



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



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

TERMS OF REFERENCE FOR AVAILMENT OF COMPUTERS

Project Name : **Procurement under Shopping under Section 52.1 (b) of
Semi-Expendable - ICT Equipment**

Item Specifications and No. of Items:

**Eleven (11) units COMPUTER DESKTOP SET WITH CPU, MONITOR AND
KEYBOARD**

- Processor (CPU): 10 cores, 16 thread 20 MB Smart Cache, (13th Generation)
- Memory: 16-32GB
- Primary Storage: 500GB Solid State Drive (SSD)
- Secondary Storage: 1 TB 7200RPM 3.5" SATA HDD
- Operating system: Windows for compatibility with Department's existing fleet and connection with Department's domain server.
- USB Keyboard and Mouse
- 23 or 24 inch Monitor Refresh Rate 60Hz

Two (2) units LAPTOP COMPUTER

Specifications:

- CPU 8-core CPU (4 performance cores + 4 efficiency cores)
- GPU Up to 10-core GPU
- 16-core (15.8 trillion ops/sec)
- Transistors 20 million
- Manufacturing Process 5nm (second-generation)
- Memory 8GB, 16GB, or 24GB LPDDR5
- Memory Bandwidth 100 GB/s
- Media Engine Hardware-accelerated H.264, HEVC
- Display Support Up to 2 external displays (depends on device)
- Storage - SSD (up to 2TB, depending on configuration)
- 13.6" display

Place of Delivery: **DFA - OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS
DOUBLE DRAGON TOWER
DD Meridian Park Avenue,
Edsa Extension, Bay Area,
Pasay City, Metro Manila, 1302 Philippines**

Approved Budget: **Php 613,000.00**

Terms of Ref. : Must agree to the Payment Terms of Send Bill Arrangement
1. Must provide the following Documentary Requirements:
a) Valid Philgeps Registration Number
b) Copy of ITR

Item Specifics

- a. Please see above
 - b. Free shipping/delivery costs
 - c. Must packed appropriately
 - e. The said unit must be of good quality
- Must NOT exceed the approved budget contract.

The service provider must provide a quotation.

In the case when two or more bidders are determined as the lowest calculated bid, the winning bidder shall be determined by the highest ranking offer based on all submitted quotation.

The winning provider shall be notified ahead of time prior the scheduled date and shall deliver the required unit on the date of delivery.

Upon delivery of the unit, the provider must submit its billing statement. All payments shall be inclusive of Value-Added Tax (VAT and other lawful charges.

Warranty:

Replacement of item/s or parts should there be a defects but without fault or misused of the Lessee shall be one year. Within the warranty period, any computer hardware that malfunction and cannot be repaired within five days shall be immediately replaced with a new unit of similar specifications

Terms of Payment

The Supplier shall be paid within (30) thirty working days upon submission of the sales invoice and other supporting documents as required under government accounting and auditing regulations.

All payments shall be inclusive of all applicable taxes and other lawful charges.

TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3)years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 613,000.00**, inclusive of all fees and taxes.

6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The DFA-OMEAA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids

09156314917

DATE: _____

NAME OF
COMPANY/SUPPLIER: _____

COMPANY
ADDRESS: _____

COMPANY TIN
NUMBER: _____

PHILGEPS REGISTRATION
NUMBER: _____

NAME OF REPRESENTATIVE and
DESIGNATION: _____

Prepared by:

Joel D. Mariñas
Property Officer
OMEAA