



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS
CONSULAR OFFICE TAGUM
tagum.co@dfa.gov.ph



REQUEST FOR QUOTATION

29 NOV 2024

Sir/Madam:

The Department of Foreign Affairs – Consular Office Tagum would like to request a quotation for the following items:

UNIT	ITEM DESCRIPTION	QTY
SET	<p>DESKTOP COMPUTER</p> <p>Processor: 6 cores, 2.8GHz - 4.9 GHz frequency or higher; Display Monitor: 21 inches minimum; Installed RAM: At least 8GB; Storage: At least 512 GB Solid State Drive (SSD); Graphic Card: Integrated Graphics; Pre-installed OS: Home or Professional version (e.g. Windows Pro 10 or 11) 64bit, with Office Productivity Software (e.g. Microsoft Office) <i>Note: For compatibility with the Department's Existing Security System;</i> Accessories: AVR/UPS, USB Optical Mouse with Pad, Standard Full-sized USB Keyboard with Numeric Keypad</p>	2
PIECE	DESKTOP MONITOR, LED, 21 inches minimum, Full HD	3
PIECE	DESKTOP MONITOR, LED, 27 inches minimum, Full HD	1
UNIT	<p>LAPTOP COMPUTER</p> <p>Processor: Must be at least 6 cores, 2.8 GHz - 4.9 GHz frequency or higher; Screen Size: 14 inches minimum; Installed RAM: At least 8GB; Storage: At least 512 GB Solid State Drive (SSD); Graphic Card: Integrated Graphics; Pre-installed OS: Home or Professional version (e.g. Windows Pro 10 or 11) 64bit, with Office Productivity Software (e.g. Microsoft Office) <i>Note: For compatibility with the Department's Existing Security System;</i> Accessories: Laptop/Sleeve Bag</p>	1
PIECE	Barcode/QR Code Scanner	1

TERMS AND CONDITIONS:

- Supplier shall provide correct and accurate information required in this form.
- The Approved Budget for the Contract is: **PHP 149,029.00.**
- Deadline of submission is on: 03 DEC 2024, 12NN
- QUOTATION MUST BE SUBMITTED IN THE COMPANY'S OFFICIAL LETTERHEAD PAPER.** If not, quotation will not be considered for evaluation.
- 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.

6. The validity period of the price quotations must appear in the submitted quotation.
7. Formal quotations submitted to the 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.
8. **DELIVERY AND RETRIEVAL:**
 - a. Supplier shall deliver the goods within sixty (60) 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;
 - 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/repared.
9. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative.
10. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
11. Suppliers should accept a **SEND-BILL PAYMENT ARRANGEMENT.**
12. Supplier must be PHILGEPS member and provide the following documentary requirements:
 - For PHILGEPS Platinum Member Certificate*
 - Valid Certificate of Platinum Membership
 - For PHILGEPS Red Members*
 - Copy of Current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit
 - Copy of Valid PHILGEPS Registration
 - Copy of Latest Income Tax Return (ITR)
13. Additional documentary requirements (i.e. Latest Mayor's Permit, Current ITR, Notarized Omnibus Sworn Statement) may be requested from the winning supplier.
14. 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.
15. Supplier shall comply with the terms and conditions stated herein.

Please submit your duly signed formal quotation addressed to the provided information, subject to the Terms and Conditions provided.

DEPARTMENT OF FOREIGN AFFAIRS – CONSULAR OFFICE TAGUM
 Robinsons Place Tagum, National Highway,
 Visayan Village, Tagum City, Davao del Norte 8100

Should you require further clarification, please contact DFA CO Tagum at **0917-820-4698** or send an email to tagum.coproperty@dfa.gov.ph.


SACHA CAZCANDRA L. CUYOS-CAMINADE
 Property Officer

Name of Supplier: _____

Representative: _____
 (Signature Over Printed Name)