



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



INTERNAL AUDIT SERVICE

Date: 27 May 2024

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Internal Audit Service (IAS) would like to request a quotation for the following items:

QTY	UNIT	PARTICULARS	UNIT COST (Php)	TOTAL AMOUNT (VAT Inclusive)
5	piece	<p>Laptop Computer Processor must be at least 5 cores, at least 4.80 GHz max turbo frequency and 3.3 GHz processor base frequency or higher; Screen Size: 13 - 14 inch approx.(13 14 inches ± 0.5); Pre-installed operating system: Professional version (e.g. Windows Pro 10 or 11) with 64 bit and office productivity software (e.g. Microsoft Office), compatible with the Department's existing fleet; RAM: At least 8GB DDR4 RAM; Storage: 500GB SSD or higher; Accessories: Laptop bag and wireless mouse (preferably); Warranty: At least 1 year (inclusive of cost of replacement/repair of parts and labor); and Contractor shall replace goods found to have factory defects immediately.</p>		
		xxxxxNothing Followsxxxxx		
		Send bill arrangement		
		ABC		₱249,500.00

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

Please submit your best offer, subject to the attached terms and conditions provided. You may submit your quotation duly signed by the authorized representatives **not later than 30 May 2024, 12:00NN**. Open quotations may be submitted through ias@dfa.gov.ph / erich.oquendo@dfa.gov.ph.

Should you require further clarification, please contact **Mr. Erich George F. Oquendo** at mobile number **09171071891** or send an email through the above-mentioned email address.

Very Truly Yours,

NOEL SERVIGON
Assistant Secretary

TERMS AND CONDITIONS:

1. Supplier shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and to include all transportation service's gasoline, toll fees, taxes, duties, insurance, and other charges, as may be applicable.
3. Working budget: **PhP249,500.00.**
4. **Delivery and Retrieval:** a. Supplier shall deliver the Goods within ninety (90) calendar days from the receipt of the Notice to Proceed (NTP);
b. Contractor must repair Goods that are under warranty within five (5) working days; and
c. In case replacement or repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capability and features as the item to be replaced/repaired.
5. Suppliers should accept a **send-bill payment arrangement.**
6. Supplier must be PHILGEPS member and provide the following documentary requirements:
 - For PHILGEPS Platinum Member Certificate
 - o *Certificate of Platinum membership*
 - For PHILGEPS Red Members
 - o *Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit*
 - o *Copy of valid PHILGEPS Registration*
 - o *Copy of latest Income Tax Return (ITR)*
7. Formal Quotations submitted to this Office will be considered final offer.
8. The IAS hereby reserves the right to reject any or all quotations/bids prior to contract award, and to accept only the offer that is most economical and advantageous to the Department.
9. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
10. The validity period of the price quotations must appear in the submitted Quotation.
11. Supplier shall comply with the terms and conditions stated herein.

END