



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
BIDS AND AWARDS COMMITTEE
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : [Re-Bidding] Procurement of Semi-Expendable Information and Communication Technology (ICT) Equipment for the Office of ASEAN Affairs of the Department of Foreign Affairs
Reference : PB-GS-13-2025
ABC : PHP 5,000,000.00
Date : 11 July 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following clarifications in the Bidding Documents on the above-named project:

QUERIES/CONCERN	CLARIFICATION
For Laptop 1. What is the preferred size of screen for a laptop? 2. What is the capacity storage for a laptop?	<ul style="list-style-type: none">13.6-inch (diagonal) LED-backlit display with IPS technology;Storage: Minimum 256GB SSD, configurable to 512GB, 1TB, or 2TB
For Monitor 1. What brand of monitor is required for your desktop computer?	<ul style="list-style-type: none">The monitor must be brand new and from a reputable brand. It must preferably be the same brand as, or at least compatible, with the desktops.
For Certificate of distributor/re-seller 1. Is it required to submit the authorized distributor and re-seller certificate?	<ul style="list-style-type: none">Yes, whether the bidder is an authorized distribution or reseller, it must submit a certificate of authority to distribute or resell from the manufacturer.
For Desktop 1. What operating system is compatible with the system your Department is using now? 2. Office Suite, may we know what Office Suite your Department is using now?	<ul style="list-style-type: none">Operating System: Windows 11 Pro (for compatibility with the Department's security system)Inclusion: With Microsoft Office 2021 lifetime license (either bundle or digital product key for installation upon delivery) Minimum application requirements: word processor, spreadsheet editor, and presentation program. For compatibility with existing fleet or

	equipment of the department (document files).
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For further information, kindly send an email to the BAC Secretariat at bac.secretariat@dfa.gov.ph.

For the information and guidance of all concerned.



EDGAR B. BADAJOS

Assistant Secretary and BAC Chairperson

Technical Specifications

OFFICE: **OFFICE OF ASEAN AFFAIRS**

PROJECT: **(Re-Bidding) Procurement of Semi-Expendable Information and Communication Technology (ICT) Equipment for the Office of ASEAN Affairs of the Department of Foreign Affairs**

ABC: **5,000,000.00**

I. BACKGROUND

As the Office of ASEAN Affairs prepares for the Philippine Chairship of ASEAN next year, the office needs to procure brand new semi-expendable information and communication technology (ICT) equipment to equip its personnel with laptops or desktops and necessary ICT tools to ensure seamless delivery of work. The procurement also aims to upgrade and replace old ICT equipment to maintain productivity and efficiency. ASEAN also needs to provide ICT equipment to incoming fifteen (15) personnel who will be hired by the Office this year.

II. OBJECTIVE

To procure brand new ICT equipment for the official use of ASEAN personnel.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Five Million Pesos (PHP 5,000,000.00) will be charged against the ASEAN's FY2025 Appropriations - MOOE under Semi-Expandable ICT Equipment, pursuant to FY2025 Appropriations ACT (GAA) (RA. No. 12116 and ASEAN's FY2024 Continuing Appropriations (CA) - MOOE under Semi-Expandable ICT Equipment, pursuant to FY2024 General Appropriations Act (GAA) (R.A. No 11975).

IV. TECHNICAL SPECIFICATIONS

PARTICULARS	QTY	Statement of Compliance
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Laptops <ul style="list-style-type: none"> • CPU 8-core up to 10-core • Transistors 20 billion • Manufacturing Process 5nm (second-generation) • Memory Bandwidth 100 GB/s, or Media Engine Hardware- accelerated H.264, HEVC • Display Support Up to 2 external displays (depends on device) • 13.6-inch (diagonal) LED-backlit display with IPS technology; • Storage: Minimum 256GB SSD, configurable to 512GB, 1TB, or 2TB • Storage SSD (up to 2TB, depending on configuration) 	50 units	
Desktop/CPU <ul style="list-style-type: none"> • Processor: 10 Cores • Memory: 16 GB DDR5 • Storage: 256 GB M.2 NVMe PCIe, 1 TB HDD • Case: Small Form Factor (FIXED) • Fan: NO RGB • Inclusive of Mouse and Keyboard • Operating System: Windows 11 Pro (for compatibility with the Department's security system) • Inclusion: With Microsoft Office 2021 lifetime license (either bundle or digital product key for installation upon delivery) <p>Minimum application requirements: word processor, spreadsheet editor, and presentation program</p> <p>* for compatibility with existing fleet or equipment of the department (document files)</p> <p>Note: NOT ALL-IN-ONE DESKTOP</p>	20 units	
Monitor <ul style="list-style-type: none"> • Display Size: 27-Inch • Ports: HDMI, Display Port • Same brand or at least compatible with the desktops. The monitor must be brand new and from a reputable brand. 	20 units	

Tablet <ul style="list-style-type: none"> • at least 128GB • Display: <ul style="list-style-type: none"> • Size: 11 inches • Type: IPS LCD with LED backlight • Resolution: 2360 x 1640 pixels • Processor: with 8-core CPU, 9-core GPU, and 16-core • Storage: <ul style="list-style-type: none"> • Capacity: Up to 1TB • Cameras: <ul style="list-style-type: none"> • Rear: 12MP • Front: 12MP Landscape • Others: <ul style="list-style-type: none"> • Operating System • Connectivity: Wi-Fi 6E, Bluetooth 5.3, USB-C 	13 units	
Keyboard <ul style="list-style-type: none"> • Wireless • Compatible with the tablets 	13 units	
Mouse <ul style="list-style-type: none"> • Wireless • Muti-touch surface • Compatible with the laptops and tablets 	50 units	
Portable Printer <ul style="list-style-type: none"> • With removable and rechargeable battery for portability • Speed: Up to 9.0 ipm (mono) and 5.5 ipm (color). • Resolution: Maximum 4800 (horizontal) x 1200 (vertical) dpi. • Wireless Connectivity: Wi-Fi, AirPrint, Mopria Print Service, Direct Wireless. • Ink Cartridges: PGI-35 (Black), CLI-36 (Color). • System Requirements: compatible with the existing system of laptops and desktops • Paper Support: Plain paper, glossy photo paper, high resolution paper, matte photo paper, and more. • Paper Size: A4, A5, B5, LTR, LGL, Envelopes (DL, COM10), Square (5x5", 3.5x3.5"), Card Size (91x55 mm), 4x6", 5x7", 7x10", 8x10". • Dimensions (with battery): 322 x 210 x 66 mm. • Weight (with battery): at most 2.3 kg. 	5 units	
Ink Tank Printers (desk printer) <ul style="list-style-type: none"> • Print speed of up to 25.0 ipm • Prints up to A3+ (for simplex) • Automatic duplex printing • Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) • Wi-Fi, Wi-Fi Direct, Ethernet 	4 units	

USB External Hard Drive (2TB)	20 pcs.	
USB Flash Drive (1TB)	50 pcs.	
USB Hub port, Usb 3.0 ports, USB C Data port, Micro SD/TF card reader slot, VGA port	50 pcs.	
Long HDMI Cable (10m)	2 pcs.	
Long HDMI Cable (20m)	1 pc.	
The Goods must be brand new, from a reputable brand, and each item, being categorized as "semi-expendables" under applicable COA regulations, must not exceed the amount of PHP 50,000.00 (INCLUDING: Taxes, Transportation, and other incidental expenses).		
V. CONTRACTOR OBLIGATIONS 1. The Contractor shall guarantee the capacity to deliver the required quantity and specifications of the ICT equipment and supplies. 2. The Contractor shall indicate in their Financial Bid Form a complete price schedule which includes the specifications of items it will provide.		
VI. CONTRACTOR'S QUALIFICATIONS 1. The Contractor must have completed at least three (3) contracts with similar nature. 2. The Contractor must submit a certificate proving that they are authorized dealer or reseller of the offered products.		
VII. DELIVERY 1. The Contractor shall deliver the Goods within thirty (30) calendar days from the receipt of Notice to Proceed (NTP). 2. Deliveries shall be subject to the usual inspection procedures of the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).		
VIII. PAYMENT 1. All payment shall be on a SEND BILL ARRANGEMENT, within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements. 2. All payments shall be inclusive of all applicable taxes, delivery charges and lawful charges.		
VI. WARRANTY 1. The Contractor shall, at no cost to the Department, replace any ICT equipment and supplies that are found to have factory defects or have been damaged during transport, within five (5) working days.		

<ol style="list-style-type: none"> 2. The Goods must have a minimum one (1) year warranty on parts and labor. 3. The Contractor must respond via email, telephone, email or conduct site visit, when necessary, within 24 hours, for any verbal or written request for technical assistance/support. 4. The Contractor must repair Goods that are under warranty within five (5) working days. 5. In the event that any ICT equipment and supplies require repair or further diagnostics, which is covered by the warranty, the Contractor must have an authorized service center to provide technical assistance. 6. In case the repair will take longer than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired. 	
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Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of a manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of Bidder’s Authorized Representative/s]

[Position]

[Date]