



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



UNDERSECRETARY FOR BILATERAL RELATIONS & ASEAN AFFAIRS

18 March 2025

Sir/ Madam,

The Department of Foreign Affairs – Office of the Undersecretary for Bilateral Relations and ASEAN Affairs (OUBRAA) intends to procure Semi-Expendable Information and Communication Technology (ICT) Equipment for FY 2025 for the official use of OUBRAA personnel, in accordance with Section 52.1.b of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In this regard, please submit your duly signed quotation addressed to Ms. Anna Lee C. Lamigo on or before 21 March 2025, 12:00NN, subject to the compliance with the Terms of Reference provided as part of this Request for Quotation (RFQ):

Anna Lee C. Lamigo

Email: annalee.lamigo@dfa.gov.ph

Office Address: 11th Floor, DFA Temporary HQ, Double Dragon Tower
DD Meridien Avenue cor. EDSA Extension, Pasay City

Should you require further clarifications, you may send an email to the OUBRAA at annalee.lamigo@dfa.gov.ph

Thank you.

Very Truly Yours,


REICHELLE V. CORPUZ
Administrative Officer

TERMS OF REFERENCE

OFFICE : Undersecretary for Bilateral Relations and ASEAN Affairs (UBRAA)

PROJECT : **PROCUREMENT OF SEMI-EXPENDABLE ICT EQUIPMENT**
FOR THE OFFICIAL USE OF THE OFFICE OF THE
UNDERSECRETARY FOR BILATERAL RELATIONS AND
ASEAN AFFAIRS (UBRAA)

ABC : **PHP 688,000.00**

The Office of the Undersecretary for Bilateral Relations and ASEAN Affairs (OUBRAA) is responsible for managing the country's bilateral relations with foreign nations and for promoting regional cooperation through ASEAN, ensuring that the Philippines' foreign policy goals are effectively realized.

OBJECTIVE

Upgrading ICT equipment for OUBRAA 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.

APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Six Hundred Eighty-Eight Thousand Pesos (PhP 688,000.00)**, chargeable against OUBRAA's FY 2025 Regular Appropriations MOOE, inclusive of all applicable government taxes and charges.

SCOPE OF WORK

The contractor/ supplier shall be able to supply and deliver brand new ICT equipment with the minimum specification, capacities, capabilities stated in the table below:

TECHNICAL REQUIREMENTS and SPECIFICATIONS

QTY	UOM	SPECIFICATIONS	ABC
3	unit	Desktop Computer Shall be a well-known/ reputable brand Processor: at least 4 cores and 8 threads Memory: 8GB DDR4 or higher Storage: at least 256GB SSD Display: 21.5 inch Full HD (1920 x 1080) Networking: LAN + Wi-Fi + Bluetooth	PhP 149,970.00

		<p>Operating System: Must be compatible with the Department's existing equipment and security measures</p> <p>Camera: HD camera with integrated digital microphone</p> <p>Inclusions: Keyboard and mouse, office productivity software compatible with existing files (e.g. Microsoft Office)</p>	
7	unit	<p>Laptop Computer</p> <p>Shall be a well-known/ reputable brand</p> <p>Processor: 8 core CPU</p> <p>Memory: 16GB unified memory</p> <p>Storage: at least 256GB SSD</p> <p>Screen size: ranging from 13" to 15"</p> <p>Display: 13.6 inch (diagonal) LED-backlit display with IPS technology (2560 x 1664)</p> <p>Networking: Wi-Fi 6 and Bluetooth 5 or above</p> <p>Operating System: Must be compatible with the Department's existing equipment and security measures</p> <p>Camera: 1080p HD camera</p>	PhP 349,930.00
3	unit	<p>Desktop Hub External Hard Drive</p> <p>Storage capacity: 6TB</p> <p>Drive Interface: Standard SATA</p> <p>Host Interface: USB 3.0 Micro-B</p> <p>Form Factor: 3.5</p> <p>Color: Black</p>	PhP 54,000.00
7	unit	<p>Portable External Hard Drive</p> <p>Storage capacity: 2TB</p> <p>Hard disk interface: USB 3.0</p> <p>Compatible with laptop and desktop</p> <p>With password protection</p>	PhP 42,000.00
3	unit	<p>Uninterruptible Power Supply</p> <p>Main: Run time for load 360W</p> <p>Min-max: 36-360 W</p> <p>Main input/output voltage: 230 V</p> <p>Battery type: lead-acid battery</p>	PhP 13,500.00
2	unit	<p>Monitor</p> <p>Display size: 23.8 inches diagonal</p> <p>Resolution: Full HD (1920 x 1080)</p> <p>100Hz refresh rate 1ms response time</p>	PhP 18,600.00
10	unit	<p>7-in-1 Multiport Adapter</p> <p>Interface: USB 3.0 x 2, HDMI, USB C, LAN, SD & TF</p>	PhP 60,000.00

WARRANTY

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

PROJECT DURATION

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

Delivery of items will be at the Department of Foreign Affairs Temporary Headquarters, Double Dragon Tower, DD Meridian Avenue corner EDSA Extension, Pasay City.

Items delivered shall be inspected and shall be acknowledged upon delivery to confirm the compliance with technical specifications.

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 fees, if any, shall be borne by the supplier/ contractor.

DOCUMENTARY REQUIREMENTS

Submission of quotations shall be accompanied by the following documents:

- Proof of valid PhilGEPS registration
- Copy of current/ valid Mayor's Permit
- Copy of BIR Certificate of Registration
- Latest Income Tax Return (the ITR must have a 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

TERMS AND CONDITIONS

1. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/ or levies payable, and must be valid for thirty (30) calendar days from the date of submission.
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case 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 quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
5. 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.
6. 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.

Contact persons/ detail: **Ms. Anna Lee C. Lamigo/** (0917) 5575426

Email: annalee.lamigo@dfa.gov.ph

Conforme:

Signature over Printed Name: _____

Position: _____

Company Name: _____

Date: _____