



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

REQUEST FOR QUOTATION

The Department of Foreign Affairs-Office of Middle East and African Affairs (OMEAA) intends to **procure Seventeen (17) units of Solid State Drive (SSD) Computer Memory; Seventeen (17) units of Computer Random Access Memory (RAM); four (4) units Computer Desktop with CPU, monitor and keyboard; two (2) units Portable Printers; One (1) USB Cable Wire Type C to HDMI to HDMI for Macbook; One (1) HDMI standard Cable 4K 20M; and Three (3) USB Optical Wired Mouse**, in accordance in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".

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 ~~JUN 26 2023~~, subject to the Terms and Conditions provided at the dorsal portion.

^{12:00 NN} 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. Maria Angel Queja or Ms. Glorietta Pinero with telephone no. 8834-4000 local 3936 / 3959 or email address at angel.queja@dfa.gov.ph / glorietta.pinero@dfa.gov.ph.

Thank you,


MARDOMEL CELO MELICOR
Assistant Secretary

JUN 21 2023

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

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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 (3) years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days 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 **Php328,225.00**, 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-OMEAA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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>Purpose: Hardware Upgrading of OMEAA's Desktop & Laptop Computers (For Repair and Maintenance-ICT Equipment, Semi-Expendable ICT Equipment and ICT Office Supplies for Official used of OMEAA</p> <p>The Office of Middle East and African Affairs (OMEAA), is a geographic office which coordinates the development of bilateral relations, and is responsible for the substantive activity with the said regions.</p> <p>Following the inventory conducted by OAMSS-ICTD personnel, it was found that the current situation of OMEAA's desktops and laptops are beyond its maximum normal and reliable life span, that could not meet the compatibility of the current software technology used by the Department. This may cause, among others, breakdown of equipment that can result in data loss and hamper the OMEAA's computer operation. And recommends specifications for a new Windows-based computer to procure.</p> <p>To address the situation, OAMSS-ICT recommended upgrading the desktops and laptops, through installing Solid State Drive (SSD) memory and 8GB Random Access Memory (RAM). With these upgrades, the computer hardware of OMEAA will be eligible for upgrading Windows 10, which would improve its performance; making it more stable and lesser prone to hacking and malware infection than the current old Windows version installed.</p> <p>To procure IT supplies for OMEAA's official use: new computer desktops with CPU monitor and keyboard,, Portable Printers, USB Cable Wire Type C to HDMI to HDMI for Macbook, HDMI standard Cable 4K 20M, and USP Optical Wired Mouse.</p>
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II.	<p><u>Scope of Service:</u></p> <p>a) The IT Supplier shall supply the following:</p> <ul style="list-style-type: none"> ◆ (17) Seventeen unit of Solid State Drive (SSD) Memory ◆ (10) Ten 8GB RAM DDR3-1600 PC3L DIMM (For Desktop) ◆ (7) Seven 8GB RAM DDR3L-1600 SODIMM (For Laptop) ◆ (4) Four Computer Desktop with CPU, Monitor and Keyboard ◆ (2) Two Portable Printers with scanner ◆ (1) One USB Cable Wire Type C to HDMI to HDMI for Macbook ◆ (1) One HDMI Standard Cable 4K 20m, and ◆ (3) Three USB Optical Wired Mouse <p>b) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p>	
III	<p><u>Technical Specification:</u></p> <p>*SOLID STATE DRIVE (SSD) Capacity: Minimum of 500GB Interface: SATA 6Gb/s interface, compatible with SATA 3Gb/s and SATA 1.5 Gb/s interface Form Factor: 2.5 inch Sequential Read: Up to 560 MB/S Sequential Write: Up to 530 MB/S</p> <p>*RANDOM ACCESS MEMORY CARD (RAM) (For Desktop Computer) DDR3-1600 PCL DIMM, 8GB Memory</p> <p>*RANDOM ACCESS MEMORY CARD (RAM) (For Laptop Computer) DDR3L-1600 SODIMM, 8GB Memory</p> <p>*COMPUTER DESKTOP Processor (CPU): compatibility with existing fleet (11th Generation) or AMD Ryzen 7 Memory: 16GB or 32GB Primary Storage: 500GB Solid State Drive (SSD) Secondary Storage: 1TB 7200RPM 3.5" SATA HDD Operating system at least with compatibility with existing fleet, 64-bit, with monitor and keyboard</p> <p>*PORTABLE COMPUTER PRINTER All-in-One Printer with Scanner</p> <p>*USB CABLE WIRE TYPE C TO HDMI TO HDMI FOR MACBOOK</p> <p>*HDMI STANDARD CABLE 4K 20M</p> <p>*USB OPTICAL WIRED MOUSE</p>	<p>Statement of Compliance</p>
IV	<p>Must be reputable and recognized brand globally with 25 years continuously in service.</p>	

V	<p>Warranty:</p> <p>Replacement of item/s or parts should there be a defects but without fault or misused of the Lessee shall be one year. Within the warranty period, any computer hardware that malfunction and cannot be repaired within five days shall be immediately replaced with a new unit of similar specifications</p>	
VI	<p>Terms of Payment</p> <p>Must agree to the Payment Terms of Send Bill Arrangement</p> <p>The Supplier shall be paid within (30) thirty working days upon submission of the sales invoice and other supporting documents as required under government accounting and auditing regulations.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

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 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: _____