



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
8F EDPC Bldg., Bangko Sentral ng Pilipinas Complex, Roxas Blvd. cor. P. Ocampo Sr. St., 1004, Manila
blgf.gov.ph | records@blgf.gov.ph



Shopping for IT Equipment

REQUEST FOR QUOTATION (RFQ)

Source of Funding: ADB Loan 3944 -

PHIContract Ref: OP1/RFQ-02

Local Governance Reform Project

Contact Address: 8th Floor EDPC Building, BSP Complex, Roxas Boulevard, 1004 Manila
www.blgf.gov.ph | blgf@blgf.gov.ph; +63 2 5310 3136 | 5310 3135

**SHOPPING FOR IT EQUIPMENT
REQUEST FOR QUOTATION - (RFQ-IT)**

Project Title: LOCAL GOVERNANCE REFORM PROJECT

Source of Funding: ADB Loan 3944-PHI

Contract Ref: OP1/RFQ-02

Date of Issue of Request: October 25, 2023

To: _____

Sir/Madam:

1. You are hereby requested to submit price quotation(s) for the supply of the following items:

Item Number	Name of Goods	Quantity
1	Projector Large Venue	1 pc
2	Projector	3 pcs
3	High-Performance Desktop Computer	1 pc
4	Office Application	1 pc
5	UPS for Desktop	1 pc
6	USB Audio Interface	1 pc
7	Firewall w/ appliance	1 pc
8	Copier Color	1 pc
9	Copier Monochrome	3 pcs
10	3 in 1 printer	1 pc
11	Conference speaker	4 pcs

If you, however, have been associated with the firm that prepared the design and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for one or several item(s) under this request. Each item shall be evaluated, and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. Bidders wishing to offer discounts in case they are awarded more than one contract/item will be allowed to do so provided those discounts are included in the price quotation sheet. The Purchaser will evaluate and compare Bids on the basis of a item, or a combination of items, or as a total of items to arrive at the least cost combination for the Purchaser by taking into account discounts offered by Bidders in case of award of multiple contracts.
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: 8th Floor EDPC Building, BSP Complex,
Roxas Boulevard, 1004 Manila
blgf@blgf.gov.ph
bid@blgf.gov.ph
Telephone: +63 9172031695 | 9179539679 | 9154278892

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each item quoted, including names and addresses of firms providing after-sales service facilities in the Republic of the Philippines.
5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is **November 9, 2023, 12 noon.**
6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
 - (i) **PRICES:** The prices should be quoted for supply and delivery to **8th Floor, EDPG Building, BSP Complex, Manila**. Prices shall be quoted in the Philippine Pesos.
 - (ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
 - (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
 - (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in the Philippines.

 - (iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.
 - (iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of one hundred twenty (120) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
 - (v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.
8. Further information can be obtained from:

Director ARMI M. ADVINCULA
IRENE CLEMENS R. IBARDOLAZA
JOVITO V. ALMONTE, JR.

Telephone: 0917-2031695 | 0917-9539679 | 09154278892
E-mail: bid@blgf.gov.ph

9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.
10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.
12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



MA. PAMELA P. QUIZON
LGRR Project Director

FORM OF QUOTATION

To: Bureau of Local Government Finance
8th Floor, EDPF Building, BSP Complex

We offer to execute the Local Governance Reform Project (OP1/Rfq-02) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of (amount in words and numbers) () (name of currency). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Item Number	Description	Unit	Quantity	Unit Price	Total Price	Delivery Schedule
1	Projector Large Venue	pc	1			Within 60 days
2	Projector	pcs	3			Within 60 days
3	High-Performance Desktop Computer	pc	1			Within 60 days
4	Office Application	pc	1			Within 60 days
5	UPS for Desktop	pc	1			Within 60 days
6	USB Audio Interface	pc	1			Within 60 days
7	Firewall w/ appliance	pc	1			Within 60 days
8	Copier Color	pc	1			Within 60 days
9	Copier Monochrome	pcs	3			Within 60 days
10	3 in 1 printer	pc	1			Within 60 days
11	Conference speaker	pcs	4			Within 60 days

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____ Address: _____ Phone _____ Number: _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number _____ made on _____, 2023, between the Bureau of Local Government Finance (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for _____ (description of goods) to be supplied by Supplier, viz. Contract _____ (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of (amount in words) (amount in figures) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of the Philippines on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of the Bureau of
Local Government Finance

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Local Governance Reform Project Purchaser: BLGF
 Package No. OP1/RFQ-02

1. Schedules for Supply

Item Number	Description	Unit	Quantity	Unit Price	Total Price	Delivery Schedule
1	Projector Large Venue	pc	1			
2	Projector	pcs	3			
3	High-Performance Desktop Computer	pc	1			
4	Office Application	pc	1			
5	UPS for Desktop	pc	1			
6	USB Audio Interface	pc	1			
7	Firewall w/ appliance	pc	1			
8	Copier Color	pc	1			
9	Copier Monochrome	pcs	3			
10	3 in 1 printer	pc	1			
11	Conference speaker	pcs	4			

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding ~~90~~(60) days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Philippines.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the _____ Arbitration Law or rules of the Philippines.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) manufacturer's or supplier's warranty certificate; and
 - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be

received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

8. Payment: Payment of the contract price shall be made in the following manner:

- a. (Optional advance payment) 10% within 14 days of signing the contract. Payment shall be made upon presentation by Supplier of verifiable proof of availability of goods ready for shipment/delivery.
- b. 90% (or 80% if advance payment made) upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
- c. 10% upon acceptance of the delivered goods by the Purchaser.

9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser.

10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility _____

Address _____

11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

12. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: _____

Authorized Signature: _____

Place: _____

Date: _____

Attachment 2

IT EQUIPMENT TECHNICAL SPECIFICATIONS

Item	Description	No. of Units	Technical Specification
1	Projector Large Venue	1 unit	Native Resolution: 1024 x 768 Maximum Resolution: 1920 x 1200 Standard Mode Brightness: 5000 lumens Native Aspect Ratio: 4:3 Compatible Aspect Ratio: 16:9 Contrast Ratio: 20,000:1 Throw Ratio: 1.86 to 2.95 (1346.20 mm@2000 mm) Digital Zoom: 2x Lamp Type: UHP Number of Lamps: 1 Lamp Power: 310 W Interfaces/Ports: HDMI, USB, USB Connector Type Mini-B, Composite Video, Component Video, Network (RJ-45), S-Video, VGA In, VGA Out, Audio Line In, Audio Line Out INCLUDES: AC Power Cord, Duster Filter, Lens Cap, Remote Control, VGA Cable, Carrying Case
2	Projector	3 unit	Resolution 1920-1200, 3600lumens, 2x to 3x digital zoom, Lamp type, interface: hdmi, usb ports, vga, vga output, audio input and output, line in. DLP projection system with remote, vga cable, lens cap, bag
3	Desktop High Performance	1 Unit	M1 chip with 8-core CPU with 4 performance cores and 4 efficiency cores, 8-core GPU, and 16-core Neural Engine 16GB unified memory 512GB SSD storage Two Thunderbolt / USB 4 ports Two USB 3 ports Gigabit Ethernet Mouse Keyboard with Touch ID - US English
4	Office Application	1 Unit	Office 2021 versions of Word, Excel, Powerpoint, and Outlook Microsoft Support Compatible with Windows 11, Windows 10 and Mac OS
5	UPS for Desktop	1 Unit	Output power capacity 360 Watts / 650VA Output Connections (4) NEMA 5-15R (Battery Backup) Nominal Output Voltage 230V Nominal Input Voltage 230V Input Connections NEMA 5-15P

6	USB Audio Interface	1 Unit	<p>Computer Connectivity: USB 2.0 or higher</p> <p>Form Factor: Desktop</p> <p>Simultaneous I/O: 18 x 8</p> <p>Number of Preamps: 4</p> <p>Phantom Power: Yes</p> <p>A/D Resolution: Up to 24-bit/192kHz</p> <p>Analog Inputs / Outputs: 4 x 1/4" combo (mic/Hi-Z/line)</p> <p>Digital Inputs: 1 x Coax/PDIF, 1 x Optical</p> <p>Digital Outputs: 1 x Coax/PDIF</p> <p>Headphones: 2 x 1/4"</p> <p>MIDI I/O: In/Out</p> <p>USB: 1 x Type USB-C</p> <p>Software: Can be used to Focusrite Control, Ableton Live Lite, Focusrite Red Plug-in Suite, or Pro Tools First Creative (does not support 3rd party plugins)</p>
7	Firewall w/ appliance	1 unit	<p>CPU: Eight Core Intel Xeon® 1.7 GHz or higher</p> <p>Storage: 500GB M.2 SSD or higher</p> <p>Memory: 8 GB DDR4(Expandable 32 GB ECC)</p> <p>Network Ports: (2) 1 GbE LAN/WAN, (2) 10 GbE SFP+ WAN/LAN</p> <p>L3 Forwarding</p> <p>Firewall: 10k ACLs, Traffic: 10.24 Gbps or higher</p> <p>IPsec VPN: AES-GCM-128, Traffic: 1.65 Gbps</p> <p>Rack Mount, 1u or 2u</p> <p>Expandable memory & storage</p> <p>AES-NI</p> <p>Handles demanding IDS/IPS needs</p> <p>High Availability Capable</p> <p>With pfSense Plus or TNSR software</p>

8	Copier Color	1 unit	<p>Full Colour Multi-functional Digital Copier, Network Printer, Network Scanner</p> <p>SPECIFICATIONS:</p> <ul style="list-style-type: none"> · Engine speed: 25 pages /min (colour & B/W) · Volume Capacity: up to 10,000 copies/mo <p>LCD with Backlite</p> <ul style="list-style-type: none"> · 850-sheet paper capacity · 100-sheet Multi-bypass feeder · Paper Weight: 1st tray: 60 g/m to 105 g/m 2nd tray: 60 g/m to 220 g/m <p>Multi-bypass tray: 55 g/m to 256 g/m</p> <ul style="list-style-type: none"> · Paper size: Max. A3W (12" x 18") Min. A6 (5 ½" x 8 ½") · Memory: 2GB <p>COPIER:</p> <p>Colour: 11.5 sec B/W: 8.0 sec</p> <ul style="list-style-type: none"> · Continuous copy: Max 999 copies <p>SCANNER:</p> <ul style="list-style-type: none"> · Scanning Speed: 37 originals/min (colour & B/W) <p>Pull scan (TWAIN-compliant application)</p> <ul style="list-style-type: none"> · Resolution: Push scan: 100 150 200 300 400 600 dpi · Scan to Email, FTP server, Network Folder, Desktop, USB drive <p>PRINTER:</p> <ul style="list-style-type: none"> · Resolution: 600 x 600 dpi 9,600 (equivalent)(x 600 dpi · Interface: USB 2.0 · Supported OS: Windows Server 2008 Windows Server 2008 R2 ,Windows Server 2012, Windows Server 2012 R2 Windows Server 2016 Windows Server 2019 Windows 7 Windows 8.1 Windows 10
9	Copier Black/White	3 unit	<p>B/W Digital Copier, Network Printer, Network Colour Scanner</p> <p>colour LCD touchscreen</p> <p>100-sheet Reversing Single Pass Feeder</p> <p>Two (2) 500-sheet Paper cassette trays</p> <p>100-sheet multi-bypass tray</p> <p>Engine speed: 28 pages/min (copy & print)</p> <p>Scan speed: 60 originals/min (colour & B/W)</p> <p>Scan destinations: SCAN to email, FTP server, Network folder, Desktop, SSD, USB drive</p> <p>Paper size: Short, A4, legal & Max A3 (11' x 17")</p> <p>Warm up time: 20 sec.</p> <p>Memory: 4GB 120GB SSD</p> <p>Print Resolution: 1200 x 600 dpi 600 x 600 dpi</p> <p>Zoom range: 25% to 400% in 1% increment</p> <p>Supported OS: Windows Server 2012, Windows Server 2016, Windows Server 2019 Windows 8.1, Windows 10</p> <p>Features:</p> <ul style="list-style-type: none"> Duplex printing/copying Electronic sorting Card shot Multi-crop & image Crop

10	3 in 1 Printer	1 unit	Printing Method: printhead Ink system : ink Tank technology : Nozzle Configuration : 180 Nozzles Black, 59 Nozzles per Color 3 pl, With Variable-Sized Droplet Technology Ink Technology Dye Ink Printing Resolution 5,760 x 1,440 DPI Category: Home, Home Office All-in-One Functions Print, Scan, Copy Output Tray Capacity 30 Sheets ,
11	Conference Speaker	4 unit	Frequency Range (-10 dB): 85 Hz – 18 kHz Frequency Response (± 3 dB): 120 Hz – 16 kHz Power Capacity: 60 Watts Sensitivity: 86 dB SPL, 1W (2.83V) at 1m (3.3 ft) Maximum SPL: 106 dB at 8 Ohm Direct setting / 96 dB at 10W setting Nominal Coverage: 120°H x 120°V Directivity Factor (Q): 6.2 Directivity Index (DI): 7.9 dB Nominal Impedance: 8 ohms (in 8? DIRECT mode, selectable on back panel) Transformer Taps: 10 W, 5 W (& 2.5W @ 70V) Crossover Frequency: 4.3kHz includes: Wall Bracket and assembly