



**DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS**

REQUEST FOR QUOTATION

Date: **14 November 2023**

The Department of Foreign Affairs — Office of the Undersecretary for Administration (OUA) intends to procure Procurement of Eight (8) Units of Laptops for the Official Use of the Office of the Undersecretary for Administration (OUA) and Office of Middle East and African Affairs (OMEAA) through Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Ma. Vina Carmina V. Corpuz, on or before 17 November 2023, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Ma. Vina Carmina V. Corpuz

Email: vina.corpuz@dfa.gov.ph

Office Address: 12th Floor, DFA Main Building, 2330 Roxas Blvd.,
Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and 2023 Mayor's or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarifications, you may send an email to the Office of the Undersecretary for Administration (OUA) at vina.corpuz@dfa.gov.ph.

A handwritten signature in black ink, appearing to read 'C.P. Manangan'.

Charlie P. Manangan
Senior Special Assistant

INSTRUCTIONS

Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted physically or via electronic mail at vina.corpuz@dfa.gov.ph.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DFA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. Item/s delivered shall be inspected on the scheduled date and time of the DFA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
9. Payment shall be made after delivery and upon the submission of the complete, required supporting documents through LDDAP, subject to government accounting, budgeting, procurement, and auditing rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to the DFA.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

REQUIRED DETAILS

Company/Business Name: _____
 Business Address: _____
 Business/Mayor's Permit No.: _____
 PhilGEPS Registration Number: _____
 Authorized Representative: _____
 Contact Number: _____
 Contact Email: _____

TECHNICAL SPECIFICATIONS

Minimum Technical Specifications	Quantity	Offered Technical Specification	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Screen Size: ranging from at least 15" up to 16.9"			
Display: either Full High Definition (FHD; 1920x1080 pixels) or Widescreen Ultra Extended Graphics Array (WUXGA; 1920x1200 pixels)			
Processor: - at least 6 cores or above - at least 12 threads or above - Minimum speed at least 2.00 GHz - Maximum speed ranging up to 4.7 GHz			
Operating System: either Windows 10 Pro or Windows 11 Pro 64 Single Language, 64-bit operating system * for compatibility with existing fleet or equipment of the department (department security measures)			
RAM/Memory: at least 8GB DDR4 (configurable)			
Storage: at least 512GB SSD (configurable)			
WLAN: at least Wi-Fi 6 2x2 AX & Bluetooth® 5.1 or above			

Warranty: at least one (1) year or above			
With Microsoft Office 2021 lifetime license (either bundle or digital product key for installation upon delivery) Minimum application requirements: word processor, spreadsheet editor, and presentation program * for compatibility with existing fleet or equipment of the department (document files)			
Other features: - at least 720p up to 1080p high definition camera with microphone - at least 2 USB ports and HDMI port			
* any offer beneficial to the government would be considered (graphics card, additions/accessories, if any.)			
* Payment Terms: List of Due and Demandable Accounts Payable (LDDAP)			
* quotation should be valid up to three (3) months upon submission			
[**nothing follows**]			

FINANCIAL OFFER

Please quote your best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

For Official Use of the Office of the Undersecretary for Administration (OUA) and Of	
Approved Budget of Contract	Offered Quotation
PHP 399,992.00	In words:
	In figures:
Note: Please attach the breakdown of the offered proposal inclusive of VAT and other lawful charges, which will be the basis for the computation of unit prices.	

I/we certify that we shall be reachable after the submission of our quotation for any clarifications.

Signature over Printed Name

Position/Designation



DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City, Metro Manila

PURCHASE REQUEST

10-09123

Department: Office of the Undersecretary for Administration (OUA)

P.R. No.:

Section:

Date:

20 OCT 2023

STOCK NO.	UNIT	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
	unit	Screen Size: ranging from at least 15" up to 16.9" Display: either Full High Definition (FHD; 1920x1080 pixels) or Widescreen Ultra Extended Graphics Array (WUXGA; 1920x1200 pixels) Processor: - at least 6 cores or above - at least 12 threads or above - Minimum speed at least 2.00 GHz - Maximum speed ranging up to 4.70 GHz Operating System: either Windows 10 Pro or Windows 11 Pro 64 Single Language, 64-bit operating system * for compatibility with existing fleet or equipment of the department (department security measures) RAM/Memory: at least 8GB DDR4 (configurable) Storage: at least 512GB SSD (configurable) WLAN: at least Wi-Fi 6 2x2 AX & Bluetooth® 5.1 or above Warranty: at least one (1) year or above or digital product key for installation upon delivery Minimum application requirements: word processor, spreadsheet editor, and presentation program * for compatibility with existing fleet or equipment of the department (document files) Other features: - at least 720p up to 1080p high definition camera with microphone - at least 2 USB ports and HDMI port * any offer beneficial to the government would be considered (graphics card, additions/accessories, if any.) * Payment Terms: List of Due and Demandable Accounts Payable (LDDAP) * quotation should be valid up to three (3) months upon submission	8	Php 49,999.00	Php 399,992.00

nothing follows			TOTAL ABC:	Php 399,992.00
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Purpose: For the official use of OUA and OMEAA chargeable against DLLU's 2022 Continuing Appropriations MOOE

Requested by:	Approved by:
 MA. VINA CARMINA D. CORPUZ Property Officer	 CHARLIE P. MANANGAN Senior Special Assistant
Signature:	
Printed Name:	
Designation:	