

Republic of the Philippines
 Department of Trade and Industry
CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2025-0100-R2

REQUEST FOR QUOTATION
(NEGOTIATED PROCUREMENT – TWO FAILED BIDDING)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PROCUREMENT OF THIRTY-THREE (33) UNITS OF MID-END LAPTOP PC AND TWO (2) UNITS OF HIGH-END LAPTOP PC

Please see attached Request for Quotation Form, Technical Specifications, and Price Schedule for more details)

Approved Budget for the Contract	: PHP 2,745,000.00
Pre-Bid Conference	: 15 July 2025, 02:00PM
Deadline of Submission of Technical and Financial Component	: 21 July 2025, 05:00PM
Opening of Bids and Negotiation	: 22 July 2025, 02:00PM

Conduct of *Pre-bid Conference, Opening of Bids, and Negotiation* shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the aforementioned procurement activities may be requested through the BAC Secretariat at citembac@citem.com.ph. The link will be released on the actual day of the procurement activity.

The *Notice of Award* shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Technical Component (1st Envelope / Compressed Folder)

1. **Valid PhilGEPS Certificate of Platinum Membership with Updated Annex A (all pages) in accordance with Section 8.5.2 of the IRR;**
2. **Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;**
3. **Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid completed within three (3) years prior to the deadline for the submission and receipt of bids, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents together with the end-user's acceptance or official receipt(s) or sales invoice issued for the contract;**
4. **Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;**

Forms and amounts of Bid Security

a. Mid-End Laptop PC

a.1 The amount of not less than Forty-Nine Thousand Five Pesos (Php 49,500.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

a.2 The amount of not less than One Hundred Twenty-Three Thousand Seven Hundred Fifty Pesos (Php 123,750.00) if bid security is in Surety Bond.

b. High-End Laptop PC

b.1 The amount of not less than Five Thousand Four Pesos (Php 5,400.00), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

b.2 The amount of not less than Thirteen Thousand Five Hundred Pesos (Php 13,500.00) if bid security is in Surety Bond.

or

Original copy of Notarized Bid Securing Declaration;

5. **Conformity to Schedule of Requirements;**
6. **Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;**
7. **Original and notarized duly signed Omnibus Sworn Statement (OSS)**
8. **Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.**
9. **Audited financial statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;**

10. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

Committed Line of Credit from a Universal or Commercial Bank in lieu of the NFCC computation;

11. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Financial Component (2nd Envelope / Compressed Folder)

- **Original of duly signed and accomplished Request for Quotation Form;**
- **Original of duly signed and accomplished Price Schedule**

Other documentary requirements under RA No. 9184 (as applicable)

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bidders may access the prescribed forms and sample formats in this link: <https://tinyurl.com/4244ubuy>

To encourage the sanctity of the bids, bidders must submit these documents separately, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. Online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection must be inflicted in the compressed folders to ensure security of the documents. The password must be disclosed on or before the date and time of the Opening of Bids as indicated above. Failure to disclose the password during the opening of bids may result to non-responsiveness of the bid.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at citembac@citem.com.ph.



ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



REQUEST FOR QUOTATION

- ☐ Shopping with ABC of Php 50,001 and above ☐ Small Value Procurement with ABC of Php 50,001 and above
☐ Lease of Real Property and Venue ☒ Others: Two-Failed Bidding

Date: 09 July 2025

RFQ No.: 2025-0100-R2

Company Name: _____

Address: _____

Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope or compressed folder and submitted to CITEM BAC / citembac@citem.com.ph.

Pre-Bid Conference: 15 July 2025	Time: 02:00PM	Venue: Zoom
Deadline of Submission of Technical and Financial Component: 21 July 2025	Time: 05:00PM	
Schedule of Opening of Bids and Negotiation: 22 July 2025	Time: 02:00PM	Venue: Zoom

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
33	unit	<p>PROCUREMENT OF MID-END LAPTOP PC</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP75,000.00 per unit or a total of PHP2,475,000.00</u></p> <p>Date Needed / Delivery Date: 45-60 days upon receipt of Purchase Order</p> <p>Specification:</p> <ul style="list-style-type: none">- Operating System: Windows 11 64bit Professional- Processor: AMD Ryzen 7 Pro 7735U octa-core processor or higher- Memory: 16GB, 1x16GB, DDR5, 5600MT/s SO-DIMM or higher- Storage: 1TB M.2 NVMe™ PCIe® 4.0 SSD or higher- Display : Non-touch screen, 14.0-inch, WUXGA (1920 x 1200), Wide viewing angle up to 170 degrees, Anti-glare display, LED-backlit TFT LCD 16:10 aspect ratio- Graphics: AMD Radeon™ Integrated Graphics- Built-in 720p HD camera (or higher) on top of screen, with privacy shutter- Connectivity: Wi-Fi 6E (802.11 a/b/g/n/ac/ax)Bluetooth 5.3 (Dual band) 2*2- I/O Ports: 2x USB 3.2 Type C, 2x USB Type A port, HDMI® 2.1 port, 1x RJ45 Gigabit Ethernet, 3.5 mm headphone / speaker jack, supporting headsets with built-in microphone- Built-in Stereo Speaker- Spill-resistant Backlit Keyboard- Adapter: USB Type-C 65 W C adapter- Battery : 3 Cell 57Wh Li-polymer battery or higher <p>Security:</p> <ul style="list-style-type: none">- Kensington Nano Security Slot™- BIOS Booting User Password Protection- BIOS setup user password- Computrace ready from BIOS- HDD User Password Protection and Security Features- System diagnosis- Battery health charging <p>Other Features:</p> <ul style="list-style-type: none">- Screen display can rotate upto 180 degrees- With trackpad pointing device- Windows License: Must named to CITEM if Paper License or Built-in/preinstalled OS or have COA Sticker- 3 years warranty (3y parts/3y labor/3y onsite)- Battery warranty is the same as the warranty of device		

		OTHER REQUIREMENTS: <ul style="list-style-type: none"> - Brand ISO Certification: - ISO 9001 : Quality Management System - ISO 27001 : Information Security Management System - ISO 50001 : Energy Management System INCLUDED: <ul style="list-style-type: none"> - Manufacturer certificate - Brochure - Warranty Certificate - wired mouse must be same brand with the laptop - Laptop bag must be the same brand with the laptop 		
2	unit	<p align="center">PROCUREMENT OF HIGH-END LAPTOP PC</p> <p align="center">APPROVED BUDGET FOR THE CONTRACT: <u>PHP135,000.00 per unit or a total of PHP270,000.00</u></p> <p>Date Needed / Delivery Date: 45-60 days upon receipt of Purchase Order</p> <p>Specification:</p> <ul style="list-style-type: none"> - Operating system: MacOS - Processor: Apple M4 Pro chip with 12-core CPU, 16-core GPU, 16-coreNeural Engine - Memory: 24GB unified memory - Storage: 512GB SSD Storage¹ - Display: 14-inch Liquid Retina XDR display² - Connectivity: 802.11 ac Wi-fi and bluetooth - Ports: Three Thunderbolt 5 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port - Backlit Magic Keyboard with Touch ID - Power Adapter: 70W USB-C Power Adapter - Color: Space Black <p>Warranty:</p> <ul style="list-style-type: none"> - 1-year standard warranty - Manufacturer warranty certificate included - The vendor must have adequate service centers 		

Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.
- 6) This requirement has several items and shall be **awarded as separate contracts per item**.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.


ATTY. ANNA GRACE I. MARPURI
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood, and shall conform with the terms and conditions of this requirement.

Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s).: _____

Email: _____

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
Lot 1	Laptop PC (Mid-End) (Please see Section VII- Technical Specification)	33 Units	33	45 to 60 days upon receipt of notice to proceed.
Lot 2	Laptop PC (High-End) (Please see Section VII- Technical Specification)	2 Units	2	45 to 60 days upon receipt of notice to proceed.

I hereby commit to comply and deliver all the above requirement in accordance with the above stated schedule.

Name of Company/Bidder

(Signature Over Printed Name)
Bidder/Authorized Representative

Technical Specifications

Statement of Compliance

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

Item	Specification	Statement of Compliance
1	Thirty-Three (33) Laptop PC (Mid-End)	
	Operating System: Genuine Windows 11 64bit Professional	
	Processor: AMD Ryzen 7 Pro 7735U octa-core processor or higher	
	Memory: 16GB, 1x16GB, DDR5, 5600MT/s SO-DIMM or higher	
	Storage: 1TB M.2 NVMe™ PCIe® 4.0 SSD or higher	
	Display: Non-touch screen, 14.0-inch, WUXGA (1920 x 1200), Wide viewing angle up to 170 degrees, Anti-glare display, LED-backlit TFT LCD 16:10 aspect ratio	
	Graphics: AMD Radeon™ Graphics	
	Built-in 720p HD camera (or higher) on top of screen, with privacy shutter	
	Connectivity: Wi-Fi 6E (802.11 a/b/g/n/ac/ax), Bluetooth 5.3 (Dual Band) 2x2	
	I/O Ports: 2x USB 3.2 Type C, 2x USB Type A port, HDMI® 2.1 port, 1x RJ45 Gigabit Ethernet, 3.5 mm headphone/speaker jack, supporting headsets with built-in microphone	
	Spill-resistant Backlit Keyboards	
	Built-in Stereo Speaker	
	Adapter: USB Type-C 65 W C adapter	
	Battery :3 cell 57Wh Li-polymer battery or higher	

	Weight: Maximum of 1.73 Kilogram	
	Kensington Nano Security Slot™	
	BIOS Booting User Password Protection	
	BIOS setup user password	
	Computrace ready from BIOS or similar	
	HDD User Password Protection and Security Features	
	System diagnosis	
	Battery health charging	
	Other Features: -Screen display can rotate upto 180 degrees -With trackpad pointing device	
	Windows License: Named to CITEM if Paper License or Built-in/preinstalled OS or have COA Sticker	
	3 years warranty (3y parts/3y labor/3y onsite)	
	Battery warranty is the same as the warranty of device	
	OTHER REQUIREMENTS:	
	Brand ISO Certification: -ISO 9001: Quality Management System -ISO 27001: Information Security Management System -ISO 50001: Energy Management System	
	Included: 1. Manufacturer certificate 2. Brochure 3. Warranty Certificate 4. wired mouse must be same brand with the laptop 5. Laptop bag must be the same brand with the laptop	
2	Two (2) Laptop PC (High-End)	
	Operating system: MacOS	
	Processor: Apple M4 Pro chip with 12-core CPU, 16-core GPU, 16-coreNeural Engine	
	Memory: 24GB unified memory	

	Storage: 512GB SSD Storage	
	Display: 14-inch Liquid Retina XDR display	
	Connectivity: -Wi-Fi 6E (802.11 ax) -Bluetooth 5.3	
	Ports: Three Thunderbolt 5 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port	
	Backlit Magic Keyboard with Touch ID – US English	
	Power Adapter: 70W USB-C Power Adapter	
	Color: Space Black	
	Warranty : -1 year standard warranty - Manufacturer warranty certificate included - The vendor must have adequate service centers	

I hereby certify that the statement of compliance to the foregoing Technical Specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall result to automatic disqualification of our bid.

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position