



August 18, 2025

REQUEST FOR QUOTATION
No. SVP- 07425

A. MANDATORY REQUIREMENTS

1. Submission of documentary requirements:
 - ✓ **Valid Mayor's /Business Permit** or Recently Expired Mayor's/Business Permit for CY 2024 and the Official Receipt as proof of Renewal for CY 2025
 - ✓ **PhilGEPS Registration/Organization Number (Red Membership)**
 - ✓ **Original and Notarized Omnibus Sworn Statement with proof of authority** as a necessary attachment. Proof of authority shall be in the following forms, as applicable:
 - For Single Proprietorship – **Special Power of Attorney**, in case the person signing this Request for Quotation is NOT the business owner, in its original and duly notarized form.
 - For Corporation – **Board Resolution/Secretary's Certificate**, in its original and duly notarized form.
 - For One Person Corporation (OPC) – **President's Certificate/Secretary's Certificate**, in its original and duly notarized form.

****The Proof of Authority shall clearly reflect the name of the authorized representative and the project title as indicated in this RFQ.***

***In lieu of Mayor's/Business Permit and PhilGEPS Registration Number, a valid PhilGEPS Certificate of Platinum Membership OR a Copy of your DA Bidder's Registry Certificate may be submitted**
2. Additional Technical Documents:
 - Certification that they will provide one (1) year warranty for the proposed hardware
 - Certification that they are available 8x5 technical support for the duration of the warranty/contract with an available response on the next business day from the date the end-user reported the issues

B. INSTRUCTIONS:

1. Please write **legibly**.
2. The Request for Quotation (RFQ) form must be submitted in **original form**. The Authorized Representative must affix their wet signature on the RFQ form submitted. Failure to fill out the mandatory information may be ground for disqualification.
3. Blanks with **asterisk (*) are mandatory**. Failure to fill-up said blanks is a ground to disqualify your quotation.
4. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price and total price** as well as **sub-total and grand total (if applicable)** and affix their **signature over printed name** indicated in the lower portion of this form.
5. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. Any **interlineations, erasures, or overwriting** shall be valid only if they are **signed or initialed** by the Bidders/Suppliers or their Authorized Representative.
7. **Unsealed or unmarked** bid envelopes shall be **rejected**. In case of bid envelopes that are not properly sealed or marked, the BAC shall assume no responsibility for the premature opening of its content. **Please indicate the Solicitation Number and RFQ Number of the project in the front of the sealed bid envelope.**
8. Quotation(s)/Proposal(s) shall be submitted to the Office of the **Procurement Division, 2nd Floor, New Building, Department of Agriculture – Central Office, Elliptical Road, Diliman, Quezon City.**
9. **DEADLINE FOR SUBMISSION OF BIDS: August 22, 2025 at 12:00NN**
10. **DELIVERY PERIOD: Please see attached Technical Specification**

C. IMPORTANT NOTES:

1. Price quotation(s) submitted shall be valid for a maximum period of **One Hundred Twenty (120) days** reckoned from the deadline for submission of quotations as reflected in this form.
2. Awarding shall be done by **LOT**.
3. Terms of Payment: **Please see attached Technical Specification**
4. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the DA-BAC shall employ **"draw lots"** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
5. The **Uniform Guidelines for Blacklisting** set forth in the New Government Procurement Act shall apply in case any of the violations listed thereof is/are committed without prejudice for forfeiture of performance security.
6. The Department of Agriculture reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with the New Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:

Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported (NBI) for entrapment and proper investigation immediately to the Office of the Secretary or the National Bureau of Investigation.

Mode of Procurement: Small Value Procurement

Qty.	Unit	ITEM/DESCRIPTION	Ceiling price (Php)	Unit Price in Php	Total Price in Php (Qty. x Unit Price)
		SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR THE USE OF SAAD-NPMO			
12	unit	Laptop computer	49,999.00		
10	unit	Desktop computer	49,999.00		
1	unit	Projector	45,000.00		
		*Technical Specification is attached as an integral part of the RFQ			
		TOTAL AMOUNT			



ATTY. MELINDA D. DEYTO
Chief, Procurement Division

DA Bids and Awards Committee (BAC)
Elliptical Road, Diliman, Quezon City

SIR/MADAM:

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above-mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

*Signature Over Printed Name of
Owner/Authorized Representative

Name of the Business
Enterprise/Company

PhilGEPS Registration/Organization
Number (Red Membership)

Contact Number(s)

Office Address

Email Address of the Bidder

Terms of Payment:

Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

*Banking Institution: _____

*Account Number: _____

*Account Name: _____

*Branch: _____

SVP- 074-25
PR No. 25-1466 – SAAD
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Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

Technical Specifications

SUPPLY AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT ABC: PhP1,144,978.00

A. SCOPE OF WORK

- The Winning Bidder shall cover the supply and delivery of ICT Equipment.
- The Supply and Delivery of ICT Equipment shall be awarded by item and delivered, installed and tested at **DA-ICTS located in DA-OSEC Compound, Elliptical Road, Diliman, Quezon City.**
- Supply and delivery period of **thirty (30) calendar days** from the receipt of Purchase Order (P.O.).
- Terms of Payment: **One-time payment shall be made after project completion, acceptance and inspection, subject to existing accounting and auditing rules and regulations.**

B. HARDWARE SPECIFICATIONS AND COST ESTIMATES

ITEM	DESCRIPTION	QTY
1	PROJECTOR	1
	<ul style="list-style-type: none">a. Colour Light Output: at least 4,000 lumensb. White Light Output(normal/eco): at least 4,000 lumensc. Resolution: 1080p Full HDd. Aspect Ratio: 16:9e. Contrast Ration: 16,000:1f. Laser/Lamp: Lampg. Lamp Life: (Normal/Eco): 5,500 / 12,000 hrsh. Connectivity:<ul style="list-style-type: none">1. USB Interface: USB Type A and B2. Wireless LAN: Built in atleast IEEE 802.11b (2.4GHz): 11 Mbps3. Digital Input: 2 HDMIi. Screen Size (Projected Distance): Tele 30" to 300" (1.42 to 14.1 m), Wide: 30" to 300" (0.87 to 8.88 m)j. Dimension Excluding Feet (W x H x D): 309 x 90 x 282 mmk. Air Filter Type: High Efficiency Filterl. Power Supply Voltage: 100 - 240 V AC $\pm 10\%$, 50/60 Hzm. Warranty and On-site Support: 1 year	

ITEM	DESCRIPTION	QTY
2	LAPTOP COMPUTER	12
	a. Processor: at least Intel Core i7 13 th Gen b. Display: at least 14-inch Full HD c. GPU: Integrated graphics d. Memory: at least 2x8GB DDR4 expandable up to 32GB e. Storage: at least 512 GB M.2 PCIe NVMe SSD f. Ports: 1x Type-C (USB3.2 Gen1 / DisplayPort™), 3x Type-A USB3.2 Gen1, 1x HDMI™ (4K @ 30Hz), 1x RJ45 g. Connectivity: LAN: Gigabit Ethernet 10/100/1000, WLAN: 802.11a/b/g/n/ac/ax h. Software: Windows 11 Operating System (64 bit) licensed and at least MS Office Home & Student 2021 i. Others: Built-in Audio stereo speakers, microphone, 3.5mm Audio Jack, Webcam 720p (1280 x 720 resolution) with e-shutter, Multi gesture touchpad, Keyboard Backlit, Built in Security Software, 3-cell Li-on Battery j. Accessories: Charger, Laptop Bag, and Rechargeable Wireless Mouse k. Warranty and On-Site Support: 1 year	

ITEM	DESCRIPTION	QTY
3	DESKTOP COMPUTER	10
	a. Processor: at least Intel Core i5 13 th Gen or AMD Ryzen 5 b. Display: at least 27-inch FHD (1920 x 1080) Anti-Glare, Narrow Border Infinity & Non-Touch Display c. GPU: at least 6GB GDDR6 graphics memory, dedicated card d. Memory: at least 2x8GB DDR5 e. Storage: at least 1TB M.2 NVMe Solid State Drive f. Ports: 5 USB 3.1 (Type A & C), HDMI out, Gigabit Ethernet, Microphone and 3.5mm Audio Jack, with built-in speakers, and webcam g. Connectivity: 802.11ax Wi-Fi 6 wireless networking, Bluetooth 5.0 wireless Technology h. Software: Window 11 Operating System (64 bit) licensed and MS Office Home and Student 2021 licensed i. Accessories: Keyboard & Mouse, Power Cable, Display Cable, and UPS 350VA j. Warranty and On-Site Support: 1 year	

C. ADDITIONAL TECHNICAL DOCUMENTS

- Provide Certification that they will provide **one (1) year** warranty for the proposed hardware.
- Provide Certification that they are available 8x5 technical support for the duration of the warranty/contract with an available response on the **next business day** from the date the end-user reported the issues.

Prepared by:


JULIET F. CRUZ
Procurement Coordinator, SAAD


RANDY C. OCAMPO
IDD Unit Lead, SAAD

Noted by:


ULYSSES J. LUSTRIA JR.
Director, SAAD NPMO

CONFORME:

(Signature of the Authorized Rep.)

(in the capacity of (Please indicate
the Position and Authorized Rep.)

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)