

Date: **30 July 2024**

REQUEST FOR QUOTATION OF PRICES

Sir/Madam:

Please submit your formally detailed **lowest price quotation** form/letter for the following items individually described below, subject to the following terms and conditions:

1. Formal Quotations submitted to this Office will be considered as the **final offer**. In the event that the price is acceptable, a properly accomplished and approved **Purchase Order** or **Job Order** will be issued to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers: and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditors or duly authorized representatives;
4. Payment will only be effected upon strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the prices quoted must appear in the quotation.
6. Deadline for Submission of Quotation: 2 August 2024, 12:00NN

UNIT	PARTICULARS	QUANTITY	AMOUNT
	Lease of twenty-seven (34) units of laptop set with mouse with the following specification: <ul style="list-style-type: none">○ Processor: base frequency of at least 1.20 GHz, 4 cores with at least 8GB RAM, 500GB SSD○ Display size: at least 14-inch display○ OS: Operating system not older than 2019○ Software: Word Processing Software○ Others: Installation, configuration of system and pack up after use / event	34	
	Lease of One (1) unit of LaserJet printer (with toner) with the following specifications: <ul style="list-style-type: none">○ Print speed of at least 20 ppm○ Able to print in A4, Long and Legal size papers	1	
	<ul style="list-style-type: none">● Heavy duty extension cords /wires for the units <p>Note: with standby technician and must deliver and install the rented laptops</p>		
TOTAL			

APPROVED BUDGET FOR THE CONTRACT (Php350,000.00)

Company Name / Supplier:

Address and Telephone Number:

Contact Person:

Prepared by:



FRANCIS S. BERME
Assistant, BFSE