



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

Ref: RFQ-013-2022

05 August 2022

Sir/Ma'am:

Greetings!


The Philippine Embassy in Singapore intends to procure **various semi-expendable ICT Equipment and accessories for the official use of the Philippine Embassy in Singapore**. The details of the procurement are indicated in the attached Terms of Reference.

Interested companies are requested to accomplish the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference and send to the Embassy's email address [admin.sgpe@philembassysg.org](mailto:admin.sgpe@philembassysg.org) and [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or by courier at 20 Nassim Road, Singapore 258395 on or before the end of business hours at 5:00 pm, Singapore Standard Time, Friday, 12 August 2022.

For queries regarding the project, kindly email the Embassy's Property Section at [property.sgpe@gmail.com](mailto:property.sgpe@gmail.com) or call 67373977 ext. 116.

Thank you very much for considering the Embassy's project.

Sincerely yours,

  
JOYLEEN E. SANTOS  
First Secretary and Consul  
BAC Chairperson

**TERMS OF REFERENCE FOR THE PROCUREMENT  
OF COMPUTER DESKTOPS AND LAPTOPS FOR THE PHILIPPINE EMBASSY IN SINGAPORE**

**I. SCOPE OF PURCHASE REQUEST**

The contractor shall provide the required ICT Equipment and other ICT Accessories for the Philippine Embassy in Singapore. The offered prices shall include all delivery fee, gst, and all other charges.

**II. SPECIFICATIONS**

**A. The required specifications for Sixteen (16) desktops are listed below:**

Product Description	
Processor:	AMD Ryzen™ 5 5500U (up to 4.0 GHz max boost clock, 8 MB L3 cache, 6 cores, 12 threads)
Operating System:	Windows 11 Home, English
Memory:	16 GB DDR4-3200 MHz RAM (1 x 16 GB)
Hard Drive:	1 TB PCIe® NVMe™ M.2 SSD
Colour:	Any
Graphics:	AMD Radeon™ Graphics
Video connectors:	1 HDMI-out 1.4
Keyboard and mouse :	Included
Warranty:	Included (please specify)

**B. The required specifications for three (3) laptops are listed below:**

Product Description	
Processor:	11 <sup>th</sup> Gen Intel
Screen Size:	14 inches
Memory:	16 GB RAM
Hard disk Size:	512 GB
CPU model:	Core i7
Colour:	Any
Warranty:	Included (please specify)
Laptop bag	Included
Mouse :	Included

**C. Other Accessories ( 20 Microsoft Office )**

Product Description	
Microsoft Office	Home and Business

**III. PRICING**

The offered prices should be in Singapore Dollars and includes GST and delivery charges.

#### **IV. INVOICING and PAYMENT**

1. The winning Supplier shall submit the invoice and original technical conformity document to the Embassy. Invoices should include GST for goods and services.
2. The following information must be indicated on the invoice(s):
  - a. Purchase Order Number;
  - b. Description, quantity and total;
  - c. GST amount; and
  - d. Name of Payee / Company Name

*\*The Supplier will submit the original receipt of the supplies and accessories, including the same information described in item (2) as soon as receipt of the payment.*

#### **VI. DELIVERY AND RECEIPT CONDITIONS:**

Physical examination of the supplies and accessories according to the defined specifications shall be carried out by designated Embassy personnel prior to payment.

The Embassy of the Philippines shall inspect all supplies based on the Purchased Order at the time of delivery.

Date of delivery should be five (5) days upon receipt of the Notice of Award.

#### **VII. WARRANTY**

The winning Supplier shall clearly identify and state the warranty period and be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

#### **VIII. EVALUATION FACTORS**

- Contract shall be awarded to the lowest priced, acceptable and responsive offeror.
- The Embassy reserves the right to reject proposals that are unreasonably low or high in price.
- The Embassy shall determine offeror's responsibility by analysing whether the apparent successful offeror complies with the requirements of Philippine Government including:
  - adequate financial resources or the ability to obtain them;
  - ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
  - satisfactory record of integrity and business ethics;
  - necessary organization, experience, and skills or the ability to obtain them; • necessary equipment and facilities or the ability to obtain them; and
  - be otherwise qualified and eligible to receive an award under applicable laws and regulations.

#### **X. CONFIDENTIALITY CLAUSE**

1. All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Procuring Entity, whether provided to the Provider by the Procuring Entity or provided by a third party to the Provider in connection with the Provider's provision of services to the Procuring Entity, including any such data files, tables, that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of Provider, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Procuring Entity.

2. All data provided by the Procuring Entity to the Provider or generated in connection with the performance of services toward the development and implementation of the Solution by the Provider and relating to the Procuring Entity or its personnel, whether in existence before the date of or its personnel, whether in existence before the date of the agreement hereof or thereafter in the course of implementing the solution, shall be treated by the Provider as the exclusive property of the procuring Entity or its personnel.
3. Upon the receipt of the notice of acceptance of proposal, the Provider is required to maintain confidentiality and security of the Procuring Entity's data and is prohibited from using or attempt in using the Procuring Entity's data in any other manner or for any other purpose, except as necessary to the execution of the solution or perform its other obligations stated in the technical specification.

Conforme:

\_\_\_\_\_

(Signature)

Name of Representative  
Position

Approved by:

EMMANUEL R. FERNANDEZ  
Chargé d'Affaires, a.i.

Date: \_\_\_\_\_

## PRICE QUOTATION FORM

Philippine Embassy  
20 Nassim Road  
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

Description	QUOTE
1) Sixteen (16) desktops	
2) Three (3) laptops	
3) Microsoft Office Home and Business (20 pcs)	
<b>Total Quote in SGD inclusive of GST and other charges</b>	

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in SGD \_\_\_\_\_

Amount in words: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number