

REQUEST FOR QUOTATION

Date: 08 September 2023

Sir/Ma'am:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure various Semi-Expendable ICT Equipment and Furniture

The Procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (**Revised IRR of Republic Act No. (RA) 9184**), otherwise known as the Government Procurement Law.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Procurement Request (PR). You may submit your quotation duly signed by you or your authorized representative not later than 13 September 2023, 12:00nn.

Open quotations may be submitted through email at 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 Mr. Mark Santos at telephone no. 88334-4000 local 3116 or email at mark.santos@dfa.gov.ph.

Thank you.


CHRISTOPHER B. MONTERO
Assistant Secretary
Human Resources Management Office



TERMS AND REFERENCE

1. Bidder shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/ or levies payable.
3. The approval Budget for the Contract id Php 213,000.00 inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. 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.



PURCHASE REQUEST

Department of Foreign Affairs

Agency

08-00323

Department HRMO

PR No.:

Date:

04 AUG 2023

Section BWD

SAI No.:

Date:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		Semi-Expendable ICT Equipment			
	unit	Computer Desktop (shall be a well-known/reputable brand) Monitor: Minimum size: 19 inches Processor: with at least 12M Cache, 3.30 GHz up to 4.30 Ghz processor base frequency or higher Storage Drive: At least: 1TB HDD and 256 GB SSD Dual Drive 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 (AVR): Output Voltage 220V AC; 600 Volt-Amperes with Short Circuit Protection	1		
	unit	Laptop: (shall be a well-known/reputable brand) Display: at least 14 inches Processor: with at least 12M Cache, 3.30 GHz up to 4.30 GHz processor base frequency or higher Storage Drive: at least 1TB HDD and 256gb SSD Dual Drive Operating System: Equivalent or higher than Window 10Pro 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: 8gb RAM System Type: 64 BIT with graphic card, Internet adapter, Wi-Fi & Bluetooth, Built-in Speaker, Microphone & Camera	1		
	pc	Projector, 1080P full HD 4K Projector Portable, 8500 Lumens Screen Size: Tele: 22" to 259" [0.87 to 10.34 m] ; Wide: 30" to 350" [0.87 to 10.34 m]	1		
	pc	Printer, All-in-one printer, colored, (Print - Copy - Scan) with 1 set of inks, A4	1		
	pc	Manual Pull Down Projector Screen 94in (50inx80in) 16:9 with stand	1		
	pc	Camera, 18-megapixel, Standard ISO 100 - 6400 (expandable to 12800) with 32gb SD Card	1		
		Semi-Expendable Communication Equipment			
	pc	Sound Bar with Bluetooth / USB / AUX / Line in and Remote Control	1		
	pc	Speaker, wireless, portable, bluetooth, 300mAh	2		
		Semi-Expendable Furniture			
	pc	Television, 55 Inches, Android TV, UHD TV	1		
		XXXXXXXXXXXX		total	PHP 213,000.00

Purpose: For official use of the Department Daycare Center

Signature	Requested By:	Approved By:
	 GREG MARIE C. MARINO Director, BWD-HRMO	 CHRISTOPHER B. MONTERO Assistant Secretary, HRMO
Printed Name:		
Designation		

TERMS OF REFERENCE

DFA DAY CARE Semi-Expendable ICT Equipments

APPROVED BUDGET FOR CONTRACT: P 213,000.00

I	BACKGROUND			
	The Human Resources Management Office (HRMO) intends to procure various Semi-Expendable ICT Equipments and Furniture needed by Day Care.			
II	OBJECTIVE			
	to procure various Semi-Expendable ICT equipments and Furniture to be use by DFA Day Care Center.			
III	Technical Specifications		STATEMENT OF COMPLIANCE	
	The supplier shall deliver the following supplies and materials:			
	ITEMS	Unit	Quantity	
	Semi-Expendable ICT Equipment			
	<p>Computer Desktop (shall be a well-known.reputable brand)</p> <p>Monitor: Minimum size: 19 inches Processor: with at least 12M Cache, 3.3G GHz up to 4.30 Ghz processor base frequency or higher Storage Drive: At least 1TB HDD and 256 GB SSD Dual Drive 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 (AVR): Output Voltage 220V AC; 600 Volt-Amperes with Short Circuit Protection</p>	unit	1	

<p>Laptop: (shall be a well-known/reputable brand)</p> <p>Display: at least 14 inches</p> <p>Processor: with at least 12M Cache, 3.30 GHz up to 4.30 GHz processor base frequency or higher</p> <p>Storage Drive: at least 1TB HDD and 256gb SSD Dual Drive</p> <p>Operating System: Equivalent or higher than Window 10Pro 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.</p> <p>Memory: 8gb RAM</p> <p>System Type: 64 BIT with graphic card, Internet adapter, Wi-Fi & Bluetooth, Built-in Speaker, Microphone & Camera</p>	unit	1
<p>Projector atleast: full HD 1920x1080 dpi resolution photo and videc resolution, 5,500 lumens with built-in-speaker</p>	pc	1
<p>Printer, All-in-one printer, colored, (-Print -Copy -Scan) with 1 set of inks, A4</p>	pc	1
<p>Projector Screen with Stand, Portable, atleast</p>	pc	1
<p>Camera, atleast 18-megapixel, Standard</p>	pc	1
<p>Semi-Expendable Communication Equipment</p>		
<p>Sound Bar with Bluetooth / USB / AUX / Line In and Re-note Control</p>	pc	1
<p>Speaker, wireless, portable, bluetooth, 300mAh</p>	pc	2
<p>Semi-Expendable Furniture</p>		
<p>Television, 55 Inches, Android TV, UHD TV</p>	pc	1
<p>XXXXXXXXXXXX</p>		

* The goods must be brand-new and of a reputable/well-known brand.

For clarification of the item kindly email: mark.santos@dfa.gov.ph

IV. SUPPLIER RESPONSIBILITIES:

- * The Supplier must Deliver the above items by 2-3 weeks from receiving Notice to Proceed
- * The Supplier must Submit PhilGEPS Registration, Latest ITR and Mayor/Business Permit
- * 1 year warranty for the defective equipment (parts broken not cause by the end user)

V. SUPPLIER QUALIFICATIONS

- * They provider must have the capability, resources and experience in partnering with private/government corporation
- * The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.

VI. PAYMENT TERMS: Send-Bill Arrangement - 30 calendar days from receiving of invoice

COMPANY NAME / SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: