



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



RFQ No. 25-02-013 & 25-04-038

REQUEST FOR QUOTATION

Procurement Project Title:	Supply and Delivery of Various ICT Equipment: Lot 1 – Two (2) Laptops for CPSD, Lot 2 – One (1) USB-C 10-in-1 Multi-Functional Adapter, Lot 3 – Five (5) Laptops for PCRD		
Approved Budget for the Contract (ABC):	Lot 1 Php 98,000.00 Lot 2 Php 3,700.00 Lot 3 Php 247,500.00	Purchase Request No.:	25-02-013 & 25-04-038
End-User:	CPSD & PCRD	Delivery Period:	
Source of Funds:	GAA	Deadline for Submission of bids:	April 22, 2025 @ 5:00 P.M

Date: 16 April 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section-Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with the Rule V, Section 42 of Republic Act (R.A.) No. 12009 or otherwise known as the New Government Procurement Act, and the use of Small Value Procurement (SVP) under Rule IV, Section 34 of its Implementing Rules and Regulation.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: procurement@pia.gov.ph
Tel No. 8920-43-38**

1. Suppliers are required to submit the following prior to notification of award:
 - a. Valid & current Mayor’s/Business permit for 2025;
 - b. Valid & current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
unit	LOT 1 – Laptop Computers (CPSD)	2		
unit	LOT 2 - USB-C 10 in 1 Multi-Functional Adapter	1		
unit	LOT 3 – Laptop Computers (PCRD)	5		
	Approved Budget for the Contract (ABC): Lot 1 - Php 98,000.00 Lot 2 - Php 3,700.00 Lot 3 – Php 247,500.00	GRAND TOTAL Amount in Words: _____ _____ In Figures: Php _____		

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

<i>Company Name:</i>	
<i>Company Address:</i>	
<i>Submitted by: (Authorized Representative)</i>	_____ <i>Signature Over Printed Name</i>
<i>Designation</i>	
<i>Telephone No / Mobile No</i>	
<i>Email Address:</i>	
<i>Date Submitted:</i>	

TECHNICAL SPECIFICATIONS

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Various ICT Equipment: Lot 1 – Two (2) Laptops for CPSD, Lot 2 – One (1) USB-C 10-in-1 Multi-Functional Adapter, Lot 3 – Five (5) Laptops for PCRD				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
2	unit	LOT 1 – Laptop		
		Technical Specifications:		
		<ul style="list-style-type: none"> - Operating System: Windows 11 Home - Processor & Chipset: AMD Ryzen 5 6600H hexa-core processor (up to 3 MB L2 cache, up to 16 MB L3 cache, 3.3 GHz with boost up to 4.5 GHz) - Memory: 8GB of DDR5 system memory, upgradable to 32 GB using two soDIMM modules 4800Mhz DDR5 - Storage: 512GB NVMe SSD - Display: 15.6inch display with IPS (In-Plane Switching) technology, Full HD 1920 x 1080, high-brightness (300 nits) Acer ComfyView LED-backlit TFT LCD, supporting 165 Hz, 3 ms Overdrive - Graphics: NVIDIA® GeForce® RTX 3050 with 6 GB of dedicated GDDR6 VRAM, supporting 2560 NVIDIA® CUDA Cores - Audio: HD Audio: Yes - Speakers: Yes 		
		Network & Communication:		
		<ul style="list-style-type: none"> - Wireless LAN: Yes - Wireless LAN Standard: IEEE 802.11 a/b/g/n+ac+ax - Ethernet Technology: Gigabit Ethernet - Bluetooth: Yes - Bluetooth Standard: Supports Bluetooth 5.1 or above 		

		Built-in Devices:		
		<ul style="list-style-type: none"> - Webcam: Yes - Webcam Resolution (front) 1280 x 720 - Microphone: Yes - Interfaces/Ports - HDMI: Yes - Number of USB 3.2 Gen 1 Port: 2 - Number of USB 3.2 Gen 2 Port: 1 - Number of USB 3.2 (Type-C) Ports: 1 - Network (RJ-45) YES - Audio Line In: Yes - Headphone: Yes 		
		Input Devices:		
		<ul style="list-style-type: none"> - Pointing Device Type: Multi-gesture touchpad - Keyboard Backlight: Yes - Keyboard Type 99-/100-/103-key Acer backlit keyboard with international language support 		
		Battery Information:		
		<ul style="list-style-type: none"> - Number of Cells: 4-cell Li-ion battery - Battery Chemistry: Lithium Ion (Li-Ion) - Battery Capacity: 57 Wh 		
		Power Description:		
		<ul style="list-style-type: none"> - Power Supply: 3-pin 135 W AC adapter 		
		Free:		
		<ul style="list-style-type: none"> - Microsoft Office Home 2024; Bag 		
		Vendor Requirements:		
		<ul style="list-style-type: none"> •Supplier must have years of experience in providing laptops and other ICT equipment and accessories. •Supplier must be reputable and have a track record of reliable customer support. 		
		DELIVERY PERIOD: 90 days or less from the date of P.O		
1	unit	LOT 2 - USB-C 10 in 1 Multi-Functional adapter		

		Technical Specifications:		
		<ul style="list-style-type: none"> - Input: 1x USB-C Male, 1x USB-C Female - Output: 3x USB 3.0, 1x HDMI Port, 1x VGA Port, - 1x RJ45 (1000M), 1x TF Card Slot, - 1x SD Card Slot, 1x 3.5mm Audio Port - HDMI Resolution: 4K - Data Transfer: 5Gbps - Hardware Interface: MicroSD, VGA, USB Type C, Ethernet, HDMI, SDHC, USB 3.0 - Number of ports: 10 - Mac compatible 		
		Vendor Requirements: <ul style="list-style-type: none"> •Supplier must have years of experience in providing ICT equipment and accessories. •Supplier must be reputable and have a track record of reliable customer support. 		
		DELIVERY PERIOD: 90 days or less from the date of P.O		
	unit	LOT 3 – Laptop Computers (PCRD)	5	
		<u>Technical Specifications</u>		
		Operating System: Windows 11 Home Single Language, English Processor: Intel® Core™ i7-13620H Graphics: Intel Iris Xe Graphics Display: 15.6" FHD (1920x1080) IPS, 300 nits, Anti-glare Memory: 16GB 4800MHz LPDDR5 Storage: 512GB M.2 PCIe NVMe SSD Touchpad: Buttonless Mylar multi-touch, 69 x 104 mm (2.72 x 4.09 inches) Software: MS Office Home and Student 2021 Dimensions (WxDxH): 359.3 x 235 x 17.9 mm (14.15 x 9.25 x 0.70 inches) Weight: Starting at 1.62 kg (3.57 lbs) Battery: Integrated 47Wh Power Adapter: 65WRound Tip (3-pin) Antivirus software		
		DELIVERABLES FROM SUPPLIES		
		1. Delivery of items shall be free of charge.		

		<p>2. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier.</p> <p>3. Defective units shall be replaceable upon checking.</p> <p>4. Price is inclusive of taxes.</p>		
		<p>DELIVERY PERIOD: Thirty (30) calendar days upon issuance of Purchase Order</p>		
DELIVERY PERIOD:				
PRICE VALIDITY: Sixty (60) Calendar Days				

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	_____ Signature Over Printed Name
Date:	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11971044
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title SUPPLY AND DELIVERY OF VARIOUS ICT EQUIPMENT (Lots 1 - 3)
Area of Delivery Metro Manila

Solicitation Number:	25-02-013&25-04-038	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Information Technology	Date Published	16/04/2025
Approved Budget for the Contract:	PHP 349,200.00	Last Updated / Time	15/04/2025 13:52 PM
Delivery Period:		Closing Date / Time	22/04/2025 17:00 PM
Client Agency:			
Contact Person:	Paul John Hechanova Delos Santos Administrative Assistant III Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 paul.delossantos@pia.gov.ph		

Description

RFQ No. 25-02-013 & 25-04-038

REQUEST FOR QUOTATION

Procurement Project Title: Supply and Delivery of Various ICT Equipment:

Lot 1 – Two (2) Laptops for CPSD,
 Lot 2 – One (1) USB-C 10-in-1 Multi-Functional Adapter,
 Lot 3 – Five (5) Laptops for PCRD

Approved Budget for the Contract (ABC):

Lot 1 Php 98,000.00
 Lot 2 Php 3,700.00
 Lot 3 Php 247,500.00

Purchase Request No.: 25-02-013 & 25-04-038

End-User: CPSD & PCRD Delivery Period:

Source of Funds: GAA

Deadline for Submission of bids: April 22, 2025 @ 5:00 P.M

Date: 16 April 2025

The Philippine Information Agency (PIA), through its Procurement Section– Administrative Division, intends to

procure the item/s indicated in this Request for Quotation (RFQ) in accordance with the Rule V, Section 42 of Republic Act (R.A.) No. 12009 or otherwise known as the New Government Procurement Act, and the use of Small Value Procurement (SVP) under Rule IV, Section 34 of its Implementing Rules and Regulation.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: procurement@pia.gov.ph
Tel No. 8920-43-38

1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
------------------	-----	-----------	--------------

LOT 1 - Laptop Computers (CPSD) (2units)			
--	--	--	--

LOT 2 - USB-C 10 in 1 Multi-Functional Adapter (1unit)

LOT 3 – Laptop Computers (PCRD) (5units)

Approved Budget for the Contract (ABC):

Lot 1 - Php 98,000.00

Lot 2 - Php 3,700.00

Lot 3 – Php 247,500.00

GRAND TOTAL

Amount in Words: _____

In Figures: Php _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:

Company Address:

Submitted by: (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address:

Date Submitted:

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Supply and Delivery of Various ICT Equipment: Lot 1 – Two (2) Laptops for CPSD, Lot 2 – One (1) USB-C 10-in-1 Multi-Functional Adapter, Lot 3 – Five (5) Laptops for PCRD

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

LOT 1 – Laptop (2units)

Technical Specifications:

- Operating System: Windows 11 Home
- Processor & Chipset: AMD Ryzen 5 6600H hexa-core processor (up to 3 MB L2 cache, up to16 MB L3 cache, 3.3 GHz with boost up to 4.5 GHz)
- Memory: 8GB of DDR5 system memory, upgradable to 32 GB using two soDIMM modules 4800Mhz DDR5
- Storage: 512GB NVMe SSD
- Display: 15.6inch display with IPS (In-Plane Switching) technology, Full HD 1920 x 1080, high-brightness (300 nits) Acer ComfyView LED-backlit TFT LCD, supporting 165 Hz, 3 ms Overdrive
- Graphics: NVIDIA® GeForce® RTX 3050 with 6 GB of dedicated GDDR6 VRAM, supporting 2560 NVIDIA® CUDA Cores
- Audio: HD Audio: Yes
- Speakers: Yes

Network & Communication:

- Wireless LAN: Yes
- Wireless LAN Standard: IEEE 802.11 a/b/g/n+ac+ax
- Ethernet Technology: Gigabit Ethernet
- Bluetooth: Yes
- Bluetooth Standard: Supports Bluetooth 5.1 or above

Built-in Devices:

- Webcam: Yes
- Webcam Resolution (front) 1280 x 720
- Microphone: Yes
- Interfaces/Ports
- HDMI: Yes
- Number of USB 3.2 Gen 1 Port: 2
- Number of USB 3.2 Gen 2 Port: 1
- Number of USB 3.2 (Type-C) Ports: 1
- Network (RJ-45) YES
- Audio Line In: Yes
- Headphone: Yes

Input Devices:

- Pointing Device Type: Multi-gesture touchpad
- Keyboard Backlight: Yes
- Keyboard Type 99-/100-/103-key Acer backlit keyboard with international language support

Battery Information:

- Number of Cells: 4-cell Li-ion battery
- Battery Chemistry: Lithium Ion (Li-Ion)
- Battery Capacity: 57 Wh

Power Description:

- Power Supply: 3-pin 135 W AC adapter

Free:

- Microsoft Office Home 2024; Bag

Vendor Requirements:

- Supplier must have years of experience in providing laptops and other ICT equipment and accessories.
- Supplier must be reputable and have a track record of reliable customer support.

DELIVERY PERIOD: 90 days or less from the date of P.O

LOT 2 - USB-C 10 in 1 Multi-Functional adapter (1unit)

Technical Specifications:

- Input: 1x USB-C Male, 1x USB-C Female
- Output: 3x USB 3.0, 1x HDMI Port, 1x VGA Port,
- 1x RJ45 (1000M), 1x TF Card Slot,
- 1x SD Card Slot, 1x 3.5mm Audio Port
- HDMI Resolution: 4K
- Data Transfer: 5Gbps
- Hardware Interface: MicroSD, VGA, USB Type C, Ethernet, HDMI, SDHC, USB 3.0
- Number of ports: 10
- Mac compatible

Vendor Requirements:

- Supplier must have years of experience in providing ICT equipment and accessories.
- Supplier must be reputable and have a track record of reliable customer support.

DELIVERY PERIOD: 90 days or less from the date of P.O

LOT 3 – Laptop Computers (PCRD) (5units)

Technical Specifications

Operating System: Windows 11 Home
Single Language, English
Processor: Intel® Core™ i7-13620H
Graphics: Intel Iris Xe Graphics
Display: 15.6" FHD (1920x1080) IPS, 300 nits, Anti-glare

Memory: 16GB 4800MHz LPDDR5
Storage: 512GB M.2 PCIe NVMe SSD
Touchpad: Buttonless Mylar multi-touch, 69 x 104 mm (2.72 x 4.09 inches)

Software: MS Office Home and Student 2021
Dimensions (WxDxH): 359.3 x 235 x 17.9 mm (14.15 x 9.25 x 0.70 inches)
Weight: Starting at 1.62 kg (3.57 lbs)
Battery: Integrated 47Wh
Power Adapter: 65WRound Tip (3-pin)
Antivirus software

DELIVERABLES FROM SUPPLIES

1. Delivery of items shall be free of charge.
2. To ensure that manufacturing defects shall be corrected, a warranty of two (2) years shall be required from the Supplier.
3. Defective units shall be replaceable upon checking.
4. Price is inclusive of taxes.

DELIVERY PERIOD: Thirty (30) calendar days upon issuance of Purchase Order

DELIVERY PERIOD:

PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Lot 1	Laptop (CPSD)	2	Unit	98,000.00
2	Lot 2	USB-C 10-In-1 Multi-Functional Adapter	1	Unit	3,700.00
3	Lot 3	Laptop (PCRD)	5	Unit	247,500.00

Created by Ronelio N Hernandez

Date Created 15/04/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.