



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: uatabion@bcda.gov.ph

**REQUEST FOR QUOTATION**

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

Date : **11 March 2025**

PR #: **PR0001221**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **17 March 2025**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

**URSULA ARANDELA -TABION**  
Canvasser

**ALMIRA CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
5	UNIT	NOTEBOOK/LAPTOP ABC PER UNIT: PhP90,000.00 TOTAL ABC: PhP450,000.00  SEE ATTACHED TECHNICAL SPECIFICATIONS FOR YOUR REFERENCE				
					<b>TOTAL AMOUNT</b>	<b>P</b>

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

**WARRANTY SECURITY DETAILS:**

NOTE: Section 62.1 of RA9184 IRR -For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the



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

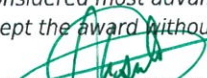
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 Chief Administrative Officer

lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

For this procurement, we shall be requiring the winning supplier a warranty security for a period of one year in the form of 1% Retention Money or 1% Special Bank Guarantee of the total contract price within 5 working days upon receipt of Purchase Order and Notice to Proceed.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.

**Terms and conditions:**

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30 DAYS**
- Delivery : **90 CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED (NTP)**
- Validity of price : **one month**
- Warranty : **3 YEARS PARTS AND LABOR AND ONSITE (3/3/3)**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Telephone / Fax Number

<b>TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE Additional IT Equipment for 2025</b>	
<b>5 units</b>	<b>Notebook</b>
	<b>System Specifications:</b>
	• Processor: Intel Core i7 14th Generation or Ultra 7 155H or higher
	• Display: 16 inch (1920x1080) Anti-glare
	• Memory: 16GB DDR4 or higher
	• Storage: 1TB GB M.2 SSD or higher
	• Ports: 3.2 USB, USB-C, HDMI, RJ45, Audio jack (separate adaptors/connectors accepted)
	• Graphics: Integrated Graphics or 2GB memory or higher
	• Battery: Li-Polymer Battery
	• Camera: HD 720P Camera with Microphone or higher
	• Wireless: WLAN 6E 2x2 ax + Bluetooth 5.1 or higher
	• OS: Genuine Microsoft Windows 11 Pro 64 bit
	<b>Others:</b>
	• Wireless Optical Mouse (same brand)
	• Headset or earphone (same brand or genuine global brand)
	• Fingerprint Reader
	• With Carrying Case (Backpack type)
	• AC Adapter - US
	• Must have Energy Star 6.1 or higher; or EPEAT Gold or RoHS compliant
	<b>Warranty:</b>
	• 3 years Parts and Labor and Onsite (3/3/3)
<b>Notes to the Bidders:</b>	
<p>1. The supplier must be an authorized service partner and reseller of the products/units being offered. Please present any proof (Distributorship Cert., MAF, etc.).</p> <p>2. Certification from the Product Manufacturer/Reseller that the products/units being offered are all brand new and original and not refurbished.</p> <p>3. A warranty security shall be required from the contract awardee for a minimum period of one (1) year, after acceptance by BCDA of the delivered supplies as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.</p> <p>4. On-site support shall be provided and addressed by suppliers on the following working day from receipt of notice from BCDA.</p> <p>5. The obligation for the warranty shall be covered by Retention money in an amount equivalent to five percent (5%). The said amounts shall only be released after the lapse of the warranty period. <i>The 5% amount is based on the total contract amount.</i></p> <p>6. The supplier shall deliver the equipment 90 calendar days upon receipt of Notice to Proceed (NTP).</p>	

*Quino*