

**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF EUROPEAN AFFAIRS**

Date: 31 October 2023

REQUEST FOR QUOTATION

In accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, The Department of Foreign Affairs – Office of European Affairs (OEA) intends to procure Ten (10) units of laptops, one (1) unit smart TV, two (2) units Scanner, two (2) units Heavy Duty Document Shredder and two (2) units portable all-in-one Printer/copier. Details are described in the attached Terms of Reference (TOR) and Purchase Request,

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 07 November 2023 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 other requirements.

For more information, please contact Mr. Robert Mendoza with telephone no. 8834-4000 local 3910 or email address at robert.mendoza@dfa.gov.ph.

Thank you,



MARIA ELENA P. ALGABRE
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 (3) years' experience in supplying computer and computer hardware.
3. Price quotation/s must be valid for a period of at least (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 Approved Budget of the Contract is **PHP 848,110.00** 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-OEA 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 ground.