



REQUEST FOR QUOTATION

RFQ No.: **2025-03-0025**

Date: March 6, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ

Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
PROCUREMENT OF VARIOUS IT PERIPHERALS				
8	pcs	External Hard Drive, 4TB, 2.5" HDD, USB 3.0	₱9,062.87	₱72,502.96
6	pcs	External Hard Drive, 2TB, 2.5" HDD, USB 3.0	₱4,928.55	₱29,571.30
1	pcs	External Hard Drive, 1TB, 2.5" HDD, USB 3.0	₱3,014.96	₱3,014.96
19	pcs	Flash Drive, OTG, 64GB capacity	₱726.96	₱13,812.24
5	pcs	Flash Drive, OTG-Type C, 64GB capacity	₱726.96	₱3,634.80
6	pcs	Flash Drive, OTG, 32GB capacity	₱572.00	₱3,432.00
3	pcs	HDMI Cable, 10 meters	₱1,040.00	₱3,120.00
3	pcs	HDMI Cable, 5 meters	₱770.44	₱2,311.32
3	pcs	USB-C Digital AV Multiport Adapter	₱4,407.37	₱13,222.11
2	pcs	Wireless Laser Pointer/Clicker Presenter	₱3,034.85	₱6,069.70
10	pcs	Mouse, Optical, USB Connection Type	₱225.47	₱2,254.70
17	set	Wireless Keyboard and Mouse with USB Dongle	₱1,350.96	₱22,966.32
TOTAL AMOUNT				₱175,912.41

NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:

1. Mayor's/Business Permit

2. PhilGEPS Registration Number

****For the bidder/s with Platinum Membership who opt to submit *PhilGEPS Certificate*, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.**

3. Duly notarized Omnibus Sworn Statement (to be submitted by the winning bidder upon issuance of the Purchase Order)

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :




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1	pcs	External Hard Drive, 1TB, 2.5" HDD, USB 3.0		
19	pcs	Flash Drive, OTG, 64GB capacity		
5	pcs	Flash Drive, OTG-Type C, 64GB capacity		
6	pcs	Flash Drive, OTG, 32GB capacity		
3	pcs	HDMI Cable, 10 meters		
3	pcs	HDMI Cable, 5 meters		
3	pcs	USB-C Digital AV Multiport Adapter		
2	pcs	Wireless Laser Pointer/Clicker Presenter		
10	pcs	Mouse, Optical, USB Connection Type		
17	set	Wireless Keyboard and Mouse with USB Dongle		
TOTAL AMOUNT				

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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.