



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

10 October 2023

Sir/Madame:

Greetings!

The Department of Foreign Affairs - Office of Protocol requests your quotation for the procurement of Laptop computers for the official use of the Office of Protocol.

In this regard, may we request a quotation following the attached specification and terms of reference for this procurement. Quotation should not exceed the Approved Budget for Contract (ABC) of Php 800,000.00 only. Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **13 October 2023, 1200H.**

For further information, feel free to call us at (02) 8834-4000 local 4245 or 09190949150 or send an email to op@dfa.gov.ph

Thank you very much and we hope to receive feedback from you as soon as possible.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jeddalyn Viluis-Villapando".

JEDDALYN VILUIS- VILLAPANDO
Property Officer

TERMS OF REFERENCE

OFFICE: Office of Protocol

PROJECT: Procurement of Laptop Computer

This project requires the service of a company that can provide **good quality/ reputable brand of Laptop computers** for the use of the Office of Protocol with quoted price not exceeding the approved budget of Php 800,000.00, and shall comply with the enumerated Specifications and Terms of Reference below:

A. SPECIFICATION:

<u>DISPLAY</u>	13.3 -inches (diagonal) LED -backlit display with IPS Technology 2560-by-1600 native resolution at 227 pixel per inch with support for 1 millions of colors 400 nits brightness, wide color (P3), True tone Technology
<u>SYSTEM</u>	8-core CPU with performance cores and 4 efficiency cores, 7-cores GPU,16-core
<u>MEMORY</u>	8GB unified memory / Configurable to 16GB
<u>STORAGE</u>	256GB SSD/ Configurable to 512 GB, 1TB and 2TB
<u>CAMERA</u>	720p camera/ Advance image signal processor with computational video
<u>WI-FI</u>	802.11ax Wi-fi 6 wireless networking, IEEE 802.11a/b/g/n/ac compatible
<u>BLUETOOTH</u>	Bluetooth 5.0 wireless technology
<u>BATTERY & POWER:</u>	Up to 15 hours wireless web, Up to 18 hours movie playbac, build -in 49.9 watthour lithium-polymer battery, 30w USB-C Power adapter
<u>OPERATING REQUIREMENTS:</u>	100V to 240V AC, 50Hz to 60Hz
Any offer beneficial to the government would be considered	

B. TERMS OF REFERENCE

1. Bidder should submit its quotation in their company letterhead signed by the official signatory of the company.
2. For ease of transaction and communication, Bidder must be located within the Metro Manila.
3. Price quotation to be denominated in Philippine peso shall be included all taxes, duties and/or levies payable.
4. Delivery must be in the period of 15 days upon the grant of Notice to Proceed.
5. Validity of Price quotation provided is 120 days.
6. Bidders should accept a **send-bill payment arrangement**.
7. Authorized Signatory: **Mary Jennifer D. Dingal**
Officer-in-Charge
Office of Protocol
8. Must be **PHILGEPS member** and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984:
 - Proof of valid PhilGEPS registration;
 - Copy of current Mayor's Permit;
 - Copy of BIR Certificate of Registration;
 - Copy of latest Income Tax Return

Contact Persons/ Details: Ms. Jeddalyn V. Luis-Villapando (02) 8834-4009/
op@dfa.gov.ph
