



Republic of the Philippines  
**SURIGAO DEL SUR STATE UNIVERSITY**  
Rosario, Tandag, Surigao del Sur  
Tel. no.: 086-214-2744  
E-mail: [sdssu\\_bac@yahoo.com](mailto:sdssu_bac@yahoo.com)

Bids and Awards Committee on Goods

**REQUEST FOR QUOTATION (RFQ)**

**“Supply and Delivery of Office Supplies”**

RFQ No: 199

1. The Surigao del Sur State University (SDSSU) - Tandag Campus, through the STF intends to apply the sum of *Four Hundred Eleven Thousand Two Hundred Eighteen Pesos Only (P 411,218.00)* being the approved Budget for the Contract (ABC) to payments for the **“Supply and Delivery of Office Supplies”** for which this Request for Quotation is issued.
2. The SDSSU, herein after referred to as “the Purchaser” now request you to submit price quotation for the supply and delivery of the following:

Item No.	Description	Qty.	Unit
	<b>IT Equipment &amp; Supplies</b>		
1	APU processor A8 ssocket Fm2	1	unit
2	Desktop Computer Specs: Motherboard Processor AMD A10 HDD-1TB Memory 8gb DDR3 Monitor 18" Keyboard Mouse AVR CPU case w/ PSU	1	unit
3	Biometric Equipment (TX628 Finger Print Biometric)	1	unit
4	Brother MFC-J5910DW ink, LC73B	10	bots.
5	Brother MFC-J5910DW ink, LC73Y	10	bots.
6	Brother MFC-J5910DW ink, LC74C	6	bots.
7	Brother MFC-J5910DW ink, LC74M	6	bots.
8	Computer Chair	7	pcs
9	Computer Toolkit (please see attached picture)	1	set
10	Driver Software for Diskless set-up of desktop computer (Minimum of 30 computer units to be set-up) (Minimum of 3 years expiration of license)	1	set
11	Genuine Refill ink, T6641 (black)	53	bots.
12	Genuine Refill ink, T6642 (cyan)	22	bots.

13	Genuine Refill ink, T6643 (magenta)	22	bots.
14	Genuine Refill ink, T6644 (yellow)	22	bots.
15	Flash Drive, 16GB	4	pcs
16	Flash Drive, 32GB	20	pcs
17	Internal Hard Disk, 3 terabytes	1	unit
18	Keyboard, PS2	20	pcs
19	Laptop	1	unit
	<i>Specifications:Processor: 6th Gen. Intel Core i7-6600U</i>		
	<i>Operaing System: Windows 10 Professional 64-bit</i>		
	<i>Display: 11.5"FHD, anti-glare , Non-Touch 4;</i>		
	<i>Graphics: Intel HD graphics 520;</i>		
	<i>Memory: 16GB, 2133Mhz DDR4,</i>		
	<i>Webcam: HD720p resolution, Low light sensitive,</i>		
	<i>Storage: 256GB SSD, SATA 3, Opal 2.0 capable;</i>		
	<i>Dimension: 305.5x208.5x20.3 mm;</i>		
	<i>Weight:1.34 kg;</i>		
	<i>Case Color: Silver</i>		
	<i>Battery life: up to 25 hours (3-cell+6-cell 72Wh)</i>		
	<i>AC Adaptor: 45W; Keyboard: 6-row, spill-resistant,</i>		
	<i>Multimedia Fn keys, optional LED backlight</i>		
	<i>Ultranav: TrackPoint @ pointing device and buttonless</i>		
	<i>Mylar surface touchpad, multi-touch</i>		
	<i>Audio support: HD Audio,Stereo speaker 1Wx2, dual</i>		
	<i>array microphone, combo audio/microphone jack</i>		
20	8 ports switch 1000mbps	3	unit
21	8GB DDR3 memory	2	unit
22	32GB USB	25	pcs
23	Laser pointer @ P 1,000.00	25	pcs
24	Memory 4GB DDR3	15	pcs
25	Motherboard Socket Fm2 b+	10	pcs
26	Mouse, optical, USB connection type	3	pcs
27	Mouse, PS2	20	pcs
28	Mouse Pad	8	pcs
29	Printer L 120	1	unit
30	SATA HDD 500GB	5	pcs
31	Socket 1150 Motherboard	2	pcs
32	Socket FM2 Motherboard	5	pcs
33	SSD 250GB	1	unit
34	TP Link Outdoor Wireless 300 mbps 5Ghz	2	unit
35	TP Link 5ghz 300mbps outdoor access point 13dbi	1	unit

36	UPS 750watts	3	unit
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3. A set of technical specifications for the above items are provided in Attachment 1. All items listed under the purchasers specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.
4. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations-A (IRR-A) of Republic Act 9184.
5. It is the intent of the Purchaser to evaluate the quotation for each item separately, and award will be made to the quotation or combination of quotations resulting in the overall lowest cost. Quotation for one or more or all items will be considered. Contract Award will be made to the lowest evaluated quotation (s) meeting purchaser's technical specifications.
6. Quotations must be delivered at the BAC Office of Surigao del Sur State University, Main Campus, Rosario Tandag City, Surigao del Sur not later than *10:00 AM of June 6, 2018*.
7. 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.
8. All quotations must be typewritten and must be placed in sealed envelope marked **"Supply and Delivery of Office Supplies ( RFQ 199)**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within fifteen days (15) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU), Main Campus, Tandag City, Surigao del Sur.
12. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.
13. The SDSSU reserves the right to accept or reject any quotation, and to annul the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
14. The prospective bidder shall submit the following:
  - a. Quotation Form
  - b. Technical Specification
  - c. Certificate of PHIL-GEPS Registration

**Sgd. FLORIIFE O. URBIZTONDO, DPA**  
*BAC CHAIRMAN*



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### QUOTATION FORM

Date: \_\_\_\_\_  
 RFQ No. 199

**The Chairman**  
 The Bids and Award Committee on Goods  
 SDSSU-Main Campus

- 1) Having examined the subject Request for Quotation including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total)

Item No.	Description	Qty	Unit	Unit Price	Total
	<b>IT Equipment &amp; Supplies</b>				
1	APU processor A8 ssocket Fm2	1	unit		
2	Desktop Computer Specs: Motherboard Processor AMD A10 HDD-1TB Memory 8gb DDR3 Monitor 18" Keyboard Mouse AVR CPU case w/ PSU	1	unit		
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8	Computer Chair	7	pcs		
9	Computer Toolkit (please see attached picture)	1	set		
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	<i>Operaing System: Windows 10 Professional 64-bit</i>				
	<i>Display: 11.5"FHD, anti-glare , Non-Touch 4;</i>				
	<i>Graphics: Intel HD graphics 520;</i>				
	<i>Memory: 16GB, 2133Mhz DDR4,</i>				
	<i>Webcam: HD720p resolution, Low light sensitive,</i>				
	<i>Storage: 256GB SSD, SATA 3, Opal 2.0 capable;</i>				
	<i>Dimension: 305.5x208.5x20.3 mm;</i>				
	<i>Weight:1.34 kg;</i>				
	<i>Case Color: Silver</i>				
	<i>Battery life: up to 25 hours (3-cell+6-cell 72Wh)</i>				
	<i>AC Adaptor: 45W; Keyboard: 6-row, spill-resistant,</i>				
	<i>Multimedia Fn keys, optional LED backlight</i>				
	<i>Ultronav: TrackPoint @ pointing device and buttonless</i>				
	<i>Mylar surface touchpad, multi-touch</i>				
	<i>Audio support: HD Audio, Stereo speaker 1Wx2, dual</i>				
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35	TP Link 5ghz 300mbps outdoor access point 13dbi	1	unit		
36	UPS 750watts	3	unit		
	<b>Total</b>				

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *fifteen (15) days* delivery period.
- 3) We agree to abide by this Quotation/Bid for a period of *sixty (60) days* after the dated deadline of submission specified in your RFQ.
- 4) We understand that payment for items delivered will be made to the winning supplier within thirty (30) days after inspection and acceptance of goods delivered.

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

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

Signature over Printed Name: \_\_\_\_\_

Contact No: \_\_\_\_\_



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**TECHNICAL SPECIFICATIONS**

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
<b>IT Equipment &amp; Supplies</b>	
APU processor A8 ssocket Fm2	
Desktop Computer Specs: Motherboard Processor AMD A10 HDD-1TB Memory 8gb DDR3 Monitor 18" Keyboard Mouse AVR CPU case w/ PSU	
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Printer L 120	
SATA HDD 500GB	
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