



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
BOTSCHAFT DER REPUBLIK DER PHILIPPINEN  
BERNE



**BIDS AND AWARDS COMMITTEE**  
**Philippine Embassy, Berne, Switzerland**  
**73-75 Kirchenfeldstrasse, 3006 Berne**  
**Tel. No. 031-350 1717**  
**Email: [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)**

### **Request for Quotation**

**Project : Procurement of Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops**  
**Reference No. : RFQ - 08 - 2025**  
**Date : 26 March 2025**

The Philippine Embassy in Berne, Switzerland is accepting Offers/Quotations for the project "Procurement of Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops."

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

Interested companies may obtain further information from the Administrative Officer and BAC Secretariat, Mr. Juancho Rillo at 031-350-1704 or Mr. Sharlone Africa, Property Officer at 031-350-1718.

Offers/Quotations must be sent via electronic mail at [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph), [bernepe.property@dfa.gov.ph](mailto:bernepe.property@dfa.gov.ph) or via postal mail on or before 31 March 2025 at the Embassy of the Republic of the Philippines, Kirchenfeldstrasse 73, 3005 Berne, Switzerland (c/o Mr. Juancho R. Rillo, Head of BAC Secretariat)

Offers/Quotations will be considered on the same day by the Committee. The companies shall thereafter be informed of the decision of the Committee.

The Embassy of the Republic of the Philippines reserves the right to accept or reject any offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and to award the contract to the entity with the most advantageous offer, without thereby incurring any liability to the other interested entities.

**ANNEX A**  
**Terms of Reference**

**Procurement of Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops**

I.	<b>Background</b>  The Philippine Embassy in Berne, Switzerland intends to procure Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops for its official use.							
II.	<b>Objective</b>  To contract a reputable ICT company that could supply the needs of the Embassy.							
III.	<b>Scope of Work</b>  The Company shall provide the following:	<b>Statement of Compliance</b>						
	<table><tr><th>Item Description</th><th>Technical Specifications</th></tr><tr><td>All-in-One Personal Computer</td><td>-Intel Core i7 13<sup>th</sup> Gen Processor (or higher); - Windows 11 Pro 64 OS; - At least 32 GB RAM DDR5 - At least 1TB SSD M.2 2280 PCIe 4.0 -Intel UHD/Iris Xe Graphics -Touch Screen Display diagonal: 27", 300 nits, 14ms -Intel Wifi 6E/Bluetooth 5.3 -USB C, HDMI, Gigabit Ethernet, USB 3.2 Type A -FHD webcam, mic, speakers, wireless keyboard and mouse; -3-Year on-site warranty -Microsoft Office Home &amp; Business (perpetual license), Norton Antivirus software</td></tr><tr><td>Portable Laptop</td><td>-Intel Core i7 13<sup>th</sup> Gen Processor (or higher); - Windows 11 Pro 64 OS; - At least 32 GB RAM LPDDR5 - At least 1TB SSD M.2 2280 PCIe 4.0 -Integrated Intel Iris Xe Graphics -13" or 14" WUXGA (1920X1200), IPS, matt, non-touch display; -Intel Wifi 6E/Bluetooth 5.3 -USB C, SIM, HDMI, Gigabit Ethernet, USB 3.2 Type A, audio jack -FHD webcam, mic, speakers, backlit keyboard, trackpad; -3-Year on-site warranty -Microsoft Office Home &amp; Business (perpetual license), Norton Antivirus software</td></tr></table>	Item Description	Technical Specifications	All-in-One Personal Computer	-Intel Core i7 13 <sup>th</sup> Gen Processor (or higher); - Windows 11 Pro 64 OS; - At least 32 GB RAM DDR5 - At least 1TB SSD M.2 2280 PCIe 4.0 -Intel UHD/Iris Xe Graphics -Touch Screen Display diagonal: 27", 300 nits, 14ms -Intel Wifi 6E/Bluetooth 5.3 -USB C, HDMI, Gigabit Ethernet, USB 3.2 Type A -FHD webcam, mic, speakers, wireless keyboard and mouse; -3-Year on-site warranty -Microsoft Office Home & Business (perpetual license), Norton Antivirus software	Portable Laptop	-Intel Core i7 13 <sup>th</sup> Gen Processor (or higher); - Windows 11 Pro 64 OS; - At least 32 GB RAM LPDDR5 - At least 1TB SSD M.2 2280 PCIe 4.0 -Integrated Intel Iris Xe Graphics -13" or 14" WUXGA (1920X1200), IPS, matt, non-touch display; -Intel Wifi 6E/Bluetooth 5.3 -USB C, SIM, HDMI, Gigabit Ethernet, USB 3.2 Type A, audio jack -FHD webcam, mic, speakers, backlit keyboard, trackpad; -3-Year on-site warranty -Microsoft Office Home & Business (perpetual license), Norton Antivirus software	
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IV.	<b>Supplier's Obligations:</b>  <b>The supplier shall:</b> <ol style="list-style-type: none"> <li>1. Must be based in Switzerland;</li> <li>2. Must have online presence;</li> <li>3. Accept MWST or VAT exemption;</li> <li>4. Submit the invoice within 7 days after delivery of supplies;</li> <li>5. Payment shall be based on actual transactions/purchase;</li> <li>6. Offer free delivery service (up to the stock room of the Embassy);</li> <li>7. Provide a focal person to handle the account of the Embassy for easy coordination and transaction; and</li> <li>8. Warranty on defects, for both the unit, peripherals and spare parts, and attendant after-sales services.</li> </ol>	
V.	<b>TERMS OF PAYMENT</b>  The supplier shall submit their bank details together with billing statement/invoice for online banking payment through UBS. For other Commercial Bank, applicable bank charges shall be for the account of the supplier.	