

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
139 Senator Gil Puyat Avenue, Pasay City

P.R. No.: NCR-2025-07-0021
Date: 09 July 2025

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest net price/s (**taxes included**) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than **16 July 2025, 10:00a.m.**

(Digitally Sgd.)
NICKY JAY F. TAN
Procurement Officer Designate

(Digitally Sgd.)
BELLA MAY B. ESPINO - GUARIN
OIC, Administrative and Finance Division

PROJECT TITLE/NAME: Supply and Delivery of Various ICT Equipment					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
	Supply and Delivery of Various ICT Equipment, as follows:					
1.	Desktop Computer with UPS	16	LOT	Php 980,000.00		
2.	Laptop Computer	4	LOT	Php 240,000.00		
	<i>(Please see attached Terms of Reference and Requirements)</i>					
	<i>Note: Indicate model/ brand on your bid proposal</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Valid Mayor's/ Business Permit</i>					
	<i>3. Income/ Business Tax Return (latest)</i>					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr_procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX						

TERMS OF REFERENCE	Statement of Compliance																							
<p>I. RATIONALE</p> <p>The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems and procedure and to ensure viability of its fund.</p> <p>As part of our ongoing shift towards digitalization, the RWO-NCR has initiated the upgrade and enhancement of the Online Enrollment System under the Comprehensive Pre-Departure Education Program (CPDEP) to streamline the process for Ready-to-Leave Domestic Workers. This upgrade aims to ensure faster and more efficient processing, addressing the needs of clients in a timely and organized manner.</p> <p>Acquiring functional and reliable ICT systems is essential for maintaining the consistent delivery of services to clients, improving both accessibility and the overall user experience. Our commitment to digital tools will not only optimize current processes but also ensure the system remains adaptable to future.</p>																								
<p>II. DUTIES AND RESPONSIBILITIES OF THE BIDDER</p> <ol style="list-style-type: none"> The bidder must be an authorized supplier, distributor, reseller or partner of the manufacturer for the Supply and Delivery of ICT Equipment (Desktop and Laptop) to OWWA RWO-NCR. The Bidder must have on-hand sample of the item/s for inspection. The Supplier shall provide the following: <table border="1" data-bbox="140 981 1099 1178"> <thead> <tr> <th>ITEM</th> <th>DESCRIPTION</th> <th>UNIT OF MEASUREMENT</th> <th>QUANTITY</th> <th>DELIVERY</th> </tr> </thead> <tbody> <tr> <td>LOT 1</td> <td>Desktop Computer with UPS</td> <td>Unit</td> <td>16</td> <td rowspan="2">Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed</td> </tr> <tr> <td>LOT 2</td> <td>Laptop Computer</td> <td>Unit</td> <td>4</td> </tr> </tbody> </table>	ITEM	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	DELIVERY	LOT 1	Desktop Computer with UPS	Unit	16	Forty-Five (45) calendar days upon receipt of Purchase Order and Notice to Proceed	LOT 2	Laptop Computer	Unit	4										
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<p>III. SPECIFICATION OF DELIVERABLES</p> <p>Below are the minimum technical specifications of the required items to be procured:</p> <table border="1" data-bbox="140 1312 1118 2119"> <thead> <tr> <th>QUANTITY</th> <th>PARTICULARS</th> <th>SPECIFICATION</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">LOT 1 - COMPUTER DESKTOP</td> </tr> <tr> <td rowspan="8" style="vertical-align: middle;">16 Units</td> <td>Operating System:</td> <td>Genuine Windows 11 License 64bit</td> </tr> <tr> <td>Processor:</td> <td>Intel Core i7 14th gen</td> </tr> <tr> <td>Memory:</td> <td>16 GB: 2 x 8 GB, DDR5</td> </tr> <tr> <td>Storage:</td> <td>512 GB, M.2 2230, QLC PCIe Gen3 NVMe, SSD, Class 25 (OS and Software) + 512 GB, M.2 2230, QLC PCIe Gen4 NVMe, SSD, Class 25 (Files)</td> </tr> <tr> <td>Networking/LAN/WLAN:</td> <td>Ethernet Lan port (1Gbps) WiFi 6 card (not USB or dongle) Bluetooth® 5.4 wireless card (not USB or dongle)</td> </tr> <tr> <td>Power Supply:</td> <td>500W above true rated</td> </tr> <tr> <td>Standard I/O Ports:</td> <td>Built-in Card reader in front panel USB 3.2 Gen1 Type at the front and back panel HDMI port</td> </tr> <tr> <td>Monitor Size</td> <td>21" Monitor FHD</td> </tr> </tbody> </table>	QUANTITY	PARTICULARS	SPECIFICATION	LOT 1 - COMPUTER DESKTOP			16 Units	Operating System:	Genuine Windows 11 License 64bit	Processor:	Intel Core i7 14 th gen	Memory:	16 GB: 2 x 8 GB, DDR5	Storage:	512 GB, M.2 2230, QLC PCIe Gen3 NVMe, SSD, Class 25 (OS and Software) + 512 GB, M.2 2230, QLC PCIe Gen4 NVMe, SSD, Class 25 (Files)	Networking/LAN/WLAN:	Ethernet Lan port (1Gbps) WiFi 6 card (not USB or dongle) Bluetooth® 5.4 wireless card (not USB or dongle)	Power Supply:	500W above true rated	Standard I/O Ports:	Built-in Card reader in front panel USB 3.2 Gen1 Type at the front and back panel HDMI port	Monitor Size	21" Monitor FHD	
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	<p><i>Other inclusions:</i></p> <ol style="list-style-type: none"> a. With Licensed Microsoft Office Home edition (Original package must be handed-over and not pre-installed upon delivery of orders) b. With UPS (5 -15mins back-up time) c. With USB Keyboard and Mouse 	
LOT 2 - LAPTOP		
4 Units	LAPTOP COMPUTER (full metal body case)	
	Operating System:	Genuine Windows 11 License 64bit
	Processor:	Intel® Core i7 14 th gen
	Memory:	16GB DDR5 (not soldered, and with another slot for future upgrade)
	Storage:	1TB SSD Storage with additional slot for future upgrade (not soldered, and with another slot for future upgrade)
	Display:	16" Full HD 1920 x 1080 display (anti-glare)
	Networking/LAN/WLAN:	Ethernet Lan port (1Gbps) Wi-Fi 6 and Bluetooth Ready
	Battery	4-Cell Battery, 64Whr
	<p><i>Other inclusions:</i></p> <ol style="list-style-type: none"> a. Back Pack or Carry Case b. Wireless mouse c. With Microsoft Office Home edition (Original package must be handed-over and not pre-installed upon delivery of orders) 	
<p>IV. NOTE: COMPLIANCE FOR GREEN PUBLIC PROCUREMENT</p> <p>Computers, Monitors and Laptops should comply with Energy efficiency requirement.</p>		
<p>V. WARRANTY AND SUPPORT</p> <p>The technical bid should include the manufacturer's name and relevant technical literature/brochures with warranty terms. Equipment warranty must be at least 3 years on parts and services. Supplier should warrant that all components' parts are new, no defects, tested and in accordance with the specifications. In case of equipment failure/repair during warranty period, the supplier must provide a temporary service unit with the same or better specifications.</p> <p>The accessories provided must be working and compatible with the equipment. In case of failure/defect during warranty period or non-compatibility, the supplier must replace them with the same or better specifications which are compatible to the equipment.</p> <p>The bidder shall provide a call center with a toll-free and/or cellphone numbers from all networks for technical assistance within working hours. Must provide list with addresses and contact information of their service centers or accredited service centers, which will provide technical after sales support. The Desktop Computers and Laptop should all be brand-new of a well-known/reputable brand and not recycled/refurbished.</p>		
<p>VI. PROJECT TIMEFRAME</p> <p>The project shall be completed within the period of forty-five (45) days upon receipt of Purchase Order/Notice to Proceed.</p>		

<p>VII. TERMS OF PAYMENT</p> <p>All payments shall be inclusive of delivery, incidental expenses, VAT, and other government taxes.</p>	
<p>VIII. APPROVED BUDGET FOR THE CONTRACT FOR LOT AND LOT 2</p> <p>LOT 1 – Eighteen Units Desktop Computer with UPS (16 Units) ABC – Nine Hundred Eighty Thousand (Php 980,000.00)</p> <p>Lot 2 – Five Units Laptop Computer (4 Units) ABC – Two Hundred Forty Thousand (Php 240,000.00)</p>	<p>LOT 1 - Bid Offer</p> <hr/> <p>LOT 2 - Bid Offer</p> <hr/>

Prepared by:

(Digitally Sgd.)
CLARISSA D. CORTEZ
End-User/ Provisional Member

I hereby certify to comply with all the above Technical Specifications or each of the individual parameters.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

(Company Tel./ Fax/ Mobile No.)

(Date)