



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul

## **REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea, is inviting companies to submit quotations for its procurement of a desktop computer and a laptop for Communications and Records Officer, in accordance with the “Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas,” as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed in **Annex A**. In addition to the quotation, interested suppliers should also submit a brochure or website page containing the technical specifications of the proposed desktop computer and laptop. Alternatively, the quotation may include the specifications of the proposed unit. Incomplete submissions (*quotation without brochure/website page OR vice versa OR incomplete information in the quotation*) shall be ineligible.

The last day to submit quotations is Sunday, 14 December 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

08 December 2024

# PROCUREMENT OF DESKTOP COMPUTER AND LAPTOP FOR COMMUNICATIONS AND RECORDS OFFICER

## Terms of Reference

The Embassy of the Republic of the Philippines intends to procure one (1) new all-in-one desktop computer and one (1) new laptop from a reputable supplier for official use by the Embassy's Communications and Records Officer.

### *I. Background*

Due to the several updates that the system has undergone over the years, the previous Communications and Records Officer (CRO) has made reports regarding the very slow speed of the computer. This affects the CRO's productivity and output level as he heavily relies on the computer's speed for the Post's communications and records management system.

Further, since communications run 24/7, CRO also uses an Embassy-issued laptop purchased in 2015 during after-office hours and on weekends. Similar to the desktop computer, CRO is also experiencing the laptop's slow speed while using it for communications management.

To effectively and efficiently manage records and the flow of communications, with minimal interruption, the Embassy shall replace the desktop computer set and laptop currently issued to its Communications and Records Officer.

### *II. Scope of Work*

The Supplier shall supply and deliver one (1) brand-new all-in-one desktop computer and one (1) brand-new laptop for the Embassy's Communications and Records officer.

### *III. Technical Specifications*

The proposed units should meet the minimum required specifications below:

- a. Desktop CPU with 24 inches monitor (FHD [1920x1080])
  - a. i7-13700
  - b. DDR 32G
  - c. SSD 1TB + HDD 1TB
  - d. UHD Graphics 730
  - e. DVD +/- RW ODD
  - f. 1 port HDMI, one port RGB, one port D-SUB, one port USB-C
  - g. Windows 11 Pro, 64bit, English
  - h. Pre-installed with a license for the following programs:
    - i. 2021 Home & Business Microsoft Office
    - ii. Adobe Acrobat Standard DC for teams

- b. Laptop
  - a. At least 13 inches screen size
  - b. 16GB RAM
  - c. SSD 1TB
  - d. Pre-installed with a license for the following programs:
    - i. 2021 Home & Business Microsoft Office
    - ii. Adobe Acrobat Standard DC for teams

#### *IV. Warranty*

The Supplier shall warrant the desktop computer set and laptop against failure due to defects in materials or workmanship for at least one year and will, therefore, repair the in-warranty all-in-one desktop computer and laptop at no cost.

#### *V. Deliverables*

The Company shall supply and deliver one (1) brand-new all-in-one desktop computer and one (1) brand-new laptop meeting the requirement minimum technical specifications indicated in Section III.

#### *VI. Approved Budget for the Contract*

The approved budget for the contract is **Six Million One Hundred Thousand Korean Won** (KRW 6,100,000) only, inclusive of VAT, and other applicable fees.

#### *VII. Submissions*

In addition to the quotation, interested suppliers should submit a brochure or website page containing the technical specifications of the proposed units. Alternatively, the quotation may include the specifications of the proposed unit. The Embassy will accept either submission by interested suppliers.

#### *VIII. Terms of Payment*

Payment will be made through bank transfer within seven (7) working days after the complete delivery of one (1) brand-new all-in-one desktop computer and one (1) brand-new laptop.