

TECHNICAL SPECIFICATIONS

OFFICE : Office of Cultural Diplomacy
PROJECT : Semi-Expendable Office Equipment

I	BACKGROUND							
		The Department of Foreign Affairs - Office of Cultural Diplomacy intends to procure semi-expendable office equipment for the official use of the Office and in time for the transfer of the DFA Main Office to its temporary office space.						
II	OBJECTIVES							
		For the official use of the Office of Cultural Diplomacy to provide support in their day-to-day tasks.						
III	BUDGET							
		The Approved Budget for the Contract (ABC) PHP 65,000.00 is chargeable to OUMAIER-CDU's FY 2024 MOOE for Semi-Expendable Office Equipment						
IV	SCOPE OF WORK							
		<p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. Procure and Provide the listed Semi-Expendable Office Equipment; 2. Guarantee that the products are new and have warranty; 3. Should assist in setting up the products/equipment; and 4. Guarantee the delivery in good condition to the Department of Foreign Affairs - Office of Cultural Diplomacy (temporary office space: Double Dragon) on or before its due date and ensure its proper condition. 						
V.	TECHNICAL SPECIFICATIONS	Statement of Compliance						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 70%;">Item/specifications</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">piece</td> <td>Refrigerator 2 door, 7.0 cu.ft., No frost, smart diagnosis, manual temperature control ; smart inverter compressor,</td> <td style="text-align: center; vertical-align: middle;">1</td> </tr> </tbody> </table>	Unit	Item/specifications	Quantity	piece	Refrigerator 2 door, 7.0 cu.ft., No frost, smart diagnosis, manual temperature control ; smart inverter compressor,	1
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	<p>2 fresh food shelves, 1 crisper shelf, 1 freezer shelf,</p> <p>LED, refrigerator light, 269 energy efficiency rate :</p> <p>cyclopentane insulation</p> <p>net weight : 40 kg, gross weight : 44 kg</p> <p>Net dimension : 555 x 1400 x 565 (WxLxD)</p> <p>Gross dimension : 580 x 1485 x 655mm (WxHxD)</p> <p>2 year parts warranty, 2 years labor warranty</p> <p>10 years compressor warranty</p>	
piece	<p>Air Purifier</p> <p>Dimensions: 240 x 240 x520 mm, Color: White, Net Weight: approx.4.8 kg, Gross Weight: approx.6.1 kg, Effective Area: 26~45 m2, Rated Voltage: AC100-240V~, Rated Frequency: 50/60Hz, Rated Power: 38W, Max Sound Power: 33~64 dB Filter Lifetime: 6~12 month, Power Cord Length:1.5m, WiFi Connectivity: IEEE 802.8 b/g/n 2.4GHz</p>	1
piece	<p>Coffee Maker</p> <p>Capsule Coffee Maker Machine, ESE POD Compatible, 0.6L water tank, 1 Year Warranty</p>	1
piece	<p>Microwave</p> <p>20-liter capacity, 10 power levels, Defrost setting, Glass turntable, Pull out handle, 1 Year Warranty</p>	1
piece	<p>Paper Shredder</p> <p>MICRO CUT, 4 x 10mm Cut Size, 23 liters Bin Size, 10 sheets capacity, 100 sheets autofeed, Shreds Paper/ Card</p>	1
piece	<p>Laminating Machine</p>	1

	<table border="1"> <tr> <td data-bbox="272 191 418 489"></td> <td data-bbox="418 191 922 489"> <p>Can Laminate all sizes of Paper, ID Card ,A4 ,A3 , letter & legal Sizes. Maximum Binding Length: 300mm, Working Temperature: 140+10degrees.</p> <p>Max Power Consumption: 450W, Power Supply: 220V.</p> </td> <td data-bbox="922 191 1105 489"></td> </tr> <tr> <td data-bbox="272 489 418 646">piece</td> <td data-bbox="418 489 922 646"> <p>Whiteboard w/ stand and wheels size: 3ft x 5ft (inclusive of eraser and marker)</p> </td> <td data-bbox="922 489 1105 646">1</td> </tr> </table>		<p>Can Laminate all sizes of Paper, ID Card ,A4 ,A3 , letter & legal Sizes. Maximum Binding Length: 300mm, Working Temperature: 140+10degrees.</p> <p>Max Power Consumption: 450W, Power Supply: 220V.</p>		piece	<p>Whiteboard w/ stand and wheels size: 3ft x 5ft (inclusive of eraser and marker)</p>	1	
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VI.	<p>DELIVERY</p> <ol style="list-style-type: none"> 1. All items shall be delivered within thirty (30) calendar days upon receipt of Notice to Proceed. 2. All deliveries shall be made with prior notice to the OAMSS-PSSD from Monday to Friday, 8:00 am to 5:00 pm. 3. Deliveries shall be subject to the usual inspection procedures by the OFMS-FRMD <p>TERMS OF PAYMENT</p> <ol style="list-style-type: none"> 4. The mode of payment shall be made through LDDAP-ADA within 30 days upon submission of the Second Party of the sales invoice and complete supporting documents and audited by the OFMS-FRMD. 5. The payment shall be inclusive of all applicable taxes and other lawful charges. 6. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service- Financial Resource Management Division (OFMS-FRMD). 							
VII.	<p>Documentary Requirements</p> <p>The Contractor should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Service Quotation 2. Copy of Valid PhilGEPS Registration 3. Copy of BIR Registration 4. Copy of 2022 Income Tax Return (ITR) 5. Copy of Personal Profile 							

Contact Persons/Details: **Ms. Charliemagne A. Asuncion / Mr. Alexis Jerahmeel E. Tecson / (02) 8834-4028/ ocd@dfa.gov.ph**

NOTE:

1. Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.
2. The Statement of Compliance must be signed by an authorized representative of the Provider.
3. Quotations with incomplete documentary requirements will be tagged as **FAILED**.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

Date: _____