



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

REQUEST FOR QUOTATION

Sir/Madam:

The Department of Foreign Affairs – Office of the Undersecretary for Administration (OUA) intends to procure Procurement of Semi-Expendable – Communications Equipment for the Official Use of UA Personnel through Shopping – Ordinary/Regular Office Supplies and Equipment Sec. 52.1.b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to Ma. Vina Carmina D. Corpuz on or before **17 December 2024, 12NN**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Ma. Vina Carmina D. Corpuz

Email: vina.corpuz@dfa.gov.ph


Office Address: 8th Floor, DFA Temporary HQ, Double Dragon Tower 2,
2850 Epifanio De Los Santos Avenue, Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and 2024 Mayor's or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarifications, you may send an email to the Office of the Undersecretary for Administration (OUA) at vina.corpuz@dfa.gov.ph.

Thank you.

Very truly yours,


JOSE JUANCHO A. PEREZ
Administrative Officer

Pasay City, 14 December 2024

INSTRUCTIONS

Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted physically or via electronic mail at vina.corpuz@dfa.gov.ph.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. 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.
9. 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.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DFA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City, Metro Manila

PURCHASE REQUEST



P.R. No. **12-04624** Date **13 DEC 2024**
P.R. No. _____

Department: The Undersecretary for Administration

Section: _____

STOCK NO.	UNIT	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
1	unit	<p>Video Conferencing Camera with remote HD 1080p video camera with enhanced pan/tilt and zoom Smooth motorized pan, tilt and zoom ±90° pan ± 35° / 45° tilt 10x HD zoom Field of View Diagonal: 90° Horizontal: 82.1° Vertical: 52.2</p> <p>Full HD 1080p 30fps H.264 UVC 1.5 with Scalable Video Coding (SVC) Autofocus 3 camera presets plus home position button Video mute/unmute LED indicator Standard tripod thread</p> <p>Cables/Power AC Power adapter with regional plugs Power cable: 9.84 ft (3 m)</p> <p>MOUNT Dual-purpose bracket works for both wall mounting and tabletop elevation</p> <p>Plug-and-play USB connectivity Compatible with Google Meet® Compatible with other video conferencing, recording, and broadcasting applications that support USB cameras</p> <p>remote control should also be compatible with other video conferencing equipment</p>	1		

2	unit	<p>Video conferencing tabletop speaker/speakerphone</p> <p>should be compatible with video conferencing camera and remote</p> <p>Full-duplex performance Acoustic echo cancellation Noise reduction technology Ultra-wideband audio Pairs with mobile devices via Bluetooth and NFC LCD for caller ID, call duration and other functional response LEDs for speakerphone streaming, mute, hold, and Bluetooth Tactile buttons for call answer/end, volume and mute, Bluetooth, and camera controls 5 camera presets for pan, tilt, and zoom settings</p>	1		
3	unit	<p>Video conferencing microphone/s</p> <p>should be compatible with video conferencing camera remote, and tabletop speaker/speakerphone</p> <p>Pickup Range: 19.69 ft (6 m) Pickup range with expansion mics: 27.89 ft (8.5 m) Four omnidirectional, beamforming microphones Frequency Response: 100Hz – 11KHz Sensitivity: -28 dB +/-3dB Distortion: <5% from 200Hz</p>	2		
4	unit	<p>Video conferencing connector hub/control</p> <p>should be compatible with video conferencing camera remote, tabletop speaker/speakerphone, and microphone/s</p> <p>One cable to camera: 5 m (16.4 ft) One cable to speakerphone: 5 m (16.4 ft) Extended cables available: 32.81 and 49.22ft (10and 15 m) One USB cable for connection to PC/Mac: 6.5 ft (2 m) AC Power adapter with regional plugs Power cable: 9.84 ft (3 m)</p>	1		
5	unit	<p>50-inch LED Smart TV</p> <p>Resolution of 4K UHD Can connect to LAN, USB, HDMI, Wi-Fi, Bluetooth HDMI Ports: 3 USB Ports: 2</p>	1		

		with remote and adjustable TV stand/mount with wheels (at least 24 inches from the floor) with 15m HDMI Male to Male Cable with Multifunction Adapter for MacBook (connects HDMI, and USB) with Audio Splitter (individual headphone and microphone connector with 16-gang universal tower extension cord			
6	unit	Projector with screen and remote LCD: Native Resolution: 1024 x 768 (XGA) or 1920 x 1080 (Full HD) White Light Output/Brightness: 3,800 - 4,000 lumens Color Light Output/Brightness: 3,800 - 4,000 lumens Digital Input: HDMI	1		
7	unit	Full HD 1080p Document Camera Pixels: 2MP (1920 x 1080 pixels) Camera Sensor: 1/2.7 inch CMOS Sensor Resolution: Up to Full HD (1080p) Zoom: 10x Digital Zoom, 12x Optical Zoom Frame Rate: max 30fps	1		
xxx	xxx	xxx	xxx	xxx	xxx
				Total ABC	Php 209,999.00
Purpose:		For the official use of UA office (BAC, BAC-Comms, QMS, BFSA, UA-Comms). Note: Unit Price for each item should not exceed PHP49,999.00			
Requested by:		Approved by:			
Signature:					
Printed Name:	MA. VINA CARMINA D. CORPUZ		JOSE JUANCHO A. PEREZ		
Designation:	Property Officer		Administrative Officer		