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Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9399009

**Procuring Entity** PHILIPPINE STATE COLLEGE OF AERONAUTICS

**Title** Procurement of Twenty-Four (24) Months Lease/Rental of IT Equipment and Peripherals including Laptop computer, Printer, LCD Projectors and Copier

**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2022-11-130A	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology		
<b>Approved Budget for the Contract:</b>	PHP 499,200.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	12/01/2023
<b>Contact Person:</b>	Romualdo Salud Intia Canvasser Piccio Garden Villamor Airbase Pasay City Metro Manila Philippines 1300 63-02-4255326 63-02-4255326 mhaldz123@gmail.com	<b>Last Updated / Time</b>	12/01/2023 00:00 AM
		<b>Closing Date / Time</b>	16/01/2023 17:00 PM

#### Description

##### TERMS OF REFERENCE

Procurement of Twenty-Four Months (24) Lease/Rental of IT Equipment and peripherals including Laptop, printers, LCD projectors and Copier

##### 1. RATIONALE

1.1. Owning IT Equipment and peripherals can be financial burden for the agency. Besides, supply costs and maintenance fees, coming up with the initial capital to purchase the machine can stretch operational budget beyond profitable limits. These units depreciate over time, losing value due to use and to the constant introduction of newer and better technology. Saving financial resources for exploring business opportunities and for making purchases that appreciate over time is far more important than investing in office technology that will only lose value. Leasing these items helps ease the up-front cost and may provide a number of other attractive benefits. Lease agreements may even include the cost of supplies, further reducing the initial payout.

1.2. To address this situation, and in order to have efficient document reproduction needs for the day to day operations and to have a greater return on the lease investment,

##### 2. APPROVED BUDGET FOR THE CONTRACT

2.1. For and in consideration of the performance and accomplishment of the

LEASE/RENTAL IT Equipment and peripherals including Laptop, printers, LCD projectors and Copier) shall pay the CONTRACTOR the total amount of Four Hundred Ninety-Nine Thousand Two Hundred Pesos (PhP499,200.00) for the contract price. Subject to pertinent laws on government contracts and auditing procedures.

2.2. The contract price is inclusive of all duties and taxes.

2.3. No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.

### 3. PROJECT DURATION

3.1. The project duration covering the lease/rental of LEASE/RENTAL IT Equipment and peripherals including Laptop, printers, LCD projectors and Copier in PhilSCA shall be for a period of Twenty-Four Months (24) from the issuance of Notice to Proceed (NTP).

3.2. Exact dates of delivery and/or completion should be reckoned from the date of CONTRACTOR's receipt of NTP.

3.3. The liquidated damages shall be imposed for the inability of the CONTRACTOR to comply with the Approved Delivery Schedule, unless a written request for time extension been approved in writing by PhilSCA.

### 4. QUALIFICATION OF THE CONTRACTOR

4.1. The provider must be competent and experienced in the field of IT Equipment and peripherals minimum of three (3) years.

4.2. The provider is required to submit a company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.

### 5. GENERAL REQUIREMENTS

5.1. The provider spare parts within the specified period to complete the project.

5.2. The provider shall provide PhilSCA with IT Equipment and peripherals including Laptop, printers, LCD projectors and Copier a brand-new units

5.3. All units should be unused and completely BRAND NEW.

5.4. The provider is required to submit a manufacturer's letter certifying that the equipment are brand new.

5.5. The above number of units may be changed by PhilSCA from time to time to provide flexibility in its operations. These units shall be installed at the Office of the Project Tech Specialist at Building A

### 6. SCOPE OF WORK

6.1. The provider shall undertake the works implementation of the "Twenty-Four Months (24) Lease/Rental of IT Equipment and peripherals including Laptop, printers, LCD projectors and Copier all in accordance with the specifications and subject to the terms and conditions of the contract.

6.2. The provider shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.

6.3. The provider shall enforce any precautionary measures required to ensure work is safe and protected.

6.4. The provider shall install the leased equipment in the designated departments/offices to be determine by PhilSCA:

6.5. The provider shall provide PhilSCA Supply Office and Inspection officers the right to observe during the installation procedures.

6.6. PhilSCA shall, without additional cost, benefit from any improvement that may be introduced in said machines due to advancements in technology.

## 7. MATERIALS REQUIREMENTS & SPECIFICATIONS

### 2 Units Laptop Computer

Intel Core i5, 8GB RAM, 512GB SSD, Windows 10, Office 2019 Pro, 15" Full HD Display

### 1 Unit Copier - All in One Laser Copier

Print up to Legal size (8.5 x 14 inches) including Long Bond paper size (8.5 x 13 inches), Scan/Copy/Xerox up to A4 size (8.3 x 11.7 inches) including Short Bond paper (8.5 x 11 inches)

### 1 Unit Color Printer

Black (best) 1200 x 1200 rendered dpi, Colour (best): Up to 4800 x 1200 optimized dpi colour (when printing from a computer on selected photo papers and 1200 input dpi)

### 1 Unit 65" Interactive LED Display with Built in Computer

Inter Core i3

4GB Memory

500GB HDD

Windows 10 64bit

Android 5.1 OS with google play

Wifi and LAN network

SchreenCast/Mobile Mirror

File Sharing from Mobile Phone

Tempered Glass

10 point touch

IR Touch Screen

4K Ultra High Definition

Anti-glare

65" Screen

Text, Rectangle, Ellipse, Triangle Rounded Corner

Parallelogram, trapezoid, polygon, segment, arc

Vector for Generic, Life, Power, Education

Tools - Multimedia Tools

Explorer, Screenshot, Searchlight, Screen Curtain

Magnifier, Software Keyboard, Timer, Ruler

Hand Writing Recognition, Calculator

Protractor, Triangle Plate, Compass, Screen Lock

Screen Recorder, Random Box, Turntable

Page Management

save all pages automatically

add, delete pages

upload pages to cloud

download pages

Imagesvlarge collection of clip art

Abstract, Agriculture, Animals, Insects, pets wild

Art, Astrology, Background, black and white

## 8. RESPONSIBILITIES OF THE PROVIDER

8.1. The principal features of the work do not in any way limit the responsibilities of the provider to the general description of the scope of work.

8.2. The provider shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

8.3. All other items of work not specifically mentioned, but are necessary to complete the works in accordance with the plans and specifications and other related documents, shall be provided by the provider at no additional cost to PhilSCA.

## 9. RESPONSIBILITIES OF PhilSCA

9.1. The machines, including all of its accessories, shall remain the property of the provider. PhilSCA shall not make any alterations on the machines, nor sell, dispose, transfer, rent, pledge or mortgage, execute any other contract, or otherwise deal with the machines in any manner which may be prejudicial to the rights of the provider.

9.2. In case of any violation by a third party of the property rights of the provider, regardless of any reason, including, but not limited to, execution, provisional attachment and disposition of any kind of the equipment, PhilSCA shall immediately inform the provider, and PhilSCA shall be free from any liability.

9.4. PhilSCA shall pay the provider for any loss or damage,

9.5. The provider shall make such inspections, adjustments and maintenance as may be required to keep the machines in good working condition and as may be required by PhilSCA. Such inspections, adjustments and maintenance shall be free of charge.

9.6. Replacement parts for the machines shall be supplied by the provider free of charge. Repairs shall likewise be effected by the provider without any charge.

#### 10. TERMINATIONS

10.1. The provider may terminate the contract if PhilSCA is in material breach of its obligations under the contract and fails to remedy the same.

#### 11. SUBMITTALS

11.1. The provider shall submit to PhilSCA, the proposed delivery of materials, tools and equipment, five (5) calendar days after the NTP.

#### 12. PAYMENTS

12.1. All accounts shall be payable quarterly to the provider within fifteen (15) days from receipt of the billing statements, provided there are no errors or discrepancies noted by the authorized representative.

12.2. All payments made shall be subject to the usual government accounting and auditing rules and regulations.

#### 13. LIQUIDATED DAMAGES

13.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, PhilSCA shall rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **Other Information**

For more information and inquiries, please contact the Procurement Office at 09285244731 or philscabac@gmail.com

**Created by** Romualdo Salud Intia

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