



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
EMBAJADA DE LA REPUBLICA DE FILIPINAS  
**MADRID, SPAIN**



### **REQUEST FOR QUOTATION**

The Philippine Embassy in Madrid, Spain requests quotation for the maintenance of twenty-one (21) of existing Dell computers of the Embassy.

The proposed contract duration is for twelve (12) months only starting 01 May 2026 until 30 April 2027.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Term of Reference.

Interested companies may submit their quotations on or before 13 March 2026, 5:00PM.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 450823, e-mail address: jefferson.ferrer@dfa.gov.ph.

Madrid, 02 March 2026

  
**ERIC P. VALENZUELA**  
Chairperson, Bids and Awards Committee

## TERMS OF REFERENCE

### Maintenance of twenty-one (21) units of Dell computer equipment of the Embassy

#### 1. Introduction

This document serves as the Terms of Reference for the maintenance of computer equipment to a reputable ICT company. The purpose of this maintenance is to provide the Embassy of the Philippines with the necessary technical support for its day to day operations.

#### 2. Scope of work

- Provide regular maintenance, support, and configuration to twenty (21) Dell computer currently used by the Embassy:
  - Dell Optiplex 7400 AIO, i7 12a-12700, 23.8" – 18 units
  - Dell Optiplex 7780 All in One 27", i7-12700 12a – 2 units
  - Dell PowerEdge T350 Server – 1 unit
- Replace faulty or non-functional parts immediately upon reporting by the Embassy.
- Renewal of Anti-virus.

#### 3. Payment Terms

- All payments will be made upon receipt of an invoice from the supplier/vendor.

#### 4. Confidentiality and Data Security

- The supplier/vendor must adhere to strict confidentiality and data security protocols.
- All data stored locally in each computer are exclusive property of the Philippine Embassy, the service provider are only to provide regular maintenance, support and servicing.

#### 5. Evaluation Criteria

- The vendor's bid will be evaluated based on:
  - Compliance with the term of reference of reference set by the Embassy.
  - Most responsive bid.
  - Proven track record and reliability.

#### 6. Submission of Proposals

- Proposals must be submitted by 13 March 2026, 5:00pm to [Mr. Jefferson C. Ferrer, Property Officer, email: [jefferson.ferrer@dfa.gov.ph](mailto:jefferson.ferrer@dfa.gov.ph)/ [madrid.pe@dfa.gov.ph](mailto:madrid.pe@dfa.gov.ph)].

#### 7. Conforme:

I hereby submit my proposal for the Maintenance of Computer Equipment of the Embassy.

Signature above printed name: \_\_\_\_\_

Name of the Company: \_\_\_\_\_