



Republic of the Philippines  
City of Tagbilaran  
City Hall, Tagbilaran City, 6300 Bohol

## **REQUEST FOR QUOTATION** **Procurement of Goods [IT Equipment]**

The City Government of Tagbilaran, through the Continuing Appropriation, intends to apply the sum of **Fifty Nine Thousand Five Hundred Pesos only (Php59,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Quotation No. 1901-08. Quotations from suppliers received in excess of the ABC shall be automatically rejected.

The City Government of Tagbilaran now invites suppliers to quote for **1 unit Desktop Computer – Specs: Core-i7 processor 7<sup>th</sup> Gen, 1151 Motherboard, 8GB RAM, 1TB Hard Drive, DVD-WR Optical Drive, etc.** for the **City Assessor, Tagbilaran City**. Delivery of the Goods is required within **20 Calendar Days** after receipt of Purchase Order. Suppliers should have completed, within 24 months from the date of submission and receipt of quotations, a contract similar to the Project. The description of an eligible supplier is contained in the Bidding Documents, particularly, in Section 11, Instruction to Bidders.

Quotation for Goods will be conducted through open competitive procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Quotation for the Goods is open to all interested suppliers, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

Interested suppliers may obtain further information from the City Government of Tagbilaran at the address given below during 8:00 AM - 5:00 PM Monday to Friday only except holidays.

A set of Request for Quotation be purchased by interested Suppliers on **January 16 - 23, 2019** from the address below and upon payment of a non-refundable fee in the amount of **P150.00**.

Quotations must be delivered to the address below on or before **January 23, 2019 at 5:00 PM**.

Request for Quotations will be opened and the lowest quotation for the goods will be awarded the supply of the goods to be procured at the BAC Office, CEO, Tagbilaran City. Late quotations shall not be accepted.

The City Government of Tagbilaran reserves the right to accept or reject any quotations, to annul the awarding process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

  
CATHELYN O. TORREMOCHA  
BAC Chairman


City Government of Tagbilaran  
 Standard Form Number : SF-GOOD-60  
 Revised on: May 24, 2004  
 Standard Form Title: Request for Quotation

PR NO. 19-01-13  
 Procurement of Goods  
IT Equipment  
 Office: City Assessor  
 ABC: P59,500.00  
 Date : January 14, 2019  
 Quotation No. 1901-08

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

**REQUEST FOR QUOTATION**

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 January 23, 2019 at 5:00 PM.

  
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**CATHELYN O. TORREMOCHA**  
 Procurement Officer

- NOTE: 1 ALL ENTRIES MUST BE TYPEWRITTEN IF POSSIBLE  
 2 QUOTATIONS WITH ERASURES WILL BE DULY INITIALLED  
 3 DELIVERY PERIOD WITHIN **20 Calendar Days** AFTER RECEIPT OF P.O.  
 4 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY  
 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF **60 CALENDAR DAYS**  
 6 **OMNIBUS STATEMENT, VALID MAYOR'S PERMIT, BIR CERTIFICATE OF REGISTRATION, CURRENT INCOME TAX RETURN and PHILGEPS REGISTRATION NUMBER** SHALL BE ATTACHED UPON SUBMISSION UPON SUBMISSION OF THE QUOTATION  
 7 SUBJECT TO SUBMISSION OF LEGAL DOCUMENTS FOR THE DETERMINATION OF TECHNICAL, LEGAL, AND FINANCIAL CAPABILITY OF SUPPLIER  
 8 SUBJECT TO REVIEW BY THE COMMISSION ON AUDIT AND IF EVER FOUND TO BE OVERPRICED, YOU ARE BOUND TO REFUND THE AMOUNT SAID TO BE EXCESSIVE.

ITEM NO.	ITEM AND DESCRIPTION	BRAND	QTY	UNIT	UNIT Price	TOTAL COST
<b>1</b>	<b>Desktop Computer</b>		<b>1</b>	<b>unit</b>		
	Specs: Core-i7 processor 7th Gen					
	1151 Motherboard					
	8GB RAM					
	1TB Hard Drive					
	DVD-WR Optical Drive					
	ATX Casing w/600W PSU					
	USB Keyboard and Mouse					
	21 inch LED Monitor					
	Speaker					
	500 watts AVR					
	600VA UPS					
	with 3-in-1 Tank Printer (scan, copy & print)					
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
	<b>TOTAL</b>					

Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Condition, I/We quote you on the item at prices noted above.

Signature Over Printed Name  
 Tel. No. : \_\_\_\_\_  
 Cell No. : \_\_\_\_\_  
 Email Add. : \_\_\_\_\_  
 Date : \_\_\_\_\_