



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

RFQ-2023-11-10

17 November 2023

Dear Sir / Madam,

Greetings!

The Philippine Embassy in Singapore is undertaking the procurement of four (4) units of laptop computers and one (1) "print-copy-scan" printer for official use of the Philippine Embassy in Singapore.

Please see attached Terms of Reference (TOR) or the complete details of the required services and company documentary submissions and qualifications.

Should your company be interested, kindly accomplish the attached Price Quotation Form (Annex A) included in the Terms of Reference and submit said form by 23 November 2023, 1700H (Singapore local time) through email address consular@philembassysg.com.

Thank you.

Sincerely yours,

(Original Signed)
JOYLEEN E. SANTOS
Chairperson, BAC

PRICE QUOTATION FORM

Date :

To : **MS. RENEE GAYLE M. CHUA**
Consular Section, Head
Embassy of the Philippines - Singapore
Level 16 Units 12A 13/14 Triple One Somerset Building
111 Triple One Somerset Singapore 238164

Madam,

After having carefully read and accepted the terms and conditions in the **Request for Quotation of four (4) units of laptop computers and one (1) "print-copy-scan" printer**, hereunder is our quotation as follows:

TOTAL AMOUNT:

Amount in words and figures:

SINGAPORE DOLLARS

(SGD _____)

Inclusions:

Very truly yours,

Full Name and Signature of Representative:

Designation:

Official Company Name:

Contact Number:

Email Address:

**TERMS OF REFERENCE FOR THE PROCUREMENT
OF FOUR (4) LAPTOPS AND ONE (1) PRINTER
FOR THE PHILIPPINE EMBASSY IN SINGAPORE**

I. SCOPE OF PURCHASE REQUEST

The Philippine Embassy in Singapore intends to procure **four (4) units of laptop computers and one (1) "print-copy-scan" printer** to ensure enhanced productivity, efficiency, and engagement of and among key personnel. The contractor must commit to providing ICT equipment which meet the required specifications and is within the Approved Budget for the Contract. The offered prices shall indicate item cost, GST, delivery fee and all other applicable charges.

II. SPECIFICATIONS

The required specifications for four (4) laptops are as follows:

Description	Specifications
Processor	11 th Gen Intel or equivalent
CPU	Core i7 or equivalent
RAM	16GB HDD or 8GB SSD or higher
Battery Life	At least 13-hour battery life
Operating System	Windows or Mac
Inclusions	Original inclusions and USB C multiport adapter
Warranty	At least one-year warranty (please specify conditions)

The required specifications for one (1) printer are as follows:

Description	Specifications
Type	Laser Mono
Function	Print-Scan-Copy
Print Resolution (Max)	2,400 (equivalent) x 600 dpi or higher
Speed	At least 28 ppm for printing; At least 20 ipm for scanning
Scan Resolution	At least 600 x 600 dpi
Inclusions	Compatible cartridge
Warranty	At least one year warranty (please specify conditions)

III. PRICING

The maximum Approved Budget for the Contract (4 laptops and 1 printer) is SGD6,200 inclusive of item cost, GST, delivery and other applicable charges. The price quotation must be in Singapore Dollars and must indicate item cost, GST, delivery fee and all other applicable charges.

IV. INVOICING AND PAYMENT

1. The winning Supplier shall submit the invoice and original technical conformity document to the Embassy.
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) after 2 working days from the receipt of payment.

V. DELIVERY AND RECEIPT CONDITIONS

Physical examination of the units, along with their accessories, to ensure they are according to the defined specifications shall be carried out by designated Embassy personnel prior to payment.

VI. 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.

VII. EVALUATION FACTORS

- The contract shall be awarded to the lowest priced, acceptable, and most responsive bidder.
- The Embassy reserves the right to reject proposals with unreasonable costs.
- The contractor should be a duly organized company in Singapore and licensed by appropriate government authorities, with valid ACRA profile.
- 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.

VIII. CONFIDENTIALITY CLAUSE

All data provided will be owned by the Philippine Embassy (the Procuring Entity) in Singapore for its lawful use. 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.

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.

Upon the receipt of the notice of acceptance (NOA) 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.

Approved by:

(SGD) Renee Gayle M. Chua
Head of Consular Section / End-User Representative