



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF CONSULAR AFFAIRS

Date: 08 JUN 2023

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered as the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 13 JUN 2023, 12:00NN

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
		Queuing Management System for DFA-OCA	990,000.00
		Please see attached Purchase Request and Terms of Reference	
		ABC	PHP 990,000.00

COMPANY NAME / SUPPLIER:

ADDRESS AND TELEPHONE NO.:

CONTACT PERSON:


MARX IAN A. RULLODA
Head, Project and IT Support Unit
DFA Office of Consular Affairs – ASEANA
Email : oca.pits@dfa.gov.ph
fad.procurement@dfa.gov.ph

PURCHASE REQUEST

Department of Foreign Affairs
Agency

05-07023

Department : Office of Consular Affairs

PR No. _____ Date _____

Section :

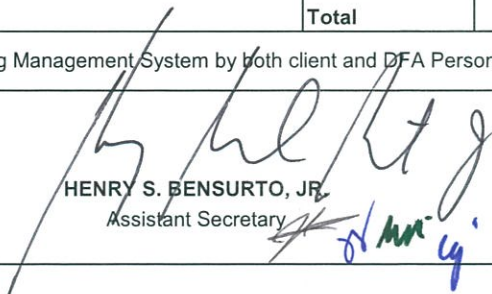
SAI No. _____ Date : 10 MAY 2023

Stock No.	Unit	Item Description	Quantity	Total Cost
		Queuing Management System for DFA-OCA		
		Inclusions: Thermal Printer - Feature: Auto-cutter - Sensors: Paper End, Cover Open - Print Font: ANK Font A: 12 x 24 (Default) - Interface: Built-in USB + Ethernet + Bluetooth 3.0 (EDR Supported), 1 x USB Type A (Additional Interface Port for Peripheral) - Receive Data Buffer: 45 bytes or 4 KB - Print Speed: 250 mm/s - Paper: Dimensions (mm) Roll Paper: 80mm - Printing Method: Thermal Line Printing - Inclusion: Thermal Paper – 500 rolls (80mm x 80mm)	3	
		Tablets with stand - Processor: at least Quad Core 1.8GHz - Size: at least 8" IPS Touchscreen, 1280 x 800, Glossy Touch - Memory: at least 2 GB RAM / 32 GB eMMC - OS: Android (for compatibility with the existing fleet) - Connectivity WLAN: supported, 802.11a/b/g/n/ac, 2.4 GHz and 5 GHz Bluetooth: Bluetooth 5.0 Bluetooth File Transfer: OTG: supported USB: USB Type-C, USB 2.0	95	
		2 in 1 Laptop/Tablet - Processor: at least 4 cores, 8 threads, 2.4GHz to 4.2GHz Frequency, 8MB Cache - Operating System: at least Windows 10 o This is for compatibility with the existing fleet - Memory: 8GB - Storage: o at least 512GB SSD o up to 1TB HDD - Removable Storage: microSD card reader - Multi-Media: o Audio Chip: High Definition (HD) Audio o Speakers: Stereo speakers o Microphone: Dual-microphone array with noise-cancelling o Camera: Front 5.0MP, IR + RGB hybrid, fixed focus, rear 5.0MP, autofocus - Power Adapter: 65W USB-C® (3-pin) AC adapter - Pen: with Pen - Display: o at least 13" screen size, 2160x1350, IPS, Multi-touch - Connectivity: o Network: WLAN and Bluetooth o Ports: USB-C, microSD card reader, headphone	3	
			Total	990,000.00

Purpose : To efficiently utilize the newly installed Queuing Management System by both client and DFA Personnel.

Signature

Requested by:


HENRY S. BENSURTO, JR.
 Assistant Secretary

Printed Name :

Designation :

TERMS OF REFERENCE

- A. Project Title** : Queuing Management System for DFA OCA
- B. Description** : This is to fully implement the Queuing Management System
- C. Approved Budget: for the Contract** : Php 990,000.00 inclusive of VAT
- D. Project Duration:**
1. The project delivery date is within thirty (30) calendar days from the date of receipt of "Notice to Proceed".
 2. The project support and maintenance will commence on the delivery date.
- E. Technical Specifications:**
1. Required hardware/equipment:
 - 1.1 Thermal Printer – 3 units
 - Feature: Auto-cutter
 - Sensors: Paper End, Cover Open
 - Print Font: ANK Font A: 12 × 24 (Default)
 - Interface: Built-in USB + Ethernet + Bluetooth 3.0 (EDR Supported)
1 x USB Type A (Additional Interface Port for Peripheral)
 - Receive Data Buffer: 45 bytes or 4 KB
 - Print Speed: 250 mm/s
 - Paper: Dimensions (mm) Roll Paper: 80mmx80mm
 - Printing Method: Thermal Line Printing
 - Inclusion:
 - o Thermal Paper – 500 rolls (80mm x 80mm)
 - 1.2 Tablets with stand – 95 units
 - Processor: at least Quad Core 1.8GHz
 - Size: at least 8" IPS Touchscreen, 1280 x 800, Glossy Touch
 - Memory: at least 2 GB RAM / 32 GB eMMC
 - OS: Android (for compatibility with the existing fleet)
 - Connectivity
 - WLAN: supported, 802.11a/b/g/n/ac, 2.4 GHz and 5 GHz
 - Bluetooth: Bluetooth 5.0
 - Bluetooth File Transfer:
 - OTG: supported
 - USB: USB Type-C, USB 2.0

1.3 2-in-1 Laptop – 3 units

- Processor: at least 4 cores, 8 threads, 2.4GHz to 4.2GHz Frequency, 8MB Cache
- Operating System: at least Windows 10
 - o This is for compatibility with the existing fleet
- Memory: 8GB
- Storage:
 - o at least 512GB SSD
 - o up to 1TB HDD
- Removable Storage: microSD card reader
- Multi-Media:
 - o Audio Chip: High Definition (HD) Audio
 - o Speakers: Stereo speakers
 - o Microphone: Dual-microphone array with noise-cancelling
 - o Camera: Front 5.0MP, IR + RGB hybrid, fixed focus, rear 5.0MP, autofocus
- Power Adapter: 65W USB-C® (3-pin) AC adapter
- Pen: with Pen
- Display:
 - o at least 13" screen size, 2160x1350, IPS, Multi-touch
- Connectivity:
 - o Network: WLAN and Bluetooth
 - o Ports: USB-C, microSD card reader, headphone

F. Scope of Work/ Deliverables

1. Scope of Work
 - 1.1. Procuring required hardware and equipment to fully implement the Queueing Management System.
2. Warranty and Support
 - 2.1. Warranty and support starts upon delivery date.

G. Terms and Conditions:

The Service Provider shall:

1. Supply the items in conformity to the specifications provided above;
2. Provide a minimum of two (2) years of warranty or replacement for any defective item and issue a certificate of warranty;
3. Issue a sales invoice based on the actual service rendered;
4. Deliver technical support via telephone, on-site assistance to resolve technical and other problems. Resolutions can be delivered in the form of telephone, email and/or on-site resolution. It shall refer to a condition wherein the reported problem is resolved by the proponent to the satisfaction of the end-user;
5. Conduct maintenance for the duration of the warranty period, adequate supply of parts must be readily available;

6. Inform the End-user of the scheduled delivery date and time at least twenty-four (24) hours before the actual delivery;
7. Begin and finish delivery within thirty (30) working days upon receipt of the Notice to Proceed (NTP);
8. Replace any defective items within seven (7) calendar days after the inspection;
9. Paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP);
10. All Payments shall be inclusive of all applicable taxes and other lawful charges; and
11. Payments to be made by SEND BILL arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.