



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

BOTSCHAFT DE REPUBLIK DE PHILIPPINEN

BERNE

BIDS AND AWARDS COMMITTEE
Philippine Embassy, Berne, Switzerland
73-75 Kirchenfeldstrasse, 3006 Berne
Tel. No. 031 350 1717
Email: visa@philembassyberne.ch

Request for Quotation

Project	:	Lease of Information and Communication Technology (ICT) Equipment
Reference No.	:	RFQ - 01 -2020
Date	:	14 February 2020

The Embassy of the Philippines in Berne, Switzerland, would like to request for quotation from interested companies for the leasing of Information and Communication Technology (ICT) equipment for its official use.

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

Interested companies may obtain further information from the Acting Property Officer, Mr. Abner Sto. Domingo at the 031 350 1717.

Offers must be delivered to and received by the Embassy by 25 February 2020.



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ANNEX A

Technical Specifications

Procurement of Office Supplies and Other Office Materials

I.	Background The Philippine Embassy in Berne intends to lease twelve (12) sets of All-in-one(AIO) configuration desktop computers, two (2) IOS based laptops and one (1) heavy duty printer required for its official use			
II.	Objective to lease twelve (12) sets of desktop computers, two (2) laptops and one (1) heavy duty printer required for its official use and to update its office equipment.			
III.	Scope of Work The Supplier shall provide the following supplies and other materials:		Statement of Compliance	
	Unit	Item Description		Quantity
	Sets	Desktop computer with the following specifications:		12
		- All-in-one (AIO) configuration		
		-Display size is at least 60.5 cm w/ touchscreen functionality		
		-Minimum central processor unit clock speed should be at least 3.0 Ghz		
		-Dynamic Random Access Memory should be at least 16Gb		
		-Storage drive Capacity at least 512 Gb in SSD format		
		-Bundled with the latest Windows operating system and Microsoft Office program		
		-Included wireless keyboard and mouse		
	Pcs	Laptops with the following specifications:		2
		-Can run the latest Apple MacOS Operating System and Microsoft Office program		
		- Dynamic Random Access Memory should be at least 8Gb		
		-Should have built-in WLAN and Bluetooth connectivity		
		-Processor speed should be at least 1.6 Ghz		
	Pc	Multi-function Heavy Duty Printer with the following specifications:		1
		-Should be able to print in color using ink printing technology		
		-Should have printing, copying and scanning technology		
		-Should be capable to print 4,800 x 1,200 dpi		
		-Should have a built-in Ethernet and WLAN connectivity		
		nothing follows*		



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IV.	SUPPLIER'S OBLIGATIONS: The supplier shall: <ol style="list-style-type: none">1. Be based in Switzerland;2. Offer an online shop;3. Accept MWST or VAT exemption; and4. Submit the invoice within 7 days after delivery of supplies.	
V.	TERMS OF PAYMENT Full payment shall be made within thirty (30) days upon receipt of official invoice (i.e., send-bill arrangement) by mail.	