



Republic of the Philippines
SURIGAO DEL SUR STATE UNIVERSITY
Cagwait Campus
Cagwait, Surigao del Sur
Contact #: 09473802072

Bids and Awards Committee on Goods

REQUEST FOR QUOTATION (RFQ)

Procurement of Office Equipment and IT Supplies

RFQ No: 004

1. The Surigao del Sur State University (SDSSU) - Main Campus, through the *Special Trust Fund* intends to apply the sum of **Four Hundred Fifteen Thousand Two Hundred Seventeen Pesos Only (P 415,217.00)** being the approved Budget for the Contract (ABC) to payments for the **Procurement of Office Equipment and IT 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
1	Desktop CPU Processor: Intel core i3, 3.6 GHz O.S.: Windows 7 professional RAM:2bg DDR3 HDD:320 GB\ with DVD-RW ROM and hdm/vga ports	4	units
2	Mouse: USB type connection	4	Pcs.
3	Keyboard: USP Type Connection	4	pcs
4	VGA	4	Pcs
4	Power Cord	10	Pcs
5	Desktop Computer Processor: Intel core i3, 3.6 GHz RAM: 2 GB DDR3 HDD: 320 GB O.S.: Windows 7 Professional Monitor: LED 18.5 Mouse: USP Type Connection Keyboard: usb Type Connection With Speakers, AVR, DVD-RW ROM and hdm/vga ports	1	Unit
6	Laptop O.S.: Windows 8.1 Monitor: 13.3" HD LED display touch screen Processor: Intel Core i3 4030U Intel HD Graphics RAM: 4GB DDR3 HDD: 500GB Wifi 802.00 b/g/n bluttoth 4.0 USB 3.0 HD Web Camera 3 cells 50 whrs polymer battery	4	Unit

7	Computer Desktop Processor: core i5 fifth generation (3.2 GHz) HDD: 500 GB RAM: 4 GB DDR3 Monitor: LED 18.5" Mouse: USB Type Connecton Keyboard: USB Type Connection O.S.: Windows 7 Professional with Speakers , AVR,DVD- RW ROM and hdmi/vga ports	2	Units
8	LCD (Outdoor)	1	Unit
9	Camera (DSLR)	1	Unit
10	Printer (L110)	1	Unit

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, Cagwait Campus, Cagwait, Surigao del Sur not later than 10:00 AM of September 17, 2015.
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 **"Procurement of Office Equipment and IT Supplies (RFQ No. 004)."**
9. Quotations shall be valid for sixty (60) calendar days from the Opening of Bids.
10. The delivery period shall be within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
11. DELIVERY SITE: Surigao del Sur State University (SDSSU) Cagwait Campus, Cagwait 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. NOELITO B. SALCEDO, Ph. D.
Campus Director



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QUOTATION FORM

Date: _____
 RFQ No. 004

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
1	Desktop CPU Processor: Intel core i3, 3.6 GHz O.S.: Windows 7 professional RAM:2bg DDR3 HDD:320 GB\ with DVD-RW ROM and hdm/vga ports	4	Units		
2	Mouse: USB type connection	4	Pcs.		
3	Keyboard: USP Type Connection	4	Pcs		
4	VGA	4	Pcs		
4	Power Cord	10	Pcs		
5	Desktop Computer Processor: Intel core i3, 3.6 GHz RAM: 2 GB DDR3 HDD: 320 GB O.S.: Windows 7 Professional Monitor: LED 18.5 Mouse: USP Type Connection Keyboard: usb Type Connection With Speakers, AVR, DVD-RW ROM and hdm/vga ports	1	Unit		
6	Laptop O.S.: Windows 8.1 Monitor: 13.3" HD LED display touch screen Processor: Intel Core i3 4030U Intel HD Graphics RAM: 4GB DDR3 HDD: 500GB Wifi 802.00 b/g/n bluetooth 4.0 USB 3.0 HD Web Camera 3 cells 50 whrs polymer battery	4	Unit		
7	Computer Desktop	2	Units		

	Processor: core i5 fifth generation (3.2 GHz) HDD: 500 GB RAM: 4 GB DDR3 Monitor: LED 18.5" Mouse: USB Type Connector Keyboard: USB Type Connection O.S.: Windows 7 Professional with Speakers , AVR,DVD-RW ROM and hdmi/vga ports				
8	LCD (Outdoor)	1	Unit		
9	Camera (DSLR)	1	Unit		
10	Printer (L110)	1	Unit		

- 2) We undertake, if our Quotation or Bid is accepted, to deliver the above goods within the *thirty (30) 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: _____



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TECHNICAL SPECIFICATIONS

Purchaser's Specifications	Supplier's Specifications (please state "Comply" or "Not Comply")
Desktop CPU Processor: Intel core i3, 3.6 GHz O.S.: Windows 7 professional RAM:2bg DDR3 HDD:320 GB\with DVD-RW ROM and hdm/vga ports	
Mouse: USB type connection	
Keyboard: USP Type Connection	
VGA	
Power Cord	
Desktop Computer Processor: Intel core i3, 3.6 GHz RAM: 2 GB DDR3 HDD: 320 GB O.S.: Windows 7 Professional Monitor: LED 18.5 Mouse: USP Type Connection Keyboard: usb Type Connection With Speakers, AVR, DVD-RW ROM and hdm/vga ports	
Laptop O.S.: Windows 8.1 Monitor: 13.3" HD LED display touch screen Processor: Intel Core i3 4030U Intel HD Graphics RAM: 4GB DDR3 HDD: 500GB Wifi 802.00 b/g/n bluetooth 4.0 USB 3.0 HD Web Camera 3 cells 50 whrs polymer battery	
Computer Desktop Processor: core i5 fifth generation (3.2 GHz) HDD: 500 GB RAM: 4 GB DDR3 Monitor: LED 18.5" Mouse: USB Type Connector Keyboard: USB Type Connection O.S.: Windows 7 Professional with Speakers , AVR,DVD-RW ROM and hdmi/vga ports	

LCD (Outdoor)	
Camera (DSLR)	
Printer (L110)	