



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**

27 August 2021

Dear Sir/Madam:

This refers to the bidding for the **2<sup>nd</sup> Procurement of Desktops, Laptops, and Other Information and Communications Technology Equipment**, where no participating bidder qualified during the *Opening of Bids*, held on 24 August 2021, resulting in a second failure of bidding.

In view of the foregoing, we wish to inform you that the Department would welcome your company's participation in the conduct of Negotiated Procurement for the same project. For detailed instructions, kindly refer to the **Notice of Conduct of Negotiated Procurement**, which can be viewed on the PhilGEPS and DFA websites starting 28 August 2021.

Thank you very much.

Very truly yours,  
For the Bids and Awards Committee:

  
**NARCISO T. CASTAÑEDA**  
Chairperson 

**NOTICE OF NEGOTIATED PROCUREMENT**  
**NOTICE OF CONDUCT OF NEGOTIATED PROCUREMENT UNDER SECTION**  
**53.1 (TWO FAILED BIDDINGS) FOR THE PROCUREMENT OF**  
***Desktops, Laptops, and Other Information and Communications Technology***  
***Equipment***

1. The Department of Foreign Affairs (DFA), through its Bids and Awards Committee, will conduct a negotiated procurement, after two consecutive failed biddings, pursuant to Section 53.1 of the revised Implementing Rules and Regulations of Republic Act No. 9184, for the procurement of the ***Desktops, Laptops, and Other Information and Communications Technology Equipment*** with an Approved Budget for the Contract (ABC) of ***Seven Million Nine Hundred Eighty Thousand Pesos (PhP 7,980,000.00) only.***
2. Interested/invited bidders may submit their **Best and Final Offers** for negotiation to the Bids and Awards Committee Secretariat at the 12<sup>th</sup> Floor, DFA Building, on or before **7 September 2021, at 12:00 pm.** No Submissions shall be accepted after this hour. Offers should, in no case, exceed the ABC of ***Seven Million Nine Hundred Eighty Thousand Pesos (PhP 7,980,000.00) only.*** for the project.
3. The Best and Final Offer shall include the Statement of Compliance with the **Technical Specifications** in accordance with **Annex “A”**. The eligibility documents enumerated under **Annex “B”** shall be included in the submission of the bidder’s **Best and Final Offer.**
4. To facilitate the submission of the best and final offers, bidders are requested to submit their eligibility documents in the order indicated in Annex “B”. Bidders shall provide one (1) original and two (2) photocopies of the *Omnibus Sworn Statement, Statement of On-going Contracts, Statement of Compliance (with the Technical Specifications), and Financial Component.* For all other eligibility documents, the bidders shall provide two (2) photocopies of each and shall present the originals for verification and validation.
5. The successful offer shall be selected on the basis of compliance with the Technical Specifications and the Best and Final Offer.
6. The DFA reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without incurring any liability to the affected participants.
7. For further information, please refer to:

DFA-BAC Secretariat  
Department of Foreign Affairs  
12<sup>th</sup> Floor, DFA Main Building,  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 834-4823; Fax no. 831-9584  
Email address: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)

27 August, Pasay City.  
NP-GS-03-2021

  
**NARCISO T. CASTAÑEDA**  
Chairperson 

# Annex “A”

## Technical Specifications

### Desktops, Laptops, and Other Information and Communications Technology Equipment

<b>I. Background</b>			
The Department of Foreign Affairs (hereinafter, the Procuring Entity) intends to purchase the latest versions of Information and Communications Technology (ICT) equipment, software, and peripherals (hereinafter, the Goods) to augment the ICT capability of the Procuring Entity.			
<b>II. Contractor’s Qualification</b>			<b>Statement of Compliance</b>
1.	Have at least five (5) years of experience in IT-related business operations.		
2.	Be a Certified Partner for all the brands being offered for at least five (5) years.		
<b>III. Technical Specifications</b>			
The Goods must be brand-new and of a reputable brand. Refurbished equipment are not acceptable.			
The Supplier shall provide the Procuring Entity the Goods with the following minimum specifications:			
Item	Quantity	Minimum Specifications	
1.	30 Units	<b>Computer Mini Desktop with Solid State Drives:</b>	
		• <b>CPU:</b> 10 <sup>th</sup> generation Intel Core i5 equivalent or better	
		• <b>Pre-installed software:</b> Windows 10 Pro, Microsoft Office (2016 or 2019) and Antivirus	
		• <b>RAM:</b> 16GB DDR4 RAM	
		• <b>Storage:</b> Dual-storage design with either (a) 1TB 2.5-inch SATA HDD (6GB/s) plus 256GB M.2 SSD OR (b) 512GB M.2 SSD	
		• <b>Form Factor:</b> Compact mini-desktop, one-liter size metal chassis (dimensions of 175mm ± 30mm length x 175mm ±	

		30mm width x 34mm height ± 10mm) for a clutter-free workspace, plus vertical stand and VESA mount compatibility	
		<ul style="list-style-type: none"> <li>• <b>VGA:</b> Integrated Intel® UHD Graphics or better</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>LAN:</b> 10/100/1000/Gigabits Mbps</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>USB Ports:</b> Total of 3 x USB 3.1 Type A, (2 in front and 1 at the back is preferred)</li> <li>• <b>Front I/O Ports:</b> 1 x Audio Jack, 1 x Mic Input (Optional but highly preferred: 1 x USB 3.1 Type C)</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Rear I/O Ports:</b> 1 x RJ45 LAN, 1 x HDMI, 1 x Kensington Lock, 1 x DC-in (Optional but highly preferred: 2 x USB 2.0, 1 x Configurable Port [choose from either COM, VGA, or Display Port])</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Reliability:</b> Extensive testing certification and technical support</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Stability:</b> Stable-supply guarantee of at least 36 months</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Monitor:</b> 24-inch approx. screen (24 inches ± 0.5 inches); 16:9 widescreen; HDMI port; with stand</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Keyboard and Mouse included,</b> same brand with the monitor and computer</li> </ul>	
2.	110 Units	<b>Computer Mini Desktop</b>	
		<ul style="list-style-type: none"> <li>• <b>CPU:</b> 10<sup>th</sup> generation Intel Core i3 equivalent or better</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Pre-installed software:</b> Windows 10 Pro, Microsoft Office (2016 or 2019) and Antivirus</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>RAM:</b> 8GB DDR4 RAM</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Storage:</b> Dual-storage design with either (a) 1TB 2.5-inch SATA HDD (6GB/s) plus 256GB M.2 SSD OR (b) 512GB M.2 SSD</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Form Factor:</b> Compact mini-desktop, one-liter size metal chassis (dimensions of 175mm ± 30mm length x 175mm ±</li> </ul>	

		30mm width x 34mm height ± 10mm) for a clutter-free workspace, plus vertical stand and VESA mount compatibility	
		<ul style="list-style-type: none"> <li>• <b>VGA:</b> Integrated Intel® UHD Graphics or better</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>LAN:</b> 10/100/1000/Gigabits Mbps</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>USB Ports:</b> Total of 3 x USB 3.1 Type A, (2 in front and 1 at the back is preferred)</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Front I/O Ports:</b> 1 x Audio Jack, 1 x Mic Input (Optional but highly preferred: 1 x USB 3.1 Type C)</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Rear I/O Ports:</b> 1 x RJ45 LAN, 1 x HDMI, 1 x Kensington Lock, 1 x DC-in (Optional but highly preferred: 2 x USB 2.0, 1 x Configurable Port [choose from either COM, VGA, or Display Port])</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Reliability:</b> Extensive testing certification and technical support</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Stability:</b> Stable-supply guarantee of at least 36 months</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Monitor:</b> 24-inch approx. screen (24 inches ± 0.5 inches); 16:9 widescreen; HDMI port; with stand</li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Keyboard and Mouse included,</b> same brand with the monitor and computer</li> </ul>	
3.	60 Units	<p style="text-align: center;"><b>Computer Monitors</b></p> <ul style="list-style-type: none"> <li>• <b>Screen Size:</b> 27-inch approx. (27 inches ± 0.5 inches)</li> <li>• <b>Resolution:</b> 1920x1080</li> <li>• <b>Response Time:</b> 5ms (or better)</li> <li>• <b>Aspect Ratio:</b> 16:9</li> <li>• <b>Display Surface:</b> Non-Glare</li> <li>• <b>Backlight Type:</b> LED</li> <li>• <b>Panel Type:</b> IPS</li> <li>• <b>Display Colors:</b> 16.7M</li> <li>• <b>Refresh Rate:</b> 75 Hz (or better)</li> <li>• <b>Flicker-free:</b> Yes</li> </ul>	

4.	8 Units	<p style="text-align: center;"><b>Computer Laptop</b></p> <ul style="list-style-type: none"> <li>• <b>CPU:</b> Quad-core (mid-range or better) processor</li> <li>• <b>Screen Size:</b> 13-inch to 15-inch approx. (13 inches ± 0.5 inches to 15 inches ± 0.5 inches)</li> <li>• <b>Pre-installed software:</b> Windows 10 Pro, Microsoft Office (2016 or 2019) and Antivirus</li> <li>• <b>RAM:</b> At least 8GB DDR4 RAM</li> <li>• <b>Storage:</b> EITHER (a) One (1) 500GB HDD SATA and one (1) 128GB SSD OR (b) 256GB SSD</li> <li>• (Optional but highly preferred: Laptop bag)</li> </ul>	
<b>V. Technical Support</b>			
1.	The Contractor shall provide telephone, e-mail, chat, and remote technical support services covering all Goods with a two-hour-response time from the end user's request of support.		
2.	The Contractor shall provide next-business-day onsite support for technical issues not resolved through the actions described in the preceding paragraph. Hardware defects/errors in any component of the Goods shall automatically require onsite support.		
<b>V. Warranty</b>			
1.	The Contractor shall replace goods found to have factory defects immediately.		
2.	The Goods must have a minimum one-year warranty inclusive of the cost of replacement/repair of parts and labor.		
<b>VI. Delivery and Retrieval</b>			
1.	The Contractor shall deliver the Goods within ninety (90) calendar days from the receipt of the Notice to Proceed (NTP)		
2.	The Contractor must repair Goods that are under warranty within five (5) working days.		

3.	In case replacement or repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capability and features as the item to be replaced/repaired.	
<b>VII. Confidentiality Clause</b>		
1.	The Contractor shall ensure that each of its personnel assigned to provide support service for the Purchase of Information and Communications Technology Equipment executes and signs a Non-Disclosure Agreement which is to be submitted to the Department prior to commencement of the service.	
2.	The Contractor shall not disclose any confidential information accessed through the use of its services in relation to the official functions or operations of the Department without prior consent from the latter.	
3.	Failure to comply with the confidentiality clause shall be subject to penalties as provided in Republic Act No. 10173 – Data Privacy Act of 2012 and all other relevant rules and regulations.	
<b>VIII. Terms of Payment</b>		
1.	The Procuring Entity shall pay the Contract Price within forty-five (45) working days from delivery and acceptance of the units and the submission of the sales invoice and complete supporting documents. The list of documentary requirements needed for payment will be provided by the OFMS-FRMD upon signing of the contract; and	
2.	All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.	
<b>IX. Miscellaneous</b>		
1.	The Contractor shall agree with the definitions and terms found in the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) contained in the Philippine Bidding Documents for Procurement of Goods issued by the Government Procurement Policy Board (GPPB).	

**Note:**

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

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 a 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 is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders 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 provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of Bidder’s Authorized Representative/s]

[Position]

[Date]



## ANNEX “B”

### CHECKLIST OF ELIGIBILITY DOCUMENTS FOR NEGOTIATED PROCUREMENT (AFTER TWO FAILED BIDDINGS) (FOR GOODS OR GENERAL SUPPORT SERVICES)

	ELIGIBILITY AND TECHNICAL DOCUMENTS	TAB/LABEL
1	<p><b>OMNIBUS SWORN STATEMENT</b> (in the prescribed form, duly notarized in accordance with the 2004 Rules on Notarial Practice).</p> <p>In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a <b>notarized Secretary’s Certificate (Authority of the Signatory)</b>.</p>	<p><b>A</b></p> <p><b>A.1</b></p>
2	<p><i>(any of the following)</i></p> <ul style="list-style-type: none"> <li>● <b>SEC Certificate of Registration</b> (for corporation or partnership)</li> <li style="text-align: center;">or</li> <li>● <b>DTI Certificate of Business Name Registration</b> (for sole proprietorship)</li> <li style="text-align: center;">or</li> <li>● <b>Registration Certificate from the Cooperative Development Authority</b> (for cooperatives)</li> </ul>	<b>B</b>
3	<b>Valid and current mayor’s permit</b> issued by the city/municipality where the principal place of business of the prospective bidder is located.	<b>C</b>
4	<b>Current and Valid TAX Clearance</b> (reviewed and approved by the BIR)	<b>D</b>
5	<b>Statement of all its ongoing government and private contracts</b> within the prescribed number of years, as indicated in the Invitation to Bid, including contracts awarded but not yet started, if any, as required in the Bidding Documents.	<b>E</b>
6	Copy of the <b>SINGLE LARGEST COMPLETED CONTRACT (SLCC)</b> together with <u>Certificate of Final Acceptance/Completion</u> of the project from the bidder’s client (for government contracts) OR <u>official receipt(s)</u> of the bidder for the contract (for private contracts), as described and required in the Bidding Documents	<b>F</b>
7	<b>Audited Financial Statements</b> for the preceding calendar year, which should not be earlier than two (2) years from bid submissions; Stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.	<b>G</b>
8	<b>STATEMENT OF COMPLIANCE</b> with all the <u>Technical Specifications /Terms of Reference</u> , as described, as well as the <u>Schedule of Requirements</u> . (As enumerated and specified in Sections VI and VII, respectively, of the Bidding Documents)	<b>H</b>
9	<b>Proof of PhilGEPS Registration</b> (PhilGEPS Registration Number or Certificate of PhilGEPS Registration)	<b>I</b>
10	<b>Latest Income Tax Return (ITR)</b>	<b>J</b>
11	<b>Financial Component</b> <b>Financial Bid Form</b> (indicating the bidder’s bid price) <b>Price Schedule or Breakdown of Bidder’s Financial Bid</b>	<b>K</b>