



## Bids and Awards Committee Republic of the Philippines

Professional Regulation Commission  
Cagayan de Oro Regional Office No. X

Skypark, Limketkai Center, Cagayan de Oro City  
Cellphone No.: 0916-528-6221 Email: prc.cdobac2018@gmail.com



### REQUEST FOR QUOTATION (RFQ No. 2025-05-37)

#### Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madame:

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the **SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract (ABC) of **NINE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE PESOS ONLY (P995,985.00)**.

We are furnishing you herewith a copy of the posted Request for Quotation with **Annexes "A" and "B"**, for your reference.

For inquiries you may email at [prc.cdobac2018@gmail.com](mailto:prc.cdobac2018@gmail.com) or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.


Thank you.

Very truly yours,

  
**JERRY F. CRAUSUS**  
RBAC Chairperson

  
**JERRY F. CRAUSUS**  
Chairperson

  
**ATTY. NORHANNA A. PANGANDAMAN-PAPORO**  
Vice-Chairperson


  
**CHERRY B. TORRES**  
Member

  
**MARICHOR N. EMPEDRAD**  
Member

  
**KRISTIAN IVY P. DAGAMAS**  
Member


#### SECRETARIAT:

  
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Member

  
**ARCEJO R. TEVES**  
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**REQUEST FOR QUOTATION**

**(RFQ No. 2025-05-37)**

**Negotiated Procurement – Small Value Procurement**

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract of **NINE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE PESOS ONLY (P995,985.00)**.

<b>Name of Project:</b>	<b>SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS (RFQ No. 2025-05-37)</b>
<b>Approved Budget for the Contract:</b>	<b>NINE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE PESOS ONLY (P995,985.00),</b> <i>inclusive of all applicable taxes, bank, government charges, and other similar charges.</i>
<b>Specification:</b>	See attached <b>Annexes “A” and “B”</b> for the Technical Specifications and Financial Bid.

**Schedule of Activity:**

<b>ACTIVITY</b>	<b>DATE AND TIME</b>	<b>REMARKS</b>
Deadline for Submission of Bids	June 13, 2025 (Friday) 10:00 a.m.	<ul style="list-style-type: none"><li>Bids shall be submitted to the above address or through e-mail at prc.cdobac2018@gmail.com.</li><li>Late bids shall not be accepted.</li></ul>
Opening and Evaluation of Bids	June 13, 2025 (Friday) 11:00 a.m.	
Post qualification	June 13, 2025 (Friday) 3:00 p.m.	

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually, by mail/courier or via e-mail, duly signed by the owner or his duly authorized representative/s using the “PRC Official Forms” provided herein. Exclusive for Cagayan de Oro City Suppliers only.

JERRY F. CRAUSUS  
Chairperson

ATTY. NORHANNA A. PANGANDAMAN-PAPORO  
Vice-Chairperson

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Member

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### ❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s, to be denominated in Philippine peso shall include all applicable taxes, bank, government charges, and other similar charges.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Single/Lowest Calculated Quotation shall advance to the post-qualification stage during which offered services shall be subjected to inspection and approval of the End-user/s before the award of contract.
7. Award of contract shall be made to the single/lowest quotation, more advantageous to PRC-X, and which complies with the Technical Specifications.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
9. Payment shall be made on a bank-to-bank basis within 7-15 days upon receipt of the complete Billing Statement.

In addition to the quotation/proposal, copies of the following eligibility requirements are required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Certificate of Registration
3. Notarized Omnibus Sworn Statement
4. Latest Income Tax Return (ITR)

**\*For Individuals** (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)

PRC-X assumes no responsibility whatsoever to compensate or indemnify bidders for any expense incurred in the preparation of the proposal.

PRC-X reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may email at [prc.cdobac2018@gmail.com](mailto:prc.cdobac2018@gmail.com) or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

Very truly yours,

  
JERRY F. CRAUSUS  
RBAC Chairperson



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### ANNEX "A"

## TECHNICAL SPECIFICATIONS

### SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS

(Through Negotiated Procurement under Section 53.9 Small Value  
Procurement of the 2016 Revised IRR of R.A. 9184)

#### 1. Introduction / Background

- Professional Regulation Commission Cagayan de Oro Regional Office X (PRC-X), requires the acquisition of new Information Technology (IT) equipment to support its operational needs.
- This procurement is intended to replace old IT equipment (Computers and Printers) and improve operational efficiency within the organization.
- The acquisition of reliable and modern desktop computers and printers is crucial for enhancing productivity, ensuring efficient document management, and supporting communication.

#### 2. Objective of the Procurement

- To procure 15 units of brand new Desktop Computers and 6 units of brand new Printers (Monochrome and Colored) that meet technical specifications outlined herein.
- To ensure timely delivery, professional installation (if required), and comprehensive warranty and after-sales support, providing the best value for money for the organization.

#### 3. Scope of Supply

The successful supplier shall provide the following goods and services:

- 15 units of Desktop Computers (System Unit, Monitor, Keyboard, Mouse, Power Cords).
- Genuine Operating System Licenses for all Desktop units.
- (Optional) Pre-installation of specified standard software.
- 3 units of Monochrome Printers (Printer unit, Power Cord, USB Cord, standard starter consumables).
- 3 units of Colored Printers (Printer unit, Power Cord, USB Cord, standard starter consumables).
- Delivery of all items to the specified location within Cagayan de Oro City.
- Warranty service and technical support as specified for all items.

  
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**4. Approved Budget for the Contract (ABC):**

The Approved Budget for the Contract amounts to **NINE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED EIGHTY-FIVE PESOS ONLY (P995,985.00)** inclusive of all applicable taxes, bank, government charges and other similar charges. Amount more than the ABC shall not be considered.

ITEM	QUANTITY	UNIT PRICE	TOTAL
1 LOT			
Desktop Computers	15	49,999.00	P995,985.00
Printer (Monochrome)	3	36,000.00	
Printer (Colored)	3	46,000.00	
GRAND TOTAL			P995,985.00

**5. Specifications:**

To ensure that the PRC-X is protected from unsafe, unreliable, and unproven products, the following requirements must be met:

- a. Manufacturer's certificate addressed to the RBAC that the units to be delivered are brand new and original, and not refurbished.
- b. Manufacturer's certificate addressed to the RBAC that the bidder is an authorized reseller of the brand to be offered.
- c. Bidders must provide detailed specifications of their offered models (brand, model number) supported by manufacturer's brochures or official specification sheets for each item type (Desktop and Printer).

QUANTITY	UNIT	ITEM (WITH SPECIFICATIONS)
15	Unit	<b>1. DESKTOP COMPUTERS</b> <ul style="list-style-type: none"><li>○ <b>PROCESSOR:</b> Intel Core i5 13500</li><li>○ <b>MONITOR:</b> 23.8" FHD (1920x1080@75hz) IPS</li><li>○ <b>MEMORY:</b> 16 GB DDR4</li><li>○ <b>STORAGE:</b> 512 GB PCIe NVMe M.2</li><li>○ <b>GPU:</b> Intel Graphics</li><li>○ <b>OS:</b> Windows 11 Pro</li><li>○ Intel® H7701 chipset supporting Intel® 12th or 13th processors1 featuring Intel® UHD Graphics.</li><li>○ Supports an optional discrete graphics card.</li><li>○ Integrated 10/100/1000 Ethernet Controller or Realtek RTL8821CE-CG 802.11 a/b/g/n/ac (1x1) Wi-Fi5</li></ul>

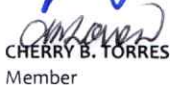


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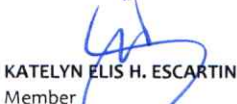
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		<p>and Bluetooth® 4.2 Wireless Card or Realtek RTL8822CE-CG 802.11 a/b/g/n/ac (2x2) Wi-Fi5 and Bluetooth® 5.0 Wireless Card or Realtek RTL8852BE 802.11 a/b/g/n/ac/ax (2x2) Wi-Fi6 and Bluetooth® 5.3 Wireless Card</p> <ul style="list-style-type: none"><li>Independent monitor support via VGA and HDMI interfaces.</li><li>TPM2.0 support (PCI version support dTPM, and the non-PCI version support fTPM)</li><li>Supports both Hard Disk Drives and PCIe® NVMe™ M.2 SSD or PCIe® NVMe™ TLC M.2 SSD</li><li>Up to 10 USB Ports (including native 4 SuperSpeed USB 5Gbps signaling rate ports and 2 SuperSpeed USB 10Gbps signaling rate ports and 2 USB 2.0 ports)</li><li>180W/350W/500W 90% HE power supply and 260W 92% HE power supply</li><li>WEIGHT AND DIMENSIONS Chassis (W x D x H) 6.12 x 11.93 x 13.28 in (155 x 303 x 337 mm) (w/ bezel) System Volume 15.1 L System Weight* 10.4 lb / 4.7 kg Packaged (H x W x D) 11.3 x 15.75 x 19.65 in 287 x 400 x 499 mm Shipping Weight 17.64lb / 8 kg Palletization Profile 6 units per layer 7layer max 42 per pallet Footprint - 85.31x39.37x47.24 in (2167 x 1000 x1200 mm)</li></ul>
3	Unit	<p><b>2. MONOCHROME PRINTERS</b></p> <ul style="list-style-type: none"><li>Monochrome Laser Printer</li><li>Auto 2-sided (Duplex) printing, 70 sheets dual CIS, Auto-Document Feeder (ADF)</li><li>Wifi, AirPrint, Wifi Direct, LAN, USB 2.0</li><li>Full capacity toner included. Yield up to 3000 pages</li><li>Compatible with Mobile Connect app</li></ul>



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3	Unit	<b>3. COLORED PRINTERS</b> <ul style="list-style-type: none"><li>Colored Laser Printer</li><li>Print Speed up to 30-40ppm (Mono/Colour)</li><li>3.5" Touchscreen CLD (Optional)</li><li>Mobile Print</li><li>Automatic 2-sided (Duplex) Print</li><li>Wifi, AirPrint, Wifi Direct, LAN, USB 2.0</li><li>Full capacity toner included.</li></ul>
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## 6. Warranty and Technical Support

### • Warranty Period:

- Desktop Computers: Minimum One (1) year comprehensive warranty covering parts, labor, and on-site service.
- Printers: Minimum One (1) year comprehensive warranty. Standard manufacturer warranty terms acceptable if clearly stated.

### • Service Level:

- On-site support for Desktops within 1-2 Next Business Day response time after fault diagnosis.
- For Printers, specify if on-site or carry-in service is acceptable.
- Supplier must have an authorized service center or demonstrable service capability within Cagayan de Oro City. Proof of authorization/capability is required.

- Support Contact:** Supplier must provide clear contact details (Phone number, email) for logging service requests during standard Philippine business hours (8 AM - 5 PM, Mon-Fri).

## 7. Delivery and Acceptance

- Delivery Location:** PRC-X, Skypark, Limketkai Center, Cagayan de Oro City
- Delivery Schedule:** All items must be delivered within 30 calendar days from the issuance of the Purchase Order (PO) or Notice to Proceed (NTP). Partial deliveries may be allowed upon prior agreement.
- Condition & Packaging:** Items must be delivered brand new, factory-sealed in original packaging, with all standard accessories, manuals, and cables included.
- Inspection and Acceptance:** The procuring entity's representative will inspect all delivered items within 2-3 working days of delivery to verify compliance with specifications, quantity, and physical condition. An Inspection and Acceptance Report (IAR) will be signed upon satisfactory inspection. Defective or non-compliant items must be replaced by the supplier at no additional cost within 7 working days.



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### 8. Terms of Payment

- PRC-X shall pay the supplier the amount of the "ACTUAL" items delivered in accordance with its requirements.
- Processing of payment for the accepted goods shall be in accordance with the provision of the contract upon receipt of the Statement of the Account (SOA) and complete documentary requirements to support the claim.
- The total amount in Pesos shall be inclusive of all applicable taxes and fees.

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TECHNICAL SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS

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SIGNATURE OVER PRINTED NAME  
OF BIDDER/BIDDER'S AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



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**ANNEX "B"**

**PRICE QUOTATION SHEET  
FINANCIAL BID**

Having read, examined and accepted the Technical Specifications on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

No.	Project Name	ABC	BID PRICE
1	SUPPLY AND DELIVERY OF BRAND NEW DESKTOP COMPUTERS AND PRINTERS	₱ 995,985.00	

Total Bid Price (inclusive of all applicable taxes, bank, government charges, and other similar charges.)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND BANK CHARGES.**

\_\_\_\_\_  
Bidder/ Bidder's Authorized Representative  
Signature over Printed Name

In the capacity of: \_\_\_\_\_

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. /Fax No(s): \_\_\_\_\_

Email Add: \_\_\_\_\_