



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. 2025-05-38)

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 Project: **SUPPLY AND DELIVERY OF BRAND NEW LAPTOPS** 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 **FIVE HUNDRED NINETY-TWO THOUSAND THREE HUNDRED FIVE PESOS ONLY (P592,305.00)**.

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 or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

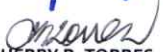
Thank you.

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:


CONNIE A. EMBORONG
Member


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Name of Project:	SUPPLY AND DELIVERY OF BRAND NEW LAPTOPS (RFQ No. 2025-05-38)
Approved Budget for the Contract:	FIVE HUNDRED NINETY-TWO THOUSAND THREE HUNDRED FIVE PESOS ONLY (P592,305.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.
Specification:	See attached Annexes "A" and "B" for the Technical Specifications and Financial Bid.

Schedule of Activity:

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	June 13, 2025 (Friday) 10:00 a.m.	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at prc.cdobac2018@gmail.com.Late bids shall not be accepted.
Opening and Evaluation of Bids	June 13, 2025 (Friday) 10:30 a.m.	
Post qualification	June 13, 2025 (Friday) 1:30 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.



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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 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 LAPTOPS
(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 (Laptops) and improve operational efficiency within the organization.
- The acquisition of reliable and modern laptops is crucial for enhancing productivity, ensuring efficient document management, and supporting communication.

2. Objective of the Procurement

- To procure 10 units of brand new Laptops 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:

- 10 units of Laptop Computers (Laptop unit, Power Adapter, Power Cord, USB Ethernet Adapter).
- 10 units of Laptop Carrying Cases/Bags.
- Genuine Operating System Licenses for all Laptop units.
- Delivery of all items to the specified location within Cagayan de Oro City.
- Warranty service and technical support as specified for all items.

4. Approved Budget for the Contract:

The Approved Budget for the Contract amounts to **FIVE HUNDRED NINETY-TWO THOUSAND THREE HUNDRED FIVE PESOS ONLY (P592,305.00)**, 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
Laptops	10	59,230.50	592,305.00
GRAND TOTAL			592,305.00



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5. Specifications:

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


- Manufacturer's certificate addressed to the RBAC that the units to be delivered are brand new and original, and not refurbished.
- Manufacturer's certificate addressed to the RBAC that the bidder is an authorized reseller of the brand to be offered.
- The proposed brand and model should be the same for all units and must have ENERGY STAR certifications.
- Bidders must provide detailed specifications of their offered models (brand, model number) supported by manufacturer's brochures or official specification sheets.

QUANTITY	UNIT	ITEM (WITH SPECIFICATION)	
10	Unit	Operating System:	Windows 10/11 64 bit
		LCD cover-material:	Plastic
		LCD cover-color:	Indie Black
		Top case-material:	Plastic
		Top case-color:	Indie Black
		Keyboard color:	Black
		Bottom case-material:	Plastic
		Bottom case-color:	Indie Black
		Military grade:	US MIL-STD 810H military-grade standard
		Touch Panel:	Non-touch screen
		Panel Size:	16.0-inch
		Resolution:	WUXGA (1920 x 1200) 16:10 aspect ratio
		IPS-level:	IPS-level Panel
		Refresh rate:	60Hz refresh rate
		Brightness:	300nits
		Color gamut:	45% NTSC color gamut
		Glare:	Anti-glare display
		TÜV Rheinland-certified:	TÜV Rheinland-certified
		Screen-to-body ratio:	86%
		Processor:	Intel® Core™ i9-13900H Processor 2.6 GHz (24MB Cache, up to 5.4 GHz, 14 cores, 20 Threads)
		Discrete/Share:	Share
		Integrated GPU:	Intel Iris X® Graphics
		Graphic Memory:	N/A
		Expansion Slot (includes used):	1x DDR4 SO-DIMM slot 1x M.2 2280 PCIe 3.0x4
		On board memory:	8GB DDR4 on board
		DIMM Memory:	8GB DDR4 SO-DIMM
		Total System Memory:	16GB DDR4
		Storage:	512GB M.2 NVMe™ PCIe® 3.0 SSD or higher
		Front-facing camera:	720p HD camera; With privacy shutter
		Wireless:	Wi-Fi 6E(802.11ax) (Dual band) 1*1 + Bluetooth® 5.3 Wireless Card
		Keyboard type:	Backlit Chiclet Keyboard with Num-key
		Touchpad:	Precision touchpad
		I/O ports:	1x USB 2.0 Type-A 1x USB 3.2 Gen 1 Type-C support



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		power delivery 2x USB 3.2 Gen 1 Type-A 1x HDMI 1.4 1x 3.5mm Combo Audio Jack 1x DC-in Audio: SonicMaster Built-in speaker Built-in array microphone Power: ø4.5, 65W AC Adapter, Output: 19V DC, 3.42A, 65W, Input: 100~240V AC 50/60Hz universal Battery: 42WHrs, 3S1P, 3-cell Li-ion Replaceable Battery: No Dimension (W x H x D): 35.87 x 24.95 x 1.99 ~ 1.99 cm (14.12" x 9.82" x 0.78" ~ 0.78") Weight (with Battery): 1.88 kg (4.14 lbs) Weight (without Battery): 1.68 kg (3.70 lbs) Inclusion: 1. Microsoft Office Home & Student 2021 + Microsoft 365 Basic 2. 10 units of USB Type-C to RJ45 Gigabit Ethernet Network Adapter Supported System: Windows 11/10/8.1/8/7 Output Interface: 1 10/100/1000Mbps RJ45 Ethernet Port Input Interface: 1 USB 3.0 Type-C Port
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6. Warranty and Technical Support

- **Warranty Period:**
 - Minimum One (1) year comprehensive warranty covering parts, labor, and on-site service.
- **Service Level:**
 - On-site support within 1-2 Next Business Day response time after fault diagnosis.
 - 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




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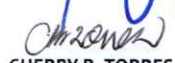
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compliance with specifications, quantity, and physical condition. An Inspection and Acceptance Report (IAR) will be signed upon satisfactory inspection. Defective or non-compliant items must be replaced by the supplier at no additional cost within 7 working days.

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 LAPTOPS

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 LAPTOPS	₱ 592,305.00	

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: _____

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