



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09178004526 (Globe); 0917813082 (Globe) loc. 144/142/143/144  
 Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

## REQUEST FOR QUOTATION

RFQ No. : 24-04-448

PR No. : 24-04-E-234/235/236

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than May 6, 2024.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

\_\_\_\_\_  
 Buyer/Canvasser

*RICHELLE ANN L. MOROTA*  
 Authorized Official

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	1	unit	<b>NOTEBOOK COMPUTER</b> Intel core i5-11400H PROCESSOR 2.7 GHz 8GB DDR4-3200 SO-DIMM 512 GB PCIe 3.0 NVMe M.2 SSD 15.6-inch, FHD (1920x1080) 16:9, Value IPS-level, Anti-glare display NVIDIA GeForce RTX 2050 LAPTOP gpu 4GB GDDR6 (Minimum) Wi-Fi 6(802.11ax) Dual band 2*2 + Bluetooth 5.2 Windows 11 Home Carrying bag included 1 Year Warranty			
2	2	unit	<b>MULTI FUNCTIONING PRINTER,            COLOR LASER</b> Function Print, Copy, Scan Print Speed Color up to 21pm Duty cycle (monthly) up to 40,000 up to 40,000 pages Print technology Laser Connectivity, standard Hi-Speed USB 2.0 port Built-in fast Ethernet 10/100/1000 Base-TX network port 802.11 2.4/5GHz wireless; Front Host USB Display 6.8 cm (2.7 in) colour graphic screen Processor speed 800 MHz Memory 256 MB DDR, 256 MB			



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3	2	unit	<p>Flash          Paper handling input, standard          250 sheet input tray          Energy saving feature technology          Auto-On/ Auto-Off Technology;          Instant-on Technology          Number of print cartilages 4(1          each, cyan, magenta, yellow)          Manufacturing Warranty          1 Year warranty</p> <p><b>COLORED-DOCUMENT SCANNER</b>          Scanning Face: Duplex          Scanning Method: Color CIS          Scanning speed: 65 pages per          minute          Automatic Detection: Intelligent          double feed detection using          ultrasonic sensor          Internal Video Processing: 1,024          levels (30bit)          Feed Tray Capacity: Up to 100          sheets: A6 to A4 or letter-size          Interface: USB 3.2, supported          super speed for Gen1          Ethernet: 10Base-T/100Base-          TX/1000Base-T          Network Push Scan PC: 100 jobs          setting to scan to destination via          the PC installed ICP          1 Year Warranty</p>			
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Delivery Period : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_





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### General Conditions

1. The Approved Budget for the Contract (ABC) is 217,900.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- |                                     |      |  |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1  | Current Mayor's/Business Permit                              |
| <input type="checkbox"/>            | 7.2  | DTI/SEC Certificate of Registration                          |
| <input checked="" type="checkbox"/> | 7.3  | BIR Certificate of Registration                              |
| <input type="checkbox"/>            | 7.4  | PhilGEPS Registration Certificate (Platinum) all pages       |
| <input type="checkbox"/>            | 7.5  | Omnibus Sworn Statement                                      |
| <input type="checkbox"/>            | 7.6  | Income/Business Tax Return                                   |
| <input type="checkbox"/>            | 7.7  | Professional License/Curriculum Vitae (Consulting Services)  |
| <input type="checkbox"/>            | 7.8  | PCAB License (Infra.)  |
| <input type="checkbox"/>            | 7.9  | Net Financial Contracting Capacity (NFCC)                    |
| <input type="checkbox"/>            | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/>            | 7.11 | Others   |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:  
Name of Bank: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Contact No/s.: \_\_\_\_\_

Email Address: \_\_\_\_\_