



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION


19 November 2024

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs intends to procure **six (6) units Laptop Computer, three (3) units Desktop Computer, nine (9) units WD Desktop External Hard Drive and nine (9) USB C Docking Station Hub.**

Please submit your quotation/rate duly signed by you or your authorized representative not later than **12:00 noon on 22 November 2024**. Copies of your company's PhilGEPS Certificate of Registration, current Income Tax Return and Business Permit/Mayor's Permit are also requested to be submitted along with your quotation/proposal. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. Please find attached Terms of Reference.

For further information, please contact Ms. Rowena MCT. Sierra or Ms. Rheamar V. Delgado with telephone no. 8834-4000 local 4017/3853 or email address at aspac.ao@dfa.gov.ph or rheamar.delgado@dfa.gov.ph.

Sincerely yours,


Rowena Ma. C.T. Sierra
Administrative Officer



TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 629,991.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The ASPAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE

	<p><u>Background and Objective:</u></p> <p>The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs (SFA) in planning, organizing, directing, coordinating, integrating, and evaluating the total bilateral relations of the Philippines with the countries in the Asian and Pacific Region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. As such, there are documents that are sensitive and confidential in nature.</p> <p>I. To enable for this Office to function effectively and efficiently and to comply with the instructions of OAMSS for each office to prepare the inventory of its respective records and to dispose of unnecessary records for the eventual retrofitting project of the Department, there is an urgent need for this Office to organize and secure through digitization its voluminous confidential and sensitive files/records which were accumulated through the years, hence the procurement of the following supplies and equipment, which are necessary and immediate:</p> <ol style="list-style-type: none">1) 6 units Laptop Computer2) 3 units Desktop Computer3) 9 units WD Desktop External Hard Drive4) 9 units USB C Docking Station Hub
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II.	<p>Scope of Service:</p> <p>a) The Supplier shall supply 6 units Laptop Computer, 3 units Desktop Computer</p> <p>b) 9 units WD Desktop External Hard Drive and 9 units USB C Docking Station Hub.</p> <p>c) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p>	
III	<p>Technical Specification:</p> <p style="text-align: center;">Laptop Computer</p> <p>Laptop Computer (Shall be well-known/reputable brand)</p> <p>DISPLAY: 13.3-inches (diagonal) LED-backlit display with IPS technology 2560-by-1600 native resolution at 227 pixel per inch with support for 1 millions of colors 400 nits brightness, Wide color (P3), True Tone Technology</p> <p>SYSTEM: 8-core CPU with 4 performance cores and 4 efficiency cores, 7-cores GPU, 16-core</p> <p>MEMORY: 8GB unified memory / Configurable to 16GB</p> <p>STORAGE: 256GB SSD / Configurable to 512GB, 1TB or 2TB</p> <p>CAMERA: 720p camera / Advance image signal processor with computational video</p> <p>WI-FI: 802.11ax Wi-Fi 6 wireless networking, IEEE 802.11a/b/g/n/ac compatible</p> <p>BLUETOOTH: Bluetooth 5.0 wireless technology</p> <p>BATTERY & POWER: Up to 15 hours wireless web, Up to 18 hours movie playbac, Build-in 49.9 watt-hour lithium-polymer battery, 30W USB-C Power Adapter</p> <p>OPERATING REQUIREMENTS: 100V to 240V AC, 50Hz to 60Hz,</p> <p style="text-align: center;">Desktop Computer</p>	<p>Statement of Compliance</p>
	<p>Manufactured by an ISO 9001 or ISO 9002 certified Personal Computer Factory ; any globally brand ; each major part or component must be identified by a manufacturer; manufacturer must have a website; equipment shall be brand new and free from defects; unit shall be a derived model available in the Philippine market and not a cloned unit;latest generation microprocessor; latest chipset; latest graphics;at least 16 GB DDR4 memory on board; solid state drive for operating system at least 1 TB non-volatile memory express drive; at least 21.5" LED widescreen monitor; 10/100/1000 Mbps Network Interface; Wireless LAN IEEE</p>	

802.11/ a/ac/b/g/n/ax; full size usb keyboard; USB optical mouse with scroll wheel; at least 2 useable PCI express (x1 and 16) Interfaces: HDMI, Display port; RJ-45 port; at least 8 USB ports total; at least 4 USB USB 3.1 type-A ports in front; at least 4 USB 2.0 type ports in the rear; front audio ports microphone and headphone jacks or universal /combo jack.	
Desktop External Hard Drive	
Capacity:14TB, Color: Black, Dimensions: 6.70" x 1.90" x 5.50", Weight: 2.20 lbs., Interface USB 3.0, Micro-B	
USB C Docking Station Hub	
1. Comply with Type C interface specifications, both positive and negative plugs can be used 2. HDMI: 4K 30HZ, backward compatible with 1080P, 720P, etc.	
3. USB: supports up to 480M 4. PD charging: up to 87W fast charging	
5. Type C female head: 5V 500mA~900mA 6. SD/TF: usb 2.0	
7. RJ45: 100M 8. Support 87W PD fast charge	
9. Resolution up to 4Kx2K 10. TF/SD card simultaneous reading (not included	
11. Product material: aluminum alloy 12. Product weight: 80g 13 Dimensions: 150x30x13mm	

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____