

REQUEST FOR QUOTATION / PROPOSAL

Procurement of Various Supplies for the Legal Services Division

P.R. No./Date Received: 2020-10-0125 / 26 October 2020

RFQ/P No. / Date: 2020-11-0123 / 04 November 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference / Technical Specifications Sheet** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or ivabano@phcc.gov.ph on or before **07 December 2020 / 10:00 AM** subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
 Chairperson, PBAC

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount	
				(To be filled-up by the supplier)			
1	2	₱ 2,600.00	Power bank (Capacity: 20,000mAh/74Wh; Input: Lightning, Micro USB, Type-C; Output: USB)				
2	2	₱ 1,000.00	Laptop Cleaning Kit (See Attached Specifications)				
3	6	₱ 27,000.00	External Hard Drive (up to 2 TB; USB 3.0/2.0; Windows/Mac)				
4	10	₱ 55,000.00	Wireless Earphones with Microphone (See Attached Specifications)				
5	3	₱ 2,400.00	Universal Outlet Extension Cord with Individual Switch - 4 gang				
6	10	₱ 15,000.00	Laptop Stand (See Attached Specifications)				
				Please take note that Award of Contract is per item			
Total ABC		₱ 103,000.00	TOTAL Amount				
Delivery Instructions:							

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number (TIN) : _____

LEGAL SERVICES DIVISION

MEMORANDUM

ATTENTION : **ATTY. JOSEPH MELVIN B. BASAS**
Chairperson, Bids and Awards Committee

SUBJECT : **PROCUREMENT OF VARIOUS SUPPLIES FOR THE
LEGAL SERVICES DIVISION**

DATE : **23 OCTOBER 2020**

1. This is to respectfully request the processing of the procurement of various supplies for the Legal Services Division based on the PCC Annual Procurement Plan (APP) for F.Y. 2020 and Supplemental Annual Procurement Plan (SAPP) for F.Y. 2020.
2. The various supplies for procurement are as follows:
 - a. Power bank;
 - b. Laptop Cleaning Kit;
 - c. External Hard Drive;
 - d. Wireless Earphones with Microphone;
 - e. Extension Cord; and
 - f. Laptop Stand.

The above-listed items are not only vital to carry out the division's day-to-day tasks but also necessary for the effective and efficient implementation of the work-from-home arrangement; to remain accessible for communication during working hours and to compensate for the facilities and equipment available in an office setting.

3. Attached are the Purchase Request and copies of the APP and SAPP for F.Y. 2020 for this procurement.
4. For your approval and consideration. Thank you.



ORLANDO P. POLINAR
OIC, Legal Services Division



Specifications:

- Cleaning Liquid Solution Spray 100ml:
- 4cm x 4cm (H x D)
- One Round Handle Brush: 13cm (L)
- Micro Fiber Cloth: 11cm x 12cm (H x W)
- Air Blower: 4cm(Dimension)
- Cotton Buds: 72mm(H)
- Satin Cloth: 116mm(L x W)
- Materials: Plastic & Aluminum brush, Fiber cloth, cotton, satin cloth
- Gross Weight: 173g

Package Contents:

- 1 x Liquid Cleaning Solution
- 1 x Cleaning Brush
- 1 x Fiber Cloth
- 1 x Air Blower
- 12 x Cotton Buds
- 1 x Satin Cloth

Laptop Stand



Technical Specifications:

Length: 25 cm

Width: 5 cm

Thickness: 0.8 mm

Weight: 0.2 kg or 0.45 lbs

Material: Aluminum Alloy


Features:

1. Bring it Anywhere - simply fold the laptop stand and it becomes incredibly portable
2. Adjusts to You - the 6 level adjustability feature allows you to adjust the stand to your preference and stays sturdy

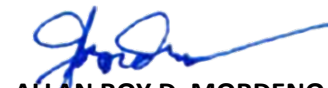
Technical Specifications

WIRELESS EARPHONES WITH MICROPHONE				
QTY.	UNIT	DESCRIPTION/MINIMUM SPECIFICATION	EST. COST	AMOUNT
10	Unit	<ul style="list-style-type: none"> • Form Factor: In-ear • With ear hook • Ear tip material: Silicon • Hands Free Call, and Sweat Proof • Bluetooth version: at least 4.0 • Connection: Wireless • With built-in remote and microphone • With inline volume control • OS compatibility: Android, Mac OS, Windows and iOS • Built: Neckband Type • Weight: 15g to 20g • Supports Noise cancellation or noise isolation • USB charging cable • Battery type: Rechargeable Lithium Ion Cylindrical Cell • Battery Life: at least 10 hours, speed charge • Availability of Stock: Yes • Delivery period: 15 to 30 days • Warranty: 1 year 	PhP5,500.00	PhP55,000.00

Prepared by:


WARREN PAUL A. NICDAO
 ITO - II

Approved by:


ALLAN ROY D. MORDENO
 ITO - III