



## REQUEST FOR QUOTATION

The **Bureau of Local Government Finance (BLGF)** Bids and Award Committee (BAC) thru its Administrative Division-Supplies and Property Section, will undertake a **"Small Value Procurement for the Purchase of "VARIOUS IT SUPPLIES"** in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In this regard, please quote your most **responsive bids** for the item/s described under Annex "A", subject to the Terms and Conditions provided herein:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

Please submit your quotation duly signed by you or your authorized representative on or before **17 September 2024, until the closing of office hours at 5:00 pm**, via email to [jv.almontejr@blgf.gov.ph](mailto:jv.almontejr@blgf.gov.ph) and [ir.ibardolaza@blgf.gov.ph](mailto:ir.ibardolaza@blgf.gov.ph).

Moreover, this Bureau also requires the submission of the latest copies the following:

1. Business/Mayor's Permit;
2. PhilGEPS Registration Number;
3. Income/Business Tax Return;
4. Certificate of Registration (BIR Form 2303); and
5. Omnibus Sworn Statement.

Quotations and other requirements submitted after the closing time shall not be accepted.

For any clarification, you may contact us via e-mail at [jv.almontejr@blgf.gov.ph](mailto:jv.almontejr@blgf.gov.ph), [ir.ibardolaza@blgf.gov.ph](mailto:ir.ibardolaza@blgf.gov.ph), [gm.boongaling@blgf.gov.ph](mailto:gm.boongaling@blgf.gov.ph).

  
**GRACE LOUIE M. BOONGALING**  
Acting Chief, Administrative Division

Address :

Address :

PhilGEPS Registration Number :

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After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**See attached description and technical specification per unit.**

**SCHEDULE OF REQUIREMENTS**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.

Delivery days must be on the specified activity/schedule, subject to the receipt of the approved Purchase Order (P.O.)

**Bidder's Statement of Compliance****FINANCIAL OFFER****Approved Budget for the Contract**

**Two Hundred Seventy Seven Thousand One  
Hundred Five Pesos Only (Php277,105.00)**

**Total Offered Quotation**

In words

In figures

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

### **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The BLGF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BLGF 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.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BLGF shall rescind 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

Technical Specification			
	Item	Description	Quantity
1	Portable hardrive 4tb	Storage Capacity: 4 TB Connection Interface: 1 x USB 3 or later Pre-Format: exFAT Internal Drive Internal Interface: SATA Type: Hard Disk Drive Form Factor: 2.5" External Enclosure Power Source: USB Bus Power Compatability: Windows /Mac	3
2	Portable Hard drive 1tb	Storage Capacity: 1 TB Connection Interface: USB 3 or later Pre-Format: exFAT Internal Drive Internal Interface: SATA Type: Hard Disk Drive Form Factor: 2.5" External Enclosure Power Source: USB Bus Power Compatability: Windows /Mac	11
3	Desktop Monitor 32"	Screen Size 32inch Type: Curved or Flat Panel Type: VA Brightness: 300 cd/m <sup>2</sup> or higher Aspect Ratio: 16:9 Resolution: QHD (2,560x14400) or higher Response Time: 1ms (MPRT) Refresh Rate: 165Hz or higher Contrast Ratio: 250:1 (Typ.) or higher Viewing Angle: 78°(H)/178°(V)	2
4	Desktop Monitor 27"	Screen Size: 27" or 28" Panel Type: IPS or equivalent Type: Flat Aspect Ratio: 16:9 Panel Type:IPS Brightness (Typical):250 cd/m <sup>2</sup> or higher Contrast Ratio Static: 1000:1 or higher Resolution: FHD (1,920 x 1,080) or higher Response Time: 4 (GTG) Viewing Angle (H/V):178°/178° Color Support: Max 16.7M Refresh Rate: Max 100Hz	1