Set) is Nine Hundred Ninety Three Thousand Eight Hundred Sixty and 00/110 Pesos (Php993,860.00), inclusive of installation services, delivery, incidental expenses, VAT and other government taxes.

**VIII. REFERENCES**

1. PNP MC 2021-176 “Addendum to PNP MC No. 2020-086 entitled, Prescribing the Minimum Technical Specifications for Desktop Computer”; and
2. Memorandum from TDC to D, FS dated August 5, 2022 with subject: Approved Program of Expenditure (POE-PA) of the PNP Trust Receipts for the month of July 2022.