

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3005 Berne
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Request for Quotation

Project : **Lease of Information and Communication Technology (ICT) Equipment**
Reference No. : **RFQ - 14 - 2022**
ABC : **CHF _____**
Date : **13 October 2022**

The Embassy of the Philippines in Berne, Switzerland, invites interested parties to submit Offers/Quotations for the leasing of Information and Communication Technology (ICT) equipment for its official use.

Companies should comply with the attached Terms of Reference (TOR) of the project.

Interested contractors may obtain further information from the Administrative Officer and BAC Secretariat, Ms. Agnes H. Tuazon at tel. no.: 031 350 1715 or Mr. Bernard Bartolome, at tel. no. 031 350 1718.

Offers/Quotations must be sent or delivered to the Embassy and received by the Administration by 21 October 2022. Offers/Quotations will be considered on the same day. The companies shall thereafter be informed of the decision of the Committee.

ANNEX A

Technical Specifications Lease of Information and Communication Technology (ICT) Equipment

I.	Background: <p>The Philippine Embassy intends to lease two (2) sets of all-in-one (AIO) configuration desktop computers for its official use.</p>	
II.	Objective: <p>To lease two (2) sets of desktop computers required for the official use of the Embassy.</p>	
III.	Scope of Work: <p>The Supplier shall provide the following Information and Communication Technology Equipment:</p>	Statement of Compliance
	<ol style="list-style-type: none"> 1. Two (2) sets of Desktop computers with the following specifications: 2. All-in-One (AIO) configuration; 3. Display size is at least 60.5 cm with touchscreen functionality; 4. Minimum central processor unit clock speed should be at least 3.0 Ghz 5. Dynamic Random Access Memory should be at least 16 Gb 6. Storage drive capacity at least 512 Gb in SSD format 7. Bundled with the latest Windows operating system and Microsoft Office Program 8. Included wireless keyboard and mouse. 	
IV.	Supplier's Obligations: <ol style="list-style-type: none"> 1. The Supplier shall: 2. Be based in Switzerland 3. Offer an online shop; 4. Accept MWST or VAT exemption; and 5. Submit the invoice within 7 days after delivery of equipment 	
V.	Terms of payment: <p>Full payment shall be made within thirty (30) days upon receipt of official invoice (send-bill arrangement) by mail.</p>	

