



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



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel No.: 8834-4584**

Date: 19 August 2024

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the price quoted must appear in the quotation.
6. Deadline of Submission of quotation is on 22 August 2024.

QTY.	UNIT	PARTICULARS	TOTAL AMOUNT (VAT INCLUSIVE)
5	Unit	Desktop for Mid-Range Users (See attached Specifications) XXXXXXXXXX	
			ABC PhP210,000.00

COMPANY NAME / SUPPLIER:	
ADDRESS:	
CONTACT NO:	

Prepared by:


EMMANUEL M. VICENCIO
Property Officer




DEPARTMENT OF FOREIGN AFFAIRS
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OFFICE OF TREATIES AND LEGAL AFFAIRS

DESKTOP for Mid-Range Users Specifications

- *8GB 256GB+1TB HDD
- *Win 11 with Office (for compatibility with DFA existing security system)
- *Form Factor: Tower + Monitor Bundle
- *With keyboard and mouse
- *Memory: 8GB DDR4 3200MHz UDIMM Up to 32 GB of Dual Channel DDR4
- *Hard Disk Drive: 256GB M.2 2280 PCI-E SSD 1TB 3.5-inch 7200 RPM
- *Standard I/O Ports
- *Front/Side I/O connectors
 - Card reader: yes
 - Audio jack(s): 2
 - USB 3.2 Gen2 Type A port(s): 1
 - USB 3.2 Gen2 Type C port(s): 1
- *Rear I/O connectors
 - HDMI port(s): 2 (out)
 - LAN port(s): 1
 - Audio jack(s): 3
 - USB 2.0 Type A port(s): 4
 - USB 3.2 Gen1 Type A port(s): 2

Prepared:



Emmanuel M. Vicencio
Property Officer

Approved:



Berth D. Salvador
Administrative Officer

Noted:



Raly L. Tejada
Assistant Secretary

