

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2019-0295

**REQUEST FOR QUOTATION  
(SHOPPING)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PURCHASE OF 18 UNITS OF LAPTOP RE. CAPEX 2019**

*Please see attached Request for Quotation for more details.*

Approved Budget	: PHP 900,000.00
Pre-Bid Conference	: 26 November 2019, 2:00 PM
Deadline of Submission of Bid	: 29 November 2019, 5:00 PM
Opening of Bid	: 03 December 2019, 2:00 PM

The Notice of Award shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below enclosed on a sealed and properly labeled envelope:

*Eligibility Documents (1<sup>st</sup> Envelope)*

1. Mayor's Permit for the current year
2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*

*Financial Bid (2<sup>nd</sup> Envelope)*

- Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative. Bids shall be valid for 120 calendar days from the date of the opening of bids.

Kindly submit these documents to the BAC Secretariat, CITEM, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City on the above stated date and time.

**A payment of non-refundable fee of Five Hundred Pesos (Php 500.00) may also be paid at the CITEM Cashier Office for the bidding documents.**

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. 8312201 local 309/294 or e-mail at [citembac@citem.com.ph](mailto:citembac@citem.com.ph).

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above     Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue                       Others : \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Date: 14-Nov-19  
 RFQ No: 2019-0295

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope and submitted to CITEM BAC.

Schedule of Pre-Bid Conference:	26 November 2019	Time:	2:00PM	Venue:	Meeting Room 1
Schedule of Opening of Bids:	03 December 2019	Time:	2:00PM	Venue:	Meeting Room 1

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
18.00	units	<b>LAPTOP PC</b>		
		Operating System : Windows 10 64bit Professional		
		Processor : Intel Core i7-8550U (1.8GHz, 8MB Cache, 4 cores)		
		Memory : 8GB DDR4 2400 (1x8GB)		
		Storage : 1TB 5400RPM SATA HDD		
		Display : 15.6-inch High Definition Anti-glare LED SVA		
		Graphics : Intel ® UHD graphics 620		
		Connectivity : Gigabit Ethernet, 802.11 ac Wi-Fi and Bluetooth		
		Ports : USB 3.0, RJ45, HDMI, headphone/microphone combo, External Display VGA		
		Warranty: 3 year Care Pack (Parts, Labor, Next Business Day Onsite) Manufacturer Warranty Certificate Included The vendor must have adequate authorized service centers		
		Included: 1. USB laser mouse 2. Generic number combination laptop lock 3. Laptop bag must be the same brand with the laptop		
		<b>Approved Budget : PHP 900,000.00</b>		
		<b>Deadline of Submission of Eligibility Documents &amp; Financial Bid :</b> <b>: 29 November 2019, 05:00PM</b>		

**Terms and Condition:**

- 1.) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax**.
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Signature over printed name of the Authorized Company Representative  
 Designation: \_\_\_\_\_  
 Telephone no.(s) \_\_\_\_\_  
 E-mail: \_\_\_\_\_