



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

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

COMPANY NAME:	Quotation No. 23-06-328
CONTACT No.	Purchase Request No. I-2023-06-0142
Address:	Purpose: Office use computer unit
TIN No.	ABC: 50,000.00
PhilGEPS Registration No.	Please indicate days of delivery: _____ Calendar Days
EMAIL ADDRESS:	upon receipt of 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) PhilGEPS Membership Certificate and e) Omnibus Sworn Statement
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	Desktop Set Computer	1 unit			
	Specification:				
	· Monitor				
	- 24" LED Screen 1920 x 1080 Full HD Resolution or higher				
	· Processor				
	- 8 Cores, 16 Threads or higher, (latest generation)				
	- Frequency: up to 4.8 GHz				
	· Memory				
	- 16GB 3200MHz DDR4 (or higher)				
	· Storage Drive				
	- 500GB SSD(or higher)				
	· Graphics Card				
	- 2GB VRAM, GDDR5				
	· Operating System				
	- Windows 11 Home 64bit (Licensed)				
	· Productivity Suite				
	- Microsoft Office for Home and Student (Licensed)				
	· Motherboard				
	- mic-ATX motherboard, HDMI, USB 3.2 Gen 1 ports				
	- Wireless LAN 802.11 ax /ac/a/b/g/n, WIFI 6				
	- Gigabit Ethernet , Bluetooth 5.0				
	· Power Supply				
	- 500Watts (or higher)				
	· Peripherals				
	- Optical Mouse & Keyboard				
	- Power Cords and Display Cables				
	· Chassis				
	- USB Ports, Audio Port, Mic Port, Power Switch, Reset Switch				
	· Warranty				
	- Minimum of 2-year on parts, labor and onsite services				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA
BAC Chairman

Canvassed by:

Name and Signature