

October 20, 2023

P-RFQ No. 2023-077

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENTS

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENTS**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Five Hundred Nine Thousand Four Hundred Ninety-Eight Pesos Only (**₱509,498.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	ANDROID TABLET DEVICE Operating System: at least Android 10 Chipset: any type of chipset CPU: Octa Core Ram: at least 3GB Internal Memory: at least 32 GB Display Size: 8-10 inches Cellular Connectivity: GSM / HSPA / LTE / 4G/ 5G Communication: WIFI / Bluetooth Rear Camera: at least 8MP Front Camera: at least 5MP Battery: Li-Po at least 6000 mAh with Stylus Pen	7	PC		
2	CASING FOR ANDROID TABLET Heavy Duty Leather Case with cover	7	PC		
3	TEMPERED GLASS FOR ANDROID TABLET Heavy Duty	7	PC		
4	CASE FOR ANDROID PHONE Built-in Airbag Technology High Quality Material -for Realme C30, Vivo Y02T and Samsung A04E	3	PC		
5	TEMPERED GLASS FOR ANDROID PHONE Heavy Duty -for Realme C30, Vivo Y02T and Samsung A04E	3	PC		
6	DESKTOP COMPUTER Processor: at least Intel Core i5 11th Gen 2.5 GHz Ram: 8GB DDR4 Internal Storage: at least 256 SDD + 1TB HDD 7200 RPM	6	UNIT		



Santa Maria WATER DISTRICT

	Graphics: Intel UHD Graphics Networking/LAN: at least Gigabit Ethernet 10/100/1000 Monitor: at least 22" LED Monitor Keyboard & Mouse: at least USB Keyboard & USB Optical Mouse				
7	OPERATING SYSTEM at least Windows 10 Pro with CD and License Key	6	PC		
8	MICROSOFT OFFICE LICENSE 2021 at least Microsoft Office 2021 Professional or Business	6	PC		
9	UNINTERRUPTIBLE POWER SUPPLY 650 VA Max Capacity Used: 100% Output Power Capacity: 375 Watts/650 VA Outlets: Minimum of 4 outlets Typical backup time at full load: 5 min Typical backup time at half load: 15 min	7	UNIT		
10	PRINTER DOT MATRIX LQ310 Narrow carriage 24-pin SIDM High 416 CPS print speed at 12CPI 10,000 power on hour MTBF USB, Serial and Parallel ports Print Method: Impact dot matrix	1	UNIT		
11	SOLID-STATE DRIVE Capacity: 480 GB Form Factor: 2.5" Interface: SATA Revision 3.0 (6GB/s) Device Type: Internal Solid State Drive (SSD)	1	PC		
	*** nothing follows ***				

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection.

Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost, meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract. The documents shall be attached together with the quotations.



1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303); and
5. Duly Notarized Omnibus Sworn Statement. (If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement, subject to compliance therewith after award of contract but before payment).
6. Income/Business Tax Return

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Payment shall be through check and advance payment is not allowed. Payment shall only be made upon completion of delivery of all items.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**SUPPLY AND DELIVERY OF VARIOUS IT EQUIPMENTS**" (RFQ No. 2023-077) and must be submitted on or before **October 27, 2023, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within **5 Days** from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items that will be declared defective. The delivery will be made only during working days from 8:00 AM to 5:00 PM.

DELIVERY SITE: General Services Division of SMWD located at 301 J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form; and
- b) Brochures of the items offered, if any.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson