



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 an Android queuing machine for Consular Section, 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 Android queuing machine. Incomplete submissions (*quotation without brochure/website page or vice versa*) 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 ANDROID QUEUEING MACHINE FOR CONSULAR SECTION

Terms of Reference

The Embassy of the Republic of the Philippines intends to procure an Android queueing machine for the consular services offered in Room 101.

I. Background

The current queueing machine in Room 101, which services two counters (Notarials, Civil Registry), was the old queueing machine in Room 102, previously used by Passport Visa and Notarials. While the machine is still serviceable, some areas of the LED touchscreen display are unresponsive due to wear and tear. Furthermore, the current queueing machine is outdated. It does not have a separate display panel for counters and a display monitor to view the update on queue management for Notarials and Civil Registry clients.

Moreover, the proposed queueing machine shall also manage the queue of the assistance-to-nationals (ATN) desk to let the ATN officer know that he/she has a client in the waiting area. Moreover, including ATN in one of the options in the queueing machine shall notify the client that they have come to the right office to seek assistance and help from ATN.

II. Scope of Work

The Supplier shall supply, deliver, and install one (1) set of Android queueing machine for the consular services offered in Room 101.

III. Specifications

1. *Ticket Dispenser*

- Setting backup and upload
- Simple setting program
- Android operating system
- 10.1-inch-wide LCD touchscreen
- 800 x 1280 resolution
- Full customization available

2. *LED Display Panel*

- Dot LED Display (56 x 16)
- Connection: Ethernet, RS-485, RF
- Chime/Voice call
- Digit/Text/Arrow signal

3. *Teller Monitor*

- LCD Display
- Connection: Ethernet, RS-485, RF
- Call/Recall/Hold

4. *Digital Display Panel*

- At least 24 inches
- HDMI in & out

5. *Video Output Device (ADID)*

- HDMI in & out
- WiFi connection available

IV. Other Requirements

1. Warranty and After-Sales Support

- A. One (1) year on parts and labor
- B. On-site support shall be provided within forty-eight (48) hours / two (2) days from the Embassy's verbal or written notification.
- C. Within the warranty period, machines that cannot be repaired within one (1) week / seven (7) days shall be immediately replaced with a service unit of similar specifications or better at no cost to the Embassy

2. Transfer of Technology

- A. The Company must provide qualified Embassy employees with free training to install, configure, and administer all the deliverables.
- B. Appropriate manuals, such as the Equipment, User, and Operational Manual, shall be provided to each participant and written in a simple manner that everybody can understand.
- C. Training and Technology Transfer should be conducted after completion of installation and configuration but before full payment.

V. Deliverables

| NO. | DESCRIPTION | QTY | UNIT |
|-----|--|-----|------|
| 1 | Android Ticket Dispenser | 1 | unit |
| 2 | LED Display Panel | 2 | unit |
| 3 | LED Teller Monitor | 3 | unit |
| 4 | Display Panel | 1 | unit |
| 5 | Video Output Device (Android-based Digital Information Display [ADID]) | 1 | unit |
| 7 | Installation and Configuration (inclusive of labor and materials) | n/a | n/a |

VI. Approved Budget for the Contract

The approved budget for the contract is **Six Million Six Hundred Thousand Korean Won** (KRW 6,600,000) only, inclusive of VAT, installation (labor and materials), and other applicable fees.

VII. Submissions

In addition to the quotation, interested suppliers should also submit a brochure or website page containing the technical specifications of the proposed Android queuing machine.

VIII. Terms of Payment

Payment will be made through bank transfer within seven (7) working days after the complete delivery and installation of one (1) brand-new Android queuing machine.