



## 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](mailto:bacsec@ncda.gov.ph)

### REQUEST FOR QUOTATION

**Date** : **September 03, 2025**  
**RFQ No.** : **R2508-0038**

*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, DELIVERY AND INSTALLATION OF SIGNATURE PAD** 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 08 September, 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 2025 Mayor's or Business Permit</b>	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 <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](mailto: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:

<b>SUPPLY, DELIVERY AND INSTALLATION OF SIGNATURE PAD</b>			
<b>Minimum Technical Specifications</b>	<b>QTY</b>	<b>Offered Technical Specification/ Service (Brand/Model)</b>	<b>Statement of Compliance (“Comply” or “Not Comply”)</b>
Note: Non-compliance with the minimum required specifications shall be rejected			
<b>Specifications</b>	<b>36</b>	<b>Units</b>	
<ul style="list-style-type: none"> <li>● Display : at least 4.5-inch LCD, minimum 320x200 pixels</li> <li>● Stylus/Pen Technology : Cordless stylus (EMR or equivalent)</li> <li>● Security: Must support encryption of signature data (AES-256 or equivalent industry standard)</li> <li>● Connectivity: USB 2.0 or higher</li> <li>● Compatibility: Windows 7-11; must include SDK/API for integration</li> <li>● Physical: Compact, lightweight</li> </ul>			
<b>Deliverables</b>			
<ul style="list-style-type: none"> <li>● Signature pad units (brand new) with stylus pens and USB Cable</li> <li>● Installation drivers and SDK Packages</li> <li>● Technical/user manual</li> <li>● Warranty and after-sales support documentation</li> <li>● Training/orientation for end-users</li> </ul>			
<b>Supplier Responsibility</b>			
<ul style="list-style-type: none"> <li>● Ensure delivery of units in good working condition</li> <li>● Provide warranty (minimum 1 year) and technical support</li> <li>● Assist in installation and integration with PRPWD and Unified IDregistration systems.</li> </ul>			
<b>Evaluation Criteria</b>			
<ul style="list-style-type: none"> <li>● Compliance with minimum technical specifications</li> <li>● Proven track record of the supplier in providing ICT solutions to government agencies</li> <li>● Quality of warranty and after-sales service</li> </ul>			
<b>Warranty</b>			
<ul style="list-style-type: none"> <li>● Shall ensure the availability of spare parts for at least three (3) years from the purchase date</li> <li>● Spare parts or components must be supplied promptly, but not later than seven (7) days from receipt of a service request.</li> <li>● A test must be conducted by the supplier, witnessed by the NCDA inspection team, during or after the</li> </ul>			

delivery to ensure that all units are functioning properly before final acceptance.			
<ul style="list-style-type: none"> <li>Defective parts must be replaced free of charge during the warranty period</li> </ul>			
<ul style="list-style-type: none"> <li>The supplier must provide on-call technical support eight (8) hours a day a week.</li> </ul>			
<b>PAYMENT</b>			
<ul style="list-style-type: none"> <li>Full payment shall be made after complete delivery, inspection and acceptance of the Signature Pad</li> </ul>			
<ul style="list-style-type: none"> <li>All units must fully comply with the standard technical specifications required by the procuring entity, as stated in the Certificate of Completion.</li> </ul>			

**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, DELIVERY AND INSTALLATION OF SIGNATURE PAD</u></b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION</b>
<b><u>FOUR HUNDRED EIGHTY-SIX THOUSAND PESOS</u></b> <b><u>(Php 486,000.00)</u></b>	<b>In Words:</b> <hr/> <hr/> <b>In Figures:</b> <hr/>

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

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

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es