



## NATIONAL COUNCIL ON DISABILITY AFFAIRS

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

Trunkline: 8-932-6422 loc 110; Mobile: 0968 544 1451

Email: [bacsec@ncda.gov.ph](mailto:bacsec@ncda.gov.ph)

### REQUEST FOR QUOTATION

**Date** : **July 02, 2025**  
**RFQ No.** : **2506-018**

*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 OF 2 UNIT OF SERVER INCLUDING LICENSE** 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 10 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
<b>Copy of 2024 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2023 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 <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (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

**RFQ #2506-018**

## 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:

<b>SUPPLY AND DELIVERY OF 2 UNITS OF SERVER INCLUDING MICROSOFT SERVER AND CLIENT ACCESS LICENSE</b>			
<b>Minimum Technical Specifications</b>	<b>Quantity</b>	<b>Offered Technical Specification/Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
Note: Non-compliance with the minimum required specifications shall be rejected			
<b>SCOPE OF SERVICES</b>			
A. Shall deliver TWO (2) units of Server Gen 10 or 11 including Microsoft Server and Client Access License			
B. Delivery is at the NCDA Bldg., Isidora St., Brgy., Holy Spirit, Quezon City and shall be free of charge			
<b>Specifications:</b>	<b>2</b>	<b>units</b>	
Processor: 20 core minimum			
Operating System: Windows Server 2025			
CAL: Client Access License (user)			
Memory: 128GB			
Storage: 5x2TB SAS			
Network Controller: Gigabit Ethernet 4-port			
Storage Controller 2 x Bay - 8 SAS/SATA/NVMe			
Drives with performance RAID and RAID utility			
Power Supply: At least 2 PSU			
Fans: 3 standard fans, none-hot-plug			
USB Port: 4 - USB 3.X			
Management: Default			
Form Factor: Rack Mounted			
Mouse: Yes			
Keyboard: Yes			
LCD Monitor. Yes			
Warranty/Support: 3 years parts - 3 years labor - 3 years onsite			
Add: 64GB RAM			
<b>ELIGIBILITY REQUIREMENTS</b>			
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 bidder is an Authorized Service Provider of the brand being offered			
<b>OBLIGATION AND RESPONSIBILITIES</b>			
The supplier must provide User and System Manual and Technical materials of the IR Resources including utility and recovery (USB) and complete documents of the equipment with			

the inventory components and their corresponding brand, model and serial number			
<b>TECHNICAL SUPPORT</b>			
The supplier must provide on-call technical support eight (8) hours a day, seven (7) days a week			
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.			
<b>WARRANTY SUPPORT</b>			
At least three (3) years warranty on Parts and Labor. And five (5) years for product and parts support with local authorized service center			
Certificate of availability of spare parts, and can supply the parts or components promptly as possible or within seven (7) days from the receipt of the service request.			
<b>DELIVERY</b>			
30 Calendar days upon receipt of Notice to Proceed, and must inform in writing the NCDA five (5) days prior to the delivery, and in case of changes in the delivery schedule, the supplier shall inform the NCDA in writing the reason and new date three (3) days prior to the agreed delivery date. and a test will be conducted by the supplier with NCDA inspection team during or after delivery.			
<b>IT SUPPLIER QUALIFICATION</b>			
must have completed a single contract similar to the contract to be bid whose value must be at least equivalent to fifty percent (50%) of the ABC. For this purpose, a similar contract means contract for the Supply and Delivery of a Server.			
The IT suppliers must be a reputable Information Technology Firm with at least three (3) years business operation.			

**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.

<b><u>SUPPLY AND DELIVERY OF 2 UNITS OF SERVER INCLUDING MICROSOFT SERVER AND CLIENT ACCESS LICENSE</u></b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION FOR 1 LOT</b>
<b><u>One Million Eight Hundred Fifty-Nine Thousand Two Hundred Fifty Pesos (Php 1,859,250.00)</u></b>	<b>In Words:</b> _____ _____ _____ <b>In Figures:</b> _____

\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_

Position/Designation

\_\_\_\_\_

Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_

Email address/es