



## REQUEST FOR QUOTATION

RFQ No.: **2024-11-0164**

Date : November 28, 2024

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**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.



**ALVIN P. DIAZ**  
 Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
4	unit/s	<b>Keyboard</b>	₱9,588.00	₱38,352.00
4	unit/s	<b>Screen Protector</b>	₱1,712.00	₱6,848.00
4	unit/s	<b>Adaptor</b>	₱1,850.00	₱7,400.00
4	unit/s	<b>Wireless Mouse</b>	₱3,999.00	₱15,996.00
		<i>(see attached required technical specifications)</i>		
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b> <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i>  Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: <b>3. Duly notarized Omnibus Sworn Statement</b>  <i>The supplier should replace the item/s if found to be defective or damaged within three (3) months from the date of actual delivery.</i>		
<b>TOTAL AMOUNT</b>				<b>₱68,596.00</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

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Supplier :

By :

Tel. No.:

TIN :

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**Canvassed by:**

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**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

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## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

## TECHNICAL SPECIFICATIONS

### SUPPLY AND DELIVERY OF VARIOUS IT PERIPHERALS

Request for Quotation (RFQ) No. 2024-11-0164 dated November 28, 2024

#### A. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured:

Item Description	Qty	Unit Cost	Total Cost
<b>1. KEYBOARD</b> <input type="checkbox"/> Type: Book Cover Keyboard <input type="checkbox"/> Interface: POGO Type Keyboard <input type="checkbox"/> Keys Quantity: 80 <input type="checkbox"/> Touch Pad, Touch Screen: Yes <input type="checkbox"/> Dimension(WxHxD): 286.5 x 188.4 x 15.1 mm <input type="checkbox"/> Weight: not more than 512g <input type="checkbox"/> Compatibility: Galaxy Tab S9/S9 FE+	4 units	<b>₱9,588.00</b>	<b>₱38,352.00</b>
<b>2. SCREEN PROTECTOR</b> <input type="checkbox"/> Transparent <input type="checkbox"/> Anti-Reflecting <input type="checkbox"/> Dimension (WxHxD) 181.1x217.1x0.2mm <input type="checkbox"/> Weight: 17g <input type="checkbox"/> Compatibility: Galaxy Tab S9/S9 FE+	4 units	<b>₱1,712.00</b>	<b>₱6,848.00</b>
<b>3. ADAPTOR</b> <input type="checkbox"/> Type-C USB Cable Charger <input type="checkbox"/> Super Fast Charging max. 25W, PD 3.0 PPS max. 25W, Zero Standby Power Consumption (<5mW) <input type="checkbox"/> Wall Charger	4 units	<b>₱1,850.00</b>	<b>₱7,400.00</b>
<b>4. WIRELESS MOUSE</b> <input type="checkbox"/> Wireless and rechargeable (Magic Mouse) <input type="checkbox"/> With an optimized foot design that lets it glide smoothly <input type="checkbox"/> With a multi-touch surface that allows to perform simple gestures such as swiping and scrolling <input type="checkbox"/> With a rechargeable battery that will power for about a month or more between charges which pairs automatically with mac <input type="checkbox"/> Includes a woven USB-C to lightning cable that pairs and charges by connecting to a USB-C port on mac  Size and Weight <input type="checkbox"/> Height: 2.16cm (0.85 inches) <input type="checkbox"/> Width: 5.71cm (2.25 inches) <input type="checkbox"/> Depth: 11.35cm (4.47 inches) <input type="checkbox"/> Weight: 0.099kg (0.22 pounds)	4 units	<b>₱3,999.00</b>	<b>₱15,996.00</b>

<p>General:</p> <input type="checkbox"/> Multi-Touch <input type="checkbox"/> Connections and Expansion <input type="checkbox"/> Bluetooth <input type="checkbox"/> Lightning Port <input type="checkbox"/> Wireless			
<p>System Requirements:</p> <input type="checkbox"/> Bluetooth-enabled Mac with OS x 10.11 or later <input type="checkbox"/> Ipad with iPad OS 13.4 or later			
<b>TOTAL AMOUNT</b>			<b>₱68,596.00</b>

**B. SCHEDULE OF REQUIREMENTS**

The schedule stipulates hereafter a delivery date, which is the delivery date to the project site:

No.	Description	Delivery Schedule
1	Supply and Delivery of Various IT Peripherals	30CD upon receipt of the PO

**C. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

*I hereby certify to comply and deliver all the above requirements.*

\_\_\_\_\_  
Signature over Printed Name of the Representative

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

Date Signed : \_\_\_\_\_

Email/Contact Nos : \_\_\_\_\_

**TECHNICAL SPECIFICATIONS**  
**SUPPLY AND DELIVERY OF VARIOUS IT PERIPHERALS**

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

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Email/Contact Nos : \_\_\_\_\_