



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**REQUEST FOR QUOTATION**

21 August 2024

The Department of Foreign Affairs — Office of the Undersecretary for Multilateral Affairs and International Economic Relations (OUMAIER) intends to procure Semi-Expendable Information and Communication Technology (ICT) equipment for FY 2024, in accordance with Section 52.1.b of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Niño S. Balladolid on or before **28 August 2024, 12:00NN**, subject to compliance with the Terms of Reference provided as part of this Request for Quotation (RFQ).

For any clarifications, you may contact us at telephone no. (02) 8834-3057 or email address at [nino.balladolid@dfa.gov.ph](mailto:nino.balladolid@dfa.gov.ph).

  
**DEONAH ABIGAIL L. MIOLE**  
Acting Administrative Officer

## TERMS OF REFERENCE

### PROCUREMENT OF SEMI-EXPENDABLE ICT EQUIPMENT

#### I. GENERAL INFORMATION

The Office of the Undersecretary for Multilateral Affairs and International Economic Relations (OUMAIER) is pivotal in formulating, managing, and executing the nation's international economic policies. The office ensures efficient policy implementation through coordination with government agencies and stakeholders. It actively participates in implementing Philippine economic policies across multilateral, plurilateral, regional, and bilateral platforms, engaging with entities such as the UN, WTO, APEC, and others.

#### II. OBJECTIVE

Upgrading ICT equipment for OUMAIER aims to streamline operations and enhance communication efficiency. Additionally, the upgrade seeks to ensure the reliability of ICT systems, thereby supporting uninterrupted policy development and management.

#### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Seven Hundred Forty-Nine Thousand Eight Hundred Pesos (Php 749,800.00)**, chargeable against OUMAIER's FY 2024 MOOE, inclusive of all applicable government taxes and charges.

#### IV. SCOPE OF WORK

Shall be able to Supply and Deliver brand new ICT Equipment with the minimum specification, capacities and capabilities stated in the table below:

#### V. TECHNICAL REQUIREMENTS/SPECIFICATIONS

QTY	OUM	SPECIFICATIONS	ABC
10	Unit	<b>All-in-One Desktop Computer</b> <b>Processor:</b> At least four cores and 16 threads, 64W Max Turbo; <b>Memory:</b> 8GB soDIMM DDR4 or higher; <b>Storage:</b> 256 GB M.2 2280 PCI-E SSD + 1 TB 2.5-inch 5400 RPM HDD; <b>Display:</b> 23.8-inch Full HD (1920 x 1080) IPS display; <b>Operating System:</b> Professional version, 64-bit, compatible with the Department's existing fleet; <b>Networking:</b> Wi-Fi 6E; Bluetooth 5; <b>Input / Output Ports:</b> HDMI port(s): 2 (in/out), LAN port(s): 1, Audio jack(s): 1;	<b>PhP 494,900.00</b>

		<p>USB Type-C port(s): Port 1 - Thunderbolt 4; USB 3.2 Gen2 Type A port(s): 3, USB 3.2 Gen2 Type C port(s): 1;  <b>Webcam:</b> Integrated 5.0 MP Full HD high-sense webcam with 2 stereo microphones; <b>Speakers/Audio:</b> DTS Audio, Built-in stereo speakers; <b>Inclusions/accessories:</b> Pre-installed office productivity software; Wireless mouse and keyboard</p>	
5	Unit	<p><b>Laptop Computer</b></p> <p><b>Processor:</b> At least 4 cores / 8 threads, Base clock speed of 2.8GHz, Turbo boost up to 4.3GHz, 2MB L2 cache / 4MB L3 cache; <b>Memory:</b> 16GB LPDDR5-5500 (soldered); <b>Storage:</b> 512GB SSD M.2 2242 PCIe 4.0x4 NVMe; <b>Display:</b> 15.6 inches Full HD (1920x1080) TN panel 250 nits brightness; Anti-glare coating; <b>Operating System:</b> Professional version 64-bit, compatible with existing fleet; <b>Networking:</b> 802.11ax (Wi-Fi 6) 2x2 Wi-Fi; Bluetooth 5.2; <b>Input / Output Ports:</b> 2x USB 3.2 Gen 1, 1x USB-C 3.2 Gen 1 (supports data transfer, Power Delivery, DisplayPort 1.2), 1x HDMI 1.4, 1x Headphone / microphone combo jack (3.5mm), 1x Card reader, 1x Power connector; <b>Webcam:</b> FHD 1080p with privacy shutter, fixed focus; <b>Speakers / Audio:</b> User-facing stereo speakers, 1.5W x2; Optimized with Dolby Audio; <b>Battery:</b> Integrated Li-Polymer 47Wh battery, Supports Rapid Charge Boost (2 hours of runtime with a 15-minute charge); <b>Inclusions/accessories:</b> Pre-installed productivity software, Wireless mouse and laptop bag</p>	<b>PhP 214,950.00</b>
5	Unit	<p><b>Monitor</b></p> <p><b>Display Size:</b> 23.8 inches diagonal; <b>Resolution:</b> Full HD (1920 x 1080 pixels); <b>Tilt Adjustment:</b> -5° to +23°; <b>Connectivity:</b> 1 VGA; 1 HDMI 1.4; <b>Display Features:</b> On-screen controls, AMD FreeSync, Low blue light mode, Anti-glare</p>	<b>PhP 39,950.00</b>

## **VI. WARRANTY**

All equipment must be covered by a warranty for parts and services for a period of at least one (1) year. The warranty period shall commence upon acceptance of the goods or items.

## **VII. PROJECT DURATION**

The supply and delivery of the Goods shall be made thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

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.

## **VIII. TERMS OF PAYMENT**

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.

## **IX. DOCUMENTARY REQUIREMENTS**

- PhilGEPS registration
- Valid Business Permit / Mayor's Permit
- Latest Income Tax Return (the ITR must have screenshot of the eFPS Filing Reference Number or proof of payment via eFPS; or Stamp of the RDO or AABs)
- Duly notarized Omnibus Sworn Statement

## **X. TERMS AND CONDITIONS**

1. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. 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.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.