



Republic of the Philippines  
Office of the President  
**PRESIDENTIAL LEGISLATIVE LIAISON OFFICE**  
Malacañang, Manila

## REQUEST FOR QUOTATION

### **RFQ No. 2021-05-018**

The Presidential Legislative Liaison Office (PLLO) through its Bids and Awards Committee (BAC) hereby invites all interested suppliers to quote their lowest price on the items listed below, subject to the General Conditions stated therein, and submit the same duly signed by their respective authorized representative/s not later than **10<sup>th</sup> of May 2021**.

RIS No.	Name of Project	Location	Total Approved Budget for the Contract (PhP)
HREP 2021-03-032	PROCUREMENT of 1 (One) Unit of LAPTOP	PLLO – NEB, Malacañang Office	65,000.00

### **TERMS OF REFERENCE:**

This TOR shall be pursuant to government procurement (involving supply and delivery) of 1 (one) unit of laptop to be conducted by the PLLO Bids and Awards Committee.

#### **I. DELIVERABLES/REQUIREMENTS FROM THE SUPPLIER**

1. The prospective bidder/s shall bid for the supply and delivery of 1 (one) unit Laptop, to the PLLO, with specifications listed below:

**Processor:** Intel Core i5 – 7<sup>th</sup> Generation Processor  
Intel Turbo Boost Technology (2g)  
Cache: 6MB L3 Cache  
4 Cores

**RAM:** 8 GB DDR4-2666 SDRAM (1 x 8GB)

**Storage/Hard Disk:** 1 TB 5400 rpm SATA HDD 256GB Solid State Drive

**Display Screen:** 14" diagonal FHD 1920 x 1080 multitouch-enabled, IPS, edge-to-edge glass, micro-edge, 250 nits with Pen support

**MS Office:** Microsoft Office Home Pre-installed

**Operating System:** Pre-loaded with Windows 10 Home

**Warranty:** One (1) year warranty on both parts and labor from authorized service centers with global repair coverage  
- One (1) year on Batteries

- Supplier shall respond within 24 hours for any technical assistance/support either telephone call, email or site visit (for NCR) upon verbal/written notification by the End User Agency.

## II. SCHEDULE OF DELIVERY

The supply and delivery shall be made within three (3) calendar days or less upon receipt of the Notice of Award/Notice to Proceed.

## III. PAYMENT

1. The supplier shall be paid in full upon certification from the PLLO to the effect that the Items have been duly delivered.
2. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

## IV. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead of the bidder.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, BIR Certificate of Registration, Income or Business Tax Return, Tax Clearance, and Omnibus Sworn Statement shall be attached upon submission of the quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the suppliers Statement of Account, DR, Invoice, and subject to deduction of applicable taxes.

For further inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1116 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at [rtmorales@pllo.gov.ph](mailto:rtmorales@pllo.gov.ph) or delivered to the address below:

**Bids and Awards Committee Secretariat**  
2/F Annex New Executive Bldg.,  
Malacañang, Manila

The PLLO reserves the right to reject any or all quotations/bids, to waive any formality or minor defects therein, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, and to accept only the offer that is most advantageous to the government, without incurring any liability whatsoever.

  
**ASEC. ROMULO V. ARUGAY**  
BAC Chairperson

May 4, 2021