



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: bacsec@ncda.gov.ph

REQUEST FOR QUOTATION

Date : July 03, 2025

RFQ No. : 2507-020

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends to procure **SUPPLY AND DELIVERY AND INSTALLATION OF CABINET SERVER RACK** through **Small Value Procurement** in accordance in the Section 34 of Republic Act No. 12009.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than the deadline on 14 July, 2025 at 11:00 AM**.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2025 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at **bacsec@ncda.gov.ph**.

(ORIGINALLY SIGNED)
BERNARD SEE
Designated Procurement Officer

(ORIGINALLY SIGNED)
EXEQUIEL A. FRANCISCO
Chairperson

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
 - (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.
- If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
- In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
 - (4) Quotations may be submitted through electronic mail at **bacsec@ncda.gov.ph**.
 - (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **Forty-Five (45) calendar days** from the deadline 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NCDA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NCDA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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 open to it.
12. 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.

13.The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

SUPPLY AND DELIVERY AND INSTALLATION OF CABINET SERVER RACK

Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
Cabinet Server Rack	1	Lot	
Specifications:			
• 42U x 24" depth			
• Perforated panels or at least front and back panels			
• Panels equipped with latch			
• Exhaust fan			
• Power strip standard type B electrical socket with circuit protection			
• 24 Port POE Switch + SFP Port, Layer 2 Managed-3 sets			
• 24 port patch panel with patch cord - 3 sets			
ELIGIBILITY REQUIREMENTS			
• The specific brand/model unit being offered must be covered by a Brochure or Technical Data Sheet.			
• Valid and current Certificate of Resellership issued by the manufacturer.			
• Manufacturer's certificate that the supplier is an Authorized Service Provider of the brand being offered.			
OBLIGATION AND RESPONSIBILITIES			
• Provide User and System Manuals and Technical Materials including utility and complete documentation of the equipment with the inventory of components and their corresponding brand, model and serial number.			
DELIVERY			
• The supplier must deliver and install Server Rack within thirty (30) calendar days at the NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City after receipt of the Notice to Proceed.			
• Five (5) days prior to the delivery of the Server Rack, the supplier must inform the NCDA in writing of the complete schedule of delivery so that the concerned officer who will conduct the inspection and acceptance shall be notified. In case of changes in the schedule of delivery, the supplier shall inform NCDA of the new date of			

delivery and its reasons thereof in writing which shall not be later than three (3) days prior to the agreed delivery date.			
WARRANTY			
<ul style="list-style-type: none"> • A Certificate on the Availability of Spare Parts shall be provided by the supplier to ensure immediate replacement of defective parts within the warranty period. The supplier shall warrant the availability of spare parts for a period of at least five (5) years from the purchase of the subject units. 			
<ul style="list-style-type: none"> • Spare parts or components shall be supplied as promptly as possible, but in any case, within seven (7) days from receipt of service request placing the order. 			
<ul style="list-style-type: none"> • A test will be conducted by the supplier with NCDA inspection team as witness during or after the delivery of the Server Rack and its components to ensure that all units are functioning properly before the final acceptance. 			
<ul style="list-style-type: none"> • The supplier must replace all defective parts free of charge during the warranty period. 			
<ul style="list-style-type: none"> • 3 years warranty on parts, service and onsite repair. 			
TECHNICAL SUPPORT			
<ul style="list-style-type: none"> • In case of unit malfunction during the warranty period, immediate action/assistance must be acted within 4 hours upon report by the technical personnel of NCDA. In case of pulling out, the problem must be resolved within 48 hours. 			
<ul style="list-style-type: none"> • The supplier must provide on-call technical support eight (8) hours a day, seven (7) days a week. 			
OTHER REQUIREMENTS			
<ul style="list-style-type: none"> • The supplier must be a reputable Information Technology Firm with at least three (3) years business operation. 			
<ul style="list-style-type: none"> • Proof that the supplier is an authorized vendor of Server Rack and its components. 			
<ul style="list-style-type: none"> • Must submit paper license certificate upon delivery. 			
PAYMENTS			
<ul style="list-style-type: none"> • Full Payment shall be made after complete delivery, installation, Inspection and Acceptance of the Server Rack and its component. 			
<ul style="list-style-type: none"> • The Server Rack and its component must be compliant to the standard technical specifications required by the procuring entity as stated in the Certificate of Completion of the Scope of Work. 			

FINANCIAL OFFER:

Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks, within thirty (30) days after Submission of Billing and User Acceptance of the product.

Please quote your **best offer** for the item/s above.

<u>SUPPLY AND DELIVERY AND INSTALLATION OF CABINET SERVER RACK</u>	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>One Hundred Ninety-Four Thousand Five Hundred Pesos</u> <u>(Php 194,500.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es