



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

25 MAY 2023

HUMAN RESOURCES MANAGEMENT OFFICE

REQUEST FOR QUOTATION

The Department of Foreign Affairs-Human Resources Management Office intend to undertake a Small Value Procurement of **SUPPLY and DELIVERY of Seventeen (17) Units of Desktops and Three (3) Units of Laptops Computer** in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your best offer, subject to the Terms and Conditions provided below. You may submit your quotation duly signed by you or your authorized representative not later than 31 MAY 2023, 12:00NN, subject to the Terms and Conditions provided at the dorsal portion.

Open quotations may be submitted through email at the address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of Technical Specifications and scope of service requirements.

For further information, please contact Ms. Helen Guevarra or Mr. Michael Salazar with telephone no. 8834-4000 local 4421 / 3116 or email address at helen.guevarra@dfa.gov.ph / michael.salazar@dfa.gov.ph.

Thank you

CHRISTOPHER B. MONTERO
Assistant Secretary

TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (5) years' experience in supplying computers.
3. Price quotation/s must be valid for six (6) months from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **PHP 994,200.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The DFA-HRMO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications and compatibility with the Department's existing network system.

9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE

	<p><u>Background and Objective:</u></p> <p>The Human Resources Management Office (HRMO) is responsible for the efficient management of human resources and administrative support services in the Home Office and Foreign Service. HRMO also make appropriate recommendations concerning personnel and administrative matters, including those concerning job classification, salary administration, benefits and retirement.</p> <p>i. Following the inventory conducted by OAMSS-ICTD personnel, some of HRMO's current desktops and laptops showed that most of it had reached its maximum normal life span, and could no longer meet the demand of its workload and the compatibility of its current DFA software technology, which may cause, among others, breakdown of equipment that can result in data loss.</p> <p>To address the situation and to come up with an efficient and productive work results, it was recommended that HRMO shall secure the service of a company which can supply and deliver brand new functional Seventeen (17) Units Desktops and Three (3) Units Laptops Computers.</p>										
<p>ii.</p>	<p><u>Scope of Service:</u></p> <p>a) The Supplier shall supply & deliver the following:</p> <ul style="list-style-type: none"> ◆ Seventeen (17) Units of New Desktop Computers (Shall be a well-known/refutable brand) with seventeen (Automatic Voltage Regulator (AVRs) of each Desktop computers. ◆ Three (3) Units of New Laptop Computers (Shall be well-known/refutable brand). <p>b) Delivery of the items shall be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be within (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p> <p>c) The DFA thru its representative has the right to examine upon the delivery of the computers whether they are functioning and in conformity with DFA's current network system and its specifications.</p>										
<p>iii</p>	<table border="1"> <thead> <tr> <th data-bbox="370 1604 1230 1688"><u>Technical Specification:</u></th> <th data-bbox="1230 1604 1458 1688">Statement of Compliance</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1688 1230 1751">DESKTOP COMPUTERS (Shall be well-known/refutable Brand)</td> <td data-bbox="1230 1688 1458 1751"></td> </tr> <tr> <td data-bbox="370 1751 1230 1814">COMPUTER MONITOR: Minimum size 19 inches</td> <td data-bbox="1230 1751 1458 1814"></td> </tr> <tr> <td data-bbox="370 1814 1230 1898">PROCESSOR: At least 12M Cache, 3.30 GHz up to 4.30 GHz processor base frequency or higher.</td> <td data-bbox="1230 1814 1458 1898"></td> </tr> <tr> <td data-bbox="370 1898 1230 1961">STORAGE DRIVE: At least 1 TB HDD and 256 GB SSD Dual Drive</td> <td data-bbox="1230 1898 1458 1961"></td> </tr> </tbody> </table>	<u>Technical Specification:</u>	Statement of Compliance	DESKTOP COMPUTERS (Shall be well-known/refutable Brand)		COMPUTER MONITOR: Minimum size 19 inches		PROCESSOR: At least 12M Cache, 3.30 GHz up to 4.30 GHz processor base frequency or higher.		STORAGE DRIVE: At least 1 TB HDD and 256 GB SSD Dual Drive	
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	OPERATING SYSTEM: Equivalent or higher than Window 10 Pro and latest propriety 64 Bit operating system with latest and compatible productivity software, Should also be compatible with the Department's existing fleet of computers.	
	MEMORY: Minimum 8GB RAM	
	SYSTEM TYPE: 64 BIT with Graphic Card, Audio 5.1 Channel, Networking/LAN, Wireless LAN & Bluetooth	
	KEYBOARD and MOUSE: Wired Keyboard & USB Connector	
	Automatic Voltage Regulator: Output Voltage 220V AC; 300W	
	LAPTOP (Shall be a well-known/refutable Brand)	
	DISPLAY: At least 14 inches	
	PROCESSOR: At least 6M Cache, 3.00 GHz up to 4.10 GHz processor base frequency or higher.	
	STORAGE DRIVE: At least 1 TB HDD and 256 GB SSD Dual Drive	
	OPERATING SYSTEM: Equivalent or higher than <u>Window 10 Pro</u> and Latest propriety 64 Bit operating system with latest and compatible productivity software, Should also be compatible with the Department's existing fleet of computers.	
	MEMORY: 8 GB RAM	
	SYSTEM TYPE: 64 BIT with Graphic Card, Internet adapter, Wi-Fi & Bluetooth, Built-in Speaker, Microphone & Camera.	

V	WARRANTY: Replacement of item/s or parts should there be a defects but without fault or misused from the Lessee shall be six months. Within the warranty period, computers that malfunction and cannot be repaired within five (5) days shall be immediately replaced with a new unit of similar specifications.	
VI	Terms of Payment The Supplier shall be paid within (30) thirty working days upon submission of the deliver receipt, sales invoice and other supporting documents as required under government accounting and auditing regulations. All payments shall be inclusive of all applicable taxes and other lawful charges	

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier 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.

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____