



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 : **September 01, 2025**
RFQ No. : **R2509-0034**

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 LAPTOP COMPUTER** through **Small Value Procurement** in accordance with 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 09 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
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 OF LAPTOP COMPUTER

Minimum Technical Specifications	QTY	Offered Technical Specification/ Service (Brand & Model)	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
Supply and Delivery of Laptop Computers	26	Units	
Specifications:			
<ul style="list-style-type: none"> Processor: Intel core i7 at least 13th Gen. 			
<ul style="list-style-type: none"> Operating System: Windows 11 64BIT Pro 			
<ul style="list-style-type: none"> Office: MS Office Professional 2024 			
<ul style="list-style-type: none"> Memory: 16GB (DDR4) 			
<ul style="list-style-type: none"> Storage: 1TB PCIe Storage: 1TB PCIe NVMe SSD + (1x HDD Slot) 			
<ul style="list-style-type: none"> Display: 15.6" Full HD 1920 x 1080 IPS 			
<ul style="list-style-type: none"> Card Reader: microSD Card reader 			
<ul style="list-style-type: none"> Webcam: Video conferencing HD webcam with 1280 x 1024 resolution 7200 HD video at 30 1280 x 1024 resolution, 720p HD video at 30 fps with Temporal Noise Reduction, Dual Mic 			
<ul style="list-style-type: none"> Audio: Voice technology with AI noise reduction in dual built-in microphones 			
<ul style="list-style-type: none"> Network: WLAN: Wireless Wi-Fi 6 802.11a/b/g/n/wireless LAN, Dual Band (2.4 GHz and 5 GHz), Supports Bluetooth® 5.1, Gigabit Ethernet. 			
<ul style="list-style-type: none"> Graphics: Integrated Graphics 			
<ul style="list-style-type: none"> Speaker: Internal Speakers 			
<ul style="list-style-type: none"> Standard I/O I/O Ports: Ports: 2 x USB 3.2 			
<ul style="list-style-type: none"> 1 x USB 3.2 Gen 1 featuring power-off USB Charging 			
<ul style="list-style-type: none"> 1 x headphone 1 x headphone/microphone combo jack (3.5mm) 			
<ul style="list-style-type: none"> 1 x Ethernet Gigabit 			
<ul style="list-style-type: none"> 1 x HDMI Port 			
<ul style="list-style-type: none"> 1 x USB Type C supporting display port over USB-C 			
<ul style="list-style-type: none"> 1 x DC Jack for AC Adapter 			
<ul style="list-style-type: none"> Power Supply: AC Adapter 			
<ul style="list-style-type: none"> Battery Type: At least 50Wh 			
<ul style="list-style-type: none"> Battery Life: Up to 8.5 Hours 			
<ul style="list-style-type: none"> Accessories: Bag and Mouse 			
<ul style="list-style-type: none"> Warranty/Support: 3 years parts - 3 years labor - 3 years onsite in Metro Manila 			
ELIGIBILITY REQUIREMENTS:			
<ul style="list-style-type: none"> All prospective bidders must submit the legal, technical, financial documents as required by law, including but not limited to: Mayor's permit, BIR Certification of Registration, DTI/SEC/CDA registration and a valid Tax Clearance 			
<ul style="list-style-type: none"> The specific brand/model unit being offered must be covered by a Brochure and Technical Data Sheet. 			

<ul style="list-style-type: none"> • A valid and current Certificate of Resellership issued by the manufacturer must be submitted. 			
<ul style="list-style-type: none"> • A Manufacturer's Certificate indicating that the bidder is an Authorized Service provider of the brand being offered. 			
OBLIGATIONS AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Provide user and system Manuals. Technical Materials, Recovery Utilities (e.g. USB Recovery drive) and complete documentation of the equipment including an inventory of components and their corresponding brand, model and serial numbers 			
<ul style="list-style-type: none"> • Provide a list of authorized service centers nationwide 			
DELIVERY			
<ul style="list-style-type: none"> • The supplier must deliver (one-time delivery) the Laptop computers units within Thirty (30) calendar days at the NCDA Building, #15 Dona Isadora Street, Brgy. Holy Spirit, Quezon City after the Notice to Proceed. 			
<ul style="list-style-type: none"> • Fifteen (15) Days prior to delivery, the supplier must inform the NCDA in writing of the complete delivery schedule to allow proper coordination with the inspecting officer 			
<ul style="list-style-type: none"> • In case of changes to the delivery schedule, the supplier must inform NCDA in writing at least Three (3) Days prior to the agreed delivery date, stating the reason for the change 			
<ul style="list-style-type: none"> • Failure to complete delivery within the stipulated time will result in a penalty of one-tenth of one percent (1/10 of 1%) of the total contract price for every day delay until completion. 			
WARRANTY			
<ul style="list-style-type: none"> • Submission of certificate on the availability of spare parts to guarantee immediate replacement of defective parts within the warranty period. the bidder shall ensure the availability of spare parts for at least five (5) years from the purchase date. 			
<ul style="list-style-type: none"> • Spare parts or components must be supplied promptly, but no later than seven (7) days from receipt of a service request. 			
<ul style="list-style-type: none"> • A test must be conducted by the supplier, witnessed by the NCDA inspection team, during or after the delivery to ensure that all units are functioning properly before final acceptance. 			
<ul style="list-style-type: none"> • defective parrots must be replaced free of charge during the warranty period 			
<ul style="list-style-type: none"> • the supplier must provide on-call technical support eights (8) hours a day, seven (7) days a week. 			
OTHER REQUIREMENTS			
<ul style="list-style-type: none"> • The supplier must have completed a single contract similar to the contract to be bid, with a value at lease equivalent to fifty percent (50%) of the approved budget for the contract (ABC). for this purpose, a similar contract means the supply and delivery of laptop computers. 			

<ul style="list-style-type: none"> • The supplier must be a reputable Information Technology firm with at least three (3) years of business operations 			
<ul style="list-style-type: none"> • the brand of the product offered must be in the market for at least 20 years in the philippines 			
<ul style="list-style-type: none"> • the product offered must have a Philippine Office with a technical support group 			
<ul style="list-style-type: none"> • The supplier must have a technical support office in Metro Manila with contact details. supplier and product officer must have information readily available on the internet 			
<ul style="list-style-type: none"> • Product offered must have a reputable consumer review 			
<ul style="list-style-type: none"> • The brand of product offered should have a good manufacturing practice and should engage in eco-friendly practices. 			
PAYMENT			
<ul style="list-style-type: none"> • Full payment shall be made after complete delivery, inspection and acceptance of the Laptop computers. 			
<ul style="list-style-type: none"> • All units must fully comply with the standard technical specifications required by the procuring entity, as stated in the Certificate of Completion. 			

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.

SUPPLY AND DELIVERY OF LAPTOP COMPUTER	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>ONE MILLION EIGHT HUNDRED TWENTY THOUSAND PESOS</u> <u>(Php 1,820,000.00)</u>	In Words: <hr/> <hr/> In Figures: <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es