



Issue No. _____

REQUEST FOR PROPOSAL

Pursuant to Republic Act No. 9184, the Housing and Urban Development Coordinating Council (HUDCC) invites interested supplier to submit proposal for the preventive maintenance of the following I.T. Equipment and Hardware:

- a. 44 sets - Desktop Computers
- b. 38 units - Printers
- c. 15 units - Laptop Computers

The scope of works are as follows:

- a. General cleaning of CPU's, Printers and Laptops
- b. Cleaning and lubrication
- c. Hardware check-up and diagnosis
- d. System optimization and Anti-virus updates (for laptops and CPU's)
- e. Software re-installation
- f. Repair and replacement of defective parts

The Approved Budget for the Contract is Php67,900.00 inclusive of government taxes for one (1) year. The frequency of visit to perform the preventive maintenance of I.T. Equipment and hardware is semi-annually or as needed. Cost of parts to be replaced shall be shouldered/supplied by HUDCC.

Deadline for submission of proposal will be on or before November 25, 2016 at 4:00 p.m., addressed to the undersigned.

For more details, please contact Mr. Ariston Alcantara or Mr. Edison Punzalan or of the Administrative and Finance (AFG) at telephone numbers 811-4467, 811-4112 or 8114117

Please submit the following documentary requirements:

- a. Tax Clearance Certificate;
- b. Latest Income Tax Returns;
- c. Certificate of Registration from PhilGeps;
- d. Mayor's Permit; and
- e. SEC or DTI Registration

The HUDCC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals.

The HUDCC reserves the right to reject any or all proposals found to be disadvantageous to the government.

Jeanette E. Cruz
DIR. JEANETTE E. CRUZ

HUDCC-AFG-063
03/29/2016
Rev.1