



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE
Malacañang, Manila

REQUEST FOR QUOTATION

RFQ No. 2020-12-033B

The Presidential Legislative Liaison Office (PLLO) through its Bids and Awards Committee (BAC) hereby invites all interested suppliers to quote their lowest price on the items listed below, subject to the General Conditions stated therein, and submit the same duly signed by their respective authorized representative/s not later than **28th of December 2020.**

RIS No.	Name of Project	Location	Total Approved Budget for the Contract (PhP)
HREP 2020-12-160C	PROCUREMENT of 5 (Five) UNITS All-in-One DESKTOP COMPUTER	PLLO – NEB, Malacañang Office	250,000.00

TERMS OF REFERENCE:

This TOR shall be pursuant to government procurement (involving supply and delivery) of 5 (Five) units of Desktop Computer to be conducted by the PLLO Bids and Awards Committee.

I. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIER

1. The prospective bidder/s shall bid for the supply and delivery of 5 (Five) units Desktop Computer, to the PLLO, with specifications listed below:

All-in-One Desktop Computer

Processor: Intel Core i5 –i7 8th-10th Generation Processor

Processor Base Clock Speed 2.5 GHZ

Max Turbo Frequency: 3.1 GHZ

Cache: 3MB shared Cache

2 Cores

Memory: 8 GB ram (min) on board

Storage/Hard Disk: 128GB Solid State Drive min and 1TB HDD

Display Screen: 23.8" monitor

Operating System: Pre-loaded with Windows 10 Pro OS, with built-in recovery for OS, drivers and utilities

Warranty: Three (3) Years warranty on both parts and labor from authorized service centers with global repair coverage

- Supplier shall respond within 24 hours for any technical assistance/support either telephone call, email or site visit (for NCR) upon verbal/written notification by the End User Agency.

II. SCHEDULE OF DELIVERY

The supply and delivery shall be made within ten (10) calendar days or less upon receipt of the Notice of Award/Notice to Proceed.

III. PAYMENT

1. The supplier shall be paid in full upon certification from the PLLO to the effect that the Items have been duly delivered.
2. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

IV. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead of the bidder.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, BIR Certificate of Registration, Income or Business Tax Return, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the suppliers Statement of Account, DR, Invoice, and subject to deduction of applicable taxes.

For further inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1116 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at rtmorales@pllo.gov.ph or delivered to the address below:

Bids and Awards Committee Secretariat
2/F Annex New Executive Bldg.,
Malacañang, Manila

The PLLO reserves the right to reject any or all quotations/bids, to waive any formality or minor defects therein, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, and to accept only the offer that is most advantageous to the government, without incurring any liability whatsoever.



CYNTHIA A. CUARENTA
BAC Vice Chairperson

December 18, 2020