



**DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS**

**REQUEST FOR QUOTATION**

Date: **5/15/2025**

The Department of Foreign Affairs — Office of Treaties and Legal Affairs (DFA - OTLA) intends to procure eleven (11) units desktop, seven (7) units laptop, two (2) units external hard drive and one (1) unit smart TV through shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184."


Please submit your duly signed quotation addressed to DFA-OTLA Double Dragon Tower, Meridian Park Avenue EDSA Extension, on or before 19 May 2025 @ 12 o'clock noon, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

Email: [emmanuel.vicencio@dfa.gov.ph](mailto:emmanuel.vicencio@dfa.gov.ph)

Office Address: DFA-OTLA Double Dragon Tower, Meridian Park  
Avenue EDSA Extension, Pasay City

Interested service providers shall also submit a copy of their PhilGEPS Registration and 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 <[emmanuel.vicencio@dfa.gov.ph](mailto:emmanuel.vicencio@dfa.gov.ph)>

  
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**Emmanuel M. Vicencio**  
Property Officer

## 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:  
[emmanuel.vicencio@dfa.gov.ph](mailto:emmanuel.vicencio@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 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.

**After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:**

#### REQUIRED DETAILS

Company/Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 PhilGEPS Registration Number: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

#### TECHNICAL SPECIFICATIONS

Minimum Technical Specifications	Quantity	Offered Technical Specification	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
DESKTOP for Mid-Range Users	11		
*Win 11 PRO with Office (for compatibility with DFA Security System)			
With monitor, keyboard & mouse			
10 Cores, 16 Thread, 20 MB Smart Cache			
16 GB Double Data Rate (DDR4)			
250 GB SSD + 1 TB HDD			
400 Watts			
19 - 24" Screen Size, 60Hz Refresh Rate			
LAPTOP Mid-Range	7		
*Win 11 PRO with Office (for compatibility with DFA Security System)			
3.3 GHZ, 6-14 Cores, 12-20 Threads, 16-24MB Smart Cache			
8 - 16 GB DDR5 (Upgradable)			
500 GB M.2 NVMe PCIe 3.0 SSD (Upgradable)			

Secondary slot for SSD (Optional)			
114Hz IPS-Level, 15.6 inch (1920 x 1080)			
4 - 6 GDDR6			
Wi-Fi 6 (802.11ax) + Bluetooth 5 Wireless Card			
720 HD Camera			
External Hard Drive 1 TB	2		
Smart TV 70 inches to 80 inches	1		
*Supports High Resolution & Advanced Display Technologies			
*Direct Access to Streaming Services, App Stores for Diverse Applications			
*Seamlessly Integrates with Smart Home Devices, Supports Screen Monitoring			

## FINANCIAL OFFER

Please quote your best offer for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

0	
Approved Budget of Contract	Offered Quotation
PHP 885,100.92	In words:
	In figures:
Note: Please attach the breakdown of the offered proposal inclusive of VAT and other lawful charges, which will be the basis for the computation of unit prices.	

I/we certify that we shall be reachable after the submission of our quotation for any clarifications.

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*Signature over Printed Name*



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*Position/Designation*

## PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS

Fund Cluster: \_\_\_\_\_

<b>Office/Section :</b> <u>OTLA</u>		<b>PR No.:</b> <u>2025.04.0212</u> <b>Responsibility Center Code :</b> _____		<b>Date:</b> <u>23 APR 2025</u>	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Desktop for mid-range users Chargeable against FY 2025 Budget	5	42,390.40	211,952.00
	unit	Smart TV (70" or bigger)	1	49,999.00	49,999.00
	unit	External Hard Drive 1 TB	2	3,014.96	6,029.92
	unit	Desktop for mid-range users Chargeable against FY 2024 Continuing Appropriations	6	46,550.00	617,120.00
	unit	Laptop for mid-range users Chargeable against FY 2024 Continuing Appropriations	7	48,260.00	
		***Nothing Follows***			
<b>TOTAL</b>					<b>₱ 885,100.92</b>
<b>Purpose:</b> <u>For official use.</u>					
<b>Requested by:</b>			<b>Approved by:</b>		
Signature	:		:		
Printed Name	:	<u>EMMANUEL M. VICENCIO</u>	:	<u>PAULO V. SARET</u>	
Designation	:	<u>Property Officer</u>	:	<u>Officer-in-Charge</u>	