

**REQUEST FOR QUOTATION**

Date: 23 September, 2020  
Quotation No.

Dear Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and the warranty period, as applicable. Please submit your quotation duly signed by your representative not later than 28 September 2020, 12:00 PM

*Dolores D. Kahanap*  
**DOLORES D. KAHANAP**  
Chief, Procurement Division

**General Conditions:**

- 1. All entries must be typewritten or legibly written
  - 2. Delivery period must be within 45 day/s (calendar days)
  - 3. Warranty shall be for a period of \_\_\_\_\_ (years)
  - 4. Price validity must be within thirty \_\_\_\_\_ (working days)
  - 5. Payment shall be processed upon completion of delivery and acceptance by PMS
  - 6. Please submit brochures showing specifications of product being offered, as applicable.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)**

ITEM NO.	ITEM & DESCRIPTION	QTY.	UOM	UNIT PRICE	TOTAL
1	laptop stand	94	pcs		
	for PR 2020-09-0451				
	*Please see attached Terms of Reference				
	Approved Budget for the Contract : P150,000.00				
	*For price quotations (preferably email) and any inquiries, please look for Ms. Elizabeth Pascual				
	Contact details:				
	Email: beth.pascual@pms.gov.ph				
	Telefax : 8733 4861/71				
	Delivery Address: 683 AAP Tower, Aurora Blvd., Brgy. Mariana, Quezon City				

After having carefully read and accepted your General Conditions, I/We hereby quote you on the item/s at prices noted above.

\_\_\_\_\_  
Company/Name

\_\_\_\_\_  
Tel. No./Cellphone No.

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Date



Office of the President of the Philippines  
Presidential Management Staff  
Malacañang

**Terms of Reference**

**Procurement of Laptop Stand**

**I. Background and Rationale**

The Office of the President-Presidential Management Staff (OP-PMS) serves as the primary government agency directly responsible for providing responsive staff assistance to the Presidency. As a means to adequately respond to the work style and requirements of the Presidency, the OP-PMS is adopting a needs-based approach in the provision of the right resources, aligned with the distinct function of each unit, official, or personnel. The shift from rank-based entitlement to a need-based approach ensures that resources are fully utilized and enable personnel to perform their tasks efficiently and effectively.

**II. Objective**

The objective of the procurement is to equip the OP-PMS personnel providing secretariat work for them to respond to the requirements of the OP-PMS effectively and efficiently.

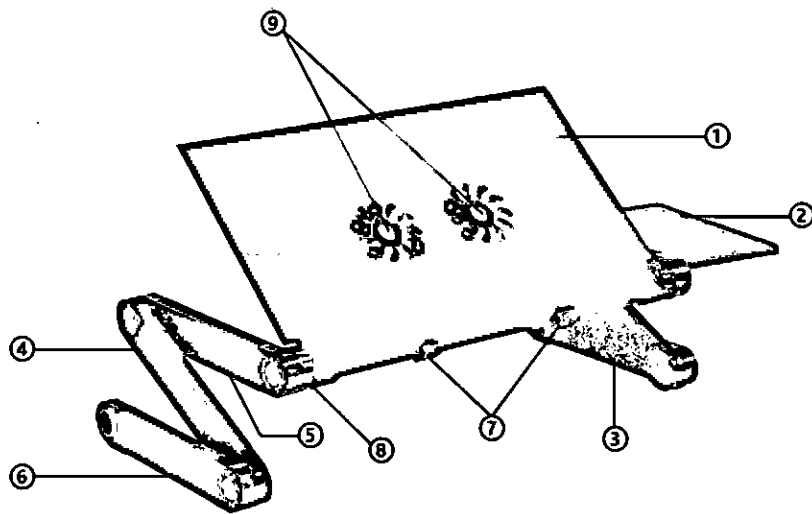
**III. Scope of Work**

Supply and delivery of 94 pieces laptop stand

**IV. Specific Deliverables**

The laptop stands to be supplied and delivered shall have minimum technical specifications as follows:

Specifications:	
Aluminum adjustable laptop stand (available at Lazada)	<ul style="list-style-type: none"><li>• Material: Aluminum alloy</li><li>• Leg joint: 255 mm</li><li>• USB cable: approx. 53 cm</li><li>• Applicable computer: under 17 inches</li><li>• Number of leg joints: 6 pcs.</li></ul>
<a href="https://www.lazada.com.ph/products/send-out-48hready-stockaluminium-adjustable-laptop-stand-lightweight-portable-laptop-table-office-laptop-riser-standing-desk-with-2-cooling-fans-mouse-pad-sofa-couch-bed-tray-i1148086343-s3995332402.html?spm=a2o4!.searchlist.list.5.579e501115GUcJ&amp;search=1">https://www.lazada.com.ph/products/send-out-48hready-stockaluminium-adjustable-laptop-stand-lightweight-portable-laptop-table-office-laptop-riser-standing-desk-with-2-cooling-fans-mouse-pad-sofa-couch-bed-tray-i1148086343-s3995332402.html?spm=a2o4!.searchlist.list.5.579e501115GUcJ&amp;search=1</a>	



① LaptopTray

② Mouse Tray

③ Lower Leg

④ Middle Leg

⑤ Upper Leg

⑥ Pivot Joint

⑦ Edge Stopper

⑧ Front Lip

⑨ Cooling Fans

#### **V. Timelines or Schedule of Deliveries**

The delivery of the laptop stand shall be 45 calendar days from issuance of the Notice to Proceed.

#### **VI. Institutional Requirement**

The bidder shall submit a product catalog sheet or equivalent brochures for evaluation purposes.

#### **VII. Remuneration and Terms of Payment**

The supplier shall be paid in full upon issuance by the OP-PMS of the corresponding Certificate of Acceptance.

**VIII. Approved Budget for the Contract**

The approved budget for the procurement of laptop stand amounts to One Hundred Fifty Thousand Pesos (**₱150,000.00**), inclusive of all applicable taxes.

Prepared by:

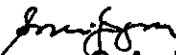
  
**Cheryl A. Rentino**  
TWG-IT

  
**Mark Philip S. Tang**  
TWG-IT

End User Representative:

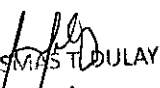
  
**Aristides C. Abad**  
OIC-DC-IDSD, KMS

Noted by:

  
**Socorro Q. Aydinan**  
Director, KMS

September 18, 2020

CERTIFIED FUNDS / ALLOTMENT AVAILABLE

  
KRISMAS T. DULAY  
Ref. No. 489 Date 9.18.20  
Am. ₱ 150,000.00  
Allotment ₱ 2020 MONE