



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



Office of the Secretary  
INTELLIGENCE AND SECURITY UNIT

**REQUEST FOR QUOTATION**

Date: 9 June 2025

The Department of Foreign Affairs - Intelligence and Security Unit intends to procure Office and ICT Equipment for the Visitors Management System (VMS) through Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation on or before 12:00NN, 13 June 2025, subject to the compliance with the Terms and Conditions attached herewith. Quotations should not exceed the Approved Budget for the Contract (ABC) of **Three Hundred Thousand Pesos (PHP300,000.00)** 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 any clarifications, you may send an email to the Intelligence and Security Unit at [isu@dfa.gov.ph](mailto:isu@dfa.gov.ph) Cc: [angel.abarro@dfa.gov.ph](mailto:angel.abarro@dfa.gov.ph).

  
**RAYMUND G. TOLEDO**  
Officer-in-Charge

## 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 [angel.abarro@dfa.gov.ph](mailto:angel.abarro@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.			
<b>Laptop</b> -Operating System: latest proprietary operating system 64-bit with latest and compatible productivity software -Processor: Cache 12MB; Cores 10; Threads 12; Max Turbo Frequency: 4.60GHz -Memory: 16GB RAM -Storage: 512 SSD -Display: at least 14 inches Non-touch -Ports: at least 1 USB and HDMI -Accessories: laptop bag and wireless mouse - Warranty: At least 1-year (inclusive of cost replacement/repair of parts and labor)	4		
<b>Barcode/Label Printer</b> -Printing Specifications: Direct Thermal or Thermal Transfer; Continuous, Tear-Off, Dispenser, Cutter; 203 dpi (8 dots/mm); 6ips(152.4mm/sec) -Max Print Area: 104mm(4.09") x 999mm(39.33") -CPU: 32Bit RISC CPU (180MHz) -Printer Memory: 16MB ROM, 32MB RAM	3		
<b>Web Camera</b> -Resolution: High HD 720P, 1280*720 Pixels -Lens Type: High HD Glass Lens -Viewing Angle: 68 Degrees -Focus Type: Fixed Focus -Focus Range: 60cm and beyond -Compatible with windows	3		

<b>Terms and Conditions:</b>			
1. Must agree to the Payment Terms of Send Bill Arrangement			
2. Must be PhilGEPS member and provide the following documentary requirements in compliance of BAC (Sec 52.1b) 2016 IRR 1984: <b>Latest Business/Mayor's Permit, and Copy of PhilGEPS Certificate of Membership</b>			
3. Equipment shall be from a well-known/reputable brand.			
4. 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.			
5. 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.			
6. Items delivered shall be inspected and shall be acknowledged upon delivery to confirm the compliance with technical specifications.			
7. 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. The corresponding bank transfer fees, if any, shall be borne by the supplier/contractor.			