OFFICE OF ASEAN AFFAIRS

REQUEST FOR QUOTATION

Sir/ Madam:

The Department of Foreign Affairs – Office of ASEAN Affairs intends to procure twenty (20) laptops (Procurement of Semi-Expandable – Information and Communication Technology Equipment), for the official use of ASEAN personnel in accordance with Sec 52.1b (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation and indicate your acceptance of the attached specification and terms of reference (Annex A) for the procurement. The Department will accept open quotations submitted through email no later than **7 April 2025 at 12:00 NN.** Quotations should not exceed the Approved Budget for the Contract (ABC) of **Nine Hundred Ninety Thousand Pesos (PHP 990,000.00)** only, inclusive of VAT and all applicable taxes, levies, and dues.

Interested service providers shall also submit a copy of their PhilGEPS Registration and 2025 Mayor's or Business Permit, along with the quotation, on or before the above specified deadline of submission of quotation.

For further information, please contact Ms. Bernadette M. Dimaano through email address at asean@dfa.gov.ph Cc: bernadette.dimaano@dfa.gov.ph

Thank you.

Very truly yours,

ANA MARIE L. HERNANDO
Acting Head of Office

Pasay City, 2 April 2025

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 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 mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted physically or via electronic mail at asean@dfa.gov.ph Cc: bernadette.dimaano@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 (ABC) 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 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 to it.
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.

Quantity	Unit	ITEM / DESCRIPTION	UNIT COST	APPROVED ABC
20	Piece	Laptop Computer **Processor:** 8-core CPU (4 performance cores and 4 efficiency cores) 7-core GPU | 16-core **Memory:** 8 GB **Storage:** 256 GB SSD **Display:** 13.3 inch (diagonal) LED-backlit display with IPS Technology | 2560 x 1600p Resolution (227 PPI) | Support for Millions of Colors Technology **Keyboard:** Backlit Magic Keyboard | Ambient Light Sensor **Expansion:** USB-4 x2 | Charging | Display Port | USB 4 | USB 3.1 Gen 2 **Wi-Fi:** Wi-Fi 6 802.11ax Bluetooth: Bluetooth 5.0 **Camera:** 720-pixel Advanced image signal processor with computational video **Audio:** Stereo Speakers | Wide Stereo Sound | Support for Dolby Atmos playback | Three-mic array with directional beamforming | 3.5mm Headphone Jack		
xxxxxx	xxxxx	For the official use of ASEAN office **Note:** Unit Price for each item should not exceed PHP49,999.00		**PHP 990,000.00**

COMPANY NAME/SUPPLIER: _____

CONTACT PERSON: _____

ADDRESS AND TELEPHONE NO: _____