



**REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES**

**\*\*Mandatory to fill in\*\***

COMPANY NAME:	Quotation No. 20-259-10
ADDRESS:	Purchase Request No. G-2020-10-0459
CONTACT No.	Purpose: For office and Instruction use
TIN No.	ABC: 210,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of
EMAIL ADDRESS:	Purchase Order

**INSTRUCTIONS TO SUPPLIERS:**

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.
2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable.
3. Indicate the warranty period in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation duly signed by your representative.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:  
*a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; d) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.*
6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	<b>Item Type: LAPTOP</b>	3 units			
	Specification:				
	<b>Display</b>				
	15.6" LED Screen (or higher)				
	1920 x 1080 FHD Resolution				
	IPS				
	<b>Processor</b>				
	Intel Core i7 - 10th Gen				
	<b>Memory</b>				
	8 GB DDR4 (or higher)				
	<b>Storage Drive</b>				
	1 TB 7200 RPM Sata HDD				
	120GB SSD (or higher and if applicable)				
	<b>Graphics Coprocessor</b>				
	2 VRAM (or higher)				
	<b>Connectivity</b>				
	10/100/1000 Gigabit Ethernet, 802.11b/g/n				
	Wireless LAN				
	<b>Operating System</b>				
	Windows 10 Home 64 bit				
	<b>Microsoft Office</b>				
	Office 2016 or later (Licensed) (Standalone Product Key)				
	<b>Battery</b>				
	2-cell, Li-Polymer (or higher)				
	<b>**With 1 year warranty</b>				

Accomplished by:

By the authority of the University President.

Supplier's Representative  
 (Print name and Signature)

Assoc. Prof. JOSEPH ROY F. CELESTINO  
 BAC Chairman

Date Accomplished : \_\_\_\_\_

Canvassed by:

\_\_\_\_\_  
 Name and Signature