

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

Reference No.: 2020-016<sub>r</sub>  
Posting Date: January 31, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Small Value Procurement for the project "*Supply and Delivery of Computer Laptop Parts*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Supply and Delivery of Computer Laptop Parts  
Approved Budget : Twenty Two Thousand Five Hundred Ninety Six Pesos  
for the Contract (P22,596.00)  
Specifications : Please see attached Annex "A"

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. PhilGEPS Registration Certificate;
3. Compliance to the Technical Specifications (Annex "A"); and
4. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 9:00 a.m. of February 11, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Open submission may be done manually, through facsimile at telefax no. 8370-1724 local 129 or via e-mail at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 8370-1724 local 128 to 129.

  
SOFIA C. YANTO-ABAD  
BAC Chairperson  


### TECHNICAL SPECIFICATIONS

Bidders must state here either "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Specification	Statement of Compliance
Laptop battery compatible with Lenovo G40-80	
Laptop screen for Lenovo G40-80, inclusive of installation	
Delivery should be within 15 calendar days from receipt of Purchase Order	
Must have satisfactorily completed similar projects. If with previous transaction with OVP, attach Certificate of Satisfactory Compliance from OVP	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
**Name of Company/Bidder    Signature over Printed Name of Representative    Date**

## PRICE QUOTATION FORM

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 Date
**The Administrative Division**

Office of the Vice President  
 7<sup>th</sup> Floor, Ben-Lor Building  
 1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Project	Item Description	Qty	Unit	Unit Price	Total Price
Supply and Delivery of Computer Laptop Parts	Laptop Battery for Lenovo G40-80	2	unit		
	Laptop Screen for Lenovo G40-80	1	unit		
	Total (inclusive of Tax):				

- (2) We undertake to deliver above goods per technical specifications; and

- (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact Number