



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE



RFQ-017-2024-

19 April 2024

Dear Sir/Madam,

Greetings!

The Philippine Embassy in Singapore intends to procure various ICT supplies and accessories for this quarter. 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: property.sgpe@gmail.com on or before 25 April 2024.

Thank you.

Sincerely yours,

(ORIGINAL SIGNED)
JOYLEEN E. SANTOS
First Secretary and Consul
Chairperson, BAC

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Annex "A"
PRICE QUOTATION FORM

Date:

To : Ms. Maria Clorinda V. Bonabon-Dankers
Property Officer
Embassy of the Philippines, Singapore
Temporary Office: Triple One, Somerset Road
Level 16 Units 12A 13/14, 238164 Singapore

Dear Ms. Bonabon-Dankers,

We would like to provide our lowest price quotations for various ICT supplies and accessories.

This also serves as our compliance with the specifications of the items.

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:

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TERMS OF REFERENCE

PROJECT: PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND ACCESSORIES THIS QUARTER

I. PROJECT

The Embassy of the Republic of the Philippines in Singapore needs to procure various ICT supplies and accessories for the 2nd quarter of 2024.

II. SCOPE OF THE PROJECT

The supplier shall submit a quotation with respective requirements :

SN	Product description	Unit of Measure	Total quantity
1	Flash drive USB (8GB)	Piece	16
2	Flash drive USB (16GB)	Piece	16
3	Flash drive USB (32GB)	Piece	16
4	Wireless computer mouse (plug & play)	Piece	15
5	Computer wireless keyboard	Piece	12
6	Cartridge-Canon 325	Piece	10
7	Cartridge-Canon 326	Piece	7
8	Toner- Brother TN 263	Piece	3
9	Toner-Brother MFC L3750 TN 263 (Cyan, yellow & magenta)	Piece	6 (2 each)
10	Toner-Brother TN 2460/TN 2480 (original monochrome)	Piece	2
11	Toner-Brother LC451 XL (Black)	Piece	2
12	Toner-Brother LC451 XL (Cyan, yellow & magenta)	Piece	3
13	Samsung CLT-K506L (Black)	Piece	1
14	Samsung CLT-C506L (Cyan)	Piece	1
15	Samsung CLT-Y506L (Yellow)	Piece	1
16	Samsung CLT-M506L (Magenta)	Piece	1
17	Mouse pad	Piece	23
18	Microsoft Office for Home and Business	Piece	5
19	Toner-HP 85A	Piece	2

SN	Product description	Unit of Measure	Total quantity
20	Type C USB Hub	Piece	5
21	CDR	Pack	1
22	HDMI cable (5m)	Piece	3
23	HDMI cable (2m)	Piece	3
24	Memory card reader	Piece	3
25	Memory card (128GB)	Piece	4
26	USB on the go (a picture will be provided to interested supplier by email)	Piece	2
27	Port adapter for ipad (type C) ((a picture will be provided to interested supplier by email)	Piece	2

The goods to be proposed should be produced by reputable manufacturers. Bidders are strongly encouraged to email: property.sgpe@gmail.com for further information.

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 invoicing 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;
 - d.) Name of payee/Company Name; and
 - e.) 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.

V. DELIVERY AND RECEIPT CONDITIONS

Delivery of goods should be per Purchase Order and must be made all at the same time. Delivery on installment basis is strongly discouraged.

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

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

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

- 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 and award under applicable laws and regulations.

VIII. CONFIDENTIALITY

The winning Provider in any circumstance, is not allowed to divulge any information to outside parties regarding the details of the Project, particularly, all the information indicated in this Agreement. Should there be any leakage of information done by the winning Provider of the Project shall render the Contract null and void.

Conforme:

(Signature)
Name of Representative
Position

Approved by:

Head of Procuring Entity