



INVITATION TO BID

The Embassy of the Republic of the Philippines in Islamabad, Pakistan invites interested reputable service providers to submit written quotations for the procurement of various equipment, described as follows:

Project Specifications	
	Procurement of the following equipment for the Official Use of the Embassy: 1. Desktop Computers 2. All-in-One Printer 3. Monochrome/Black and White Laser Printers 4. High Speed Document Scanners 5. External Hard drives 6. Web Cameras 7. Heavy Duty Paper Shredders 8. UV Light Money Detector Machines 9. Heavy Duty Paper Cutter 10. Finger Scan Machines 11. Landline Telephone Handsets Kindly see attached Technical Specification for details. Payment Terms: Send bill agreement

For further details, interested providers may contact Ms. Danica Carla Mae M. Torres (Property Officer) at islamabad.pe@dfa.gov.ph, +923326147799. Proposals must be submitted not later than 5:00pm of 28 November 2025, delivered to the Embassy or sent to the aforementioned email.

The Embassy intends to complete the procurement on or before 31 December 2025 and reserves the right not to accept any proposals. Funding for the procurement of the above goods or services shall come from the General Appropriations Act for FY 2025.

Islamabad, 18 November 2025

TECHNICAL SPECIFICATIONS

PROCUREMENT OF VARIOUS (ICT, COMMUNICATION AND OFFICE) SEMI-EXPENDABLE EQUIPMENT FOR THE OFFICIAL USE OF THE EMBASSY

Task	Specifications
I.	Objective To provide reliable, durable, and high-performance ICT and office equipment to support the operational and administrative requirements of the Embassy.
II.	Technical Specification 1. Desktop Computers (7 units) A. High-performance desktop computers designed for office productivity, document processing, and internet-based applications. Processor: Intel-based processor equivalent to i5 or higher RAM: Minimum 8 GB DDR4 Storage: Minimum 512 GB SSD Graphics: Integrated graphics Display: 24-inch LED or LCD monitor (Full HD 1080p) Connectivity: • Minimum 4 USB ports (USB 2.0/3.0 combo) • HDMI or DisplayPort output • Ethernet LAN port • Wi-Fi enabled Operating System: Compatible with latest 64-bit OS versions Accessories: Keyboard and mouse (wired or wireless) Power Supply: 220–240V, 50/60 Hz B. • Quick boot and fast application loading through SSD storage • Energy-efficient operational design • VESA mount-compatible monitor (optional) C. Materials: • Casing: ABS plastic and steel • Monitor frame: Polycarbonate with anti-glare coating D. • Overheat and surge protection • Certifications: CE, FCC, RoHS compliant 2. All-in-One Printer (1 unit) A. Multi-function printer capable of printing, scanning, copying, and optional faxing, suitable for office use. Functionality: Print / Copy / Scan Printing Technology: Laser or inkjet (high-capacity)

Print Resolution: Minimum 1200 × 1200 dpi
Connectivity: USB 2.0, Ethernet LAN, and Wi-Fi

Paper Handling:

- Input tray: min. 150 sheets
 - Output tray: min. 100 sheets
- Scanner Resolution: Optical 600 dpi minimum
Duty Cycle: Minimum 10,000 pages/month
Power Supply: 220–240V, 50/60 Hz

B.

- Automatic Document Feeder (ADF)
- Duplex printing capability
- Low-noise operation

C.

Materials:

- Outer Body: ABS plastic
- Internal Components: Steel and polymer assemblies

D.

- Overheat protection
- Certifications: CE, RoHS, Energy Star compliant

3. Monochrome/Black and White Laser Printers (8 units)

A. High-speed monochrome laser printer for office printing.

Print Speed: Minimum 38 ppm

Print Resolution: Minimum 1200 × 1200 dpi

Connectivity: USB 2.0; Ethernet LAN; Wi-Fi (for wireless model)

Duplex Printing: Automatic

Paper Capacity:

- Input: Minimum 250 sheets
 - Output: Minimum 150 sheets
- Duty Cycle: Minimum 80,000 pages/month
Power Supply: 220–240V, 50/60 Hz

B.

- Fast first-page-out time (<7 seconds)
- Energy-saving sleep mode

C.

Materials:

- Polymer outer body
- Stainless steel internal mechanisms

D.

- Overheat and surge protection
- Certifications: CE, RoHS, FCC

4. High-Speed Document Scanners (3 units)

A. High-speed document scanner designed for bulk paper scanning.

Scan Speed: Minimum 50 ppm/100 ipm at 300 dpi

Optical Resolution: 600 dpi

ADF Capacity: Minimum 50 sheets

Scan Types: Duplex, simplex

Connectivity: USB 2.0 or higher

Supported Formats: PDF, JPEG, TIFF

Duty Cycle: Minimum 6,000 pages/day

B.

- Automatic page size detection
- Blank page removal
- OCR (Optical Character Recognition) capability

C.

Materials:

- ABS plastic body
- Glass scanning panel

D.

- Overheat protection
- Certifications: CE, RoHS

5. External Hard Drives – 1 TB (11 units)

A. Portable high-capacity storage devices for file backup.

Capacity: Minimum 1 TB

Interface: USB 3.0 or higher

Compatibility: Windows/Mac/Linux

Power: USB-powered

Durability: Shock-resistant body

B.

- Plug-and-play
- Hardware-based or software-enabled data protection

C.

Materials:

- Aluminum or ABS plastic casing
- Solid-state drive components

D.

- Data encryption support
- Certifications: CE, FCC

6. Web Cameras (2 units)

A. Professional-grade PTZ (Pan-Tilt-Zoom) camera for meetings.

Resolution: Full HD 1080p
Field of View: Minimum 90°
Pan Range: ±90°
Tilt Range: +35° / -45°
Zoom: Minimum 10× (digital or optical)
Connectivity: USB 2.0/3.0
Microphone: Built-in or external mic support
Power: USB-powered or AC adapter

B.

- Autofocus and automatic light correction
- Remote control for PTZ functions

C.

Materials:

- ABS plastic body
- Glass lens

D.

- Overheat and surge protection
- Certifications: CE, FCC

7. Heavy-Duty Paper Shredders (5 units)

A. Commercial-grade paper shredders suitable for government document disposal.

Cut Type: Cross-cut or micro-cut

Sheet Capacity: Minimum 10–20 sheets per pass

Bin Capacity: Minimum 20–25 liters

Run Time: Minimum 20 minutes continuous

Noise Level: ≤60 dB

Power Supply: 220–240V

B.

- Overload and overheat protection
- Reverse function to clear paper jams

C.

Materials:

- Steel cutting blades
- ABS plastic housing

D.

- Safety lock function
- Certifications: CE, RoHS

8. UV Light Money Detector Machines (4 units)

A. UV counterfeit detection device.

Detection Method: UV light, watermark, security thread verification

Light Source: Dual UV tubes or LED UV

Power Supply: 220–240V

Lens: Magnifying glass (optional)

- B.
- Suitable for banknotes, IDs, and security documents

C.

Materials:

- ABS plastic housing
- UV light components

D.

- Overheat protection
- Certifications: CE

9. Heavy-Duty Paper Cutter (1 unit)

A. Manual or semi-automatic paper cutter for office paper trimming.

Cutting Capacity: Minimum 300 sheets (80 gsm)

Blade Material: Hardened steel

Cutting Length: Minimum A4 to A3 size

Base Material: Steel or cast aluminum

B.

- Safety lock mechanism
- Adjustable paper guide

C.

Materials:

- Steel blade
- Metal base
- ABS handles

D.

- Anti-slip feet
- Certifications: CE

10. Finger Scan Machines (2 units)

A. Biometric time attendance device.

Sensor Type: Optical fingerprint sensor

Display: 2.4-inch or larger color LCD

Connectivity: USB, LAN, Wi-Fi (optional)

Capacity:

- Fingerprint templates: Minimum 2,000
 - Logs: Minimum 100,000 entries
- Power Supply: 220–240V

B.

- Fast recognition (<1 second)
- Anti-spoofing finger detection

C.

Materials:

- ABS plastic body
- Hardened glass panel

	D. • Data encryption • Certifications: CE, FCC 11. Landline Telephone Handsets (16 units) A. Landline telephone handset (corded / cordless). Specifications: • Connection Type: RJ-11 (analog/POTS) • Dialing Method: Tone (DTMF) / Pulse • Display (optional): 1–2 line LCD for caller ID and call information • Caller ID Support: FSK/DTMF • Speakerphone: Built-in hands-free speakerphone • Ringer: Multi-level adjustable ringer volume • Redial Function: Last-number redial • Mounting: Desk or wall-mountable • Power: ◦ Coded: Line-powered (no external adapter required) ◦ Cordless: Rechargeable battery with charging base B. • Suitable for PTCL and all standard analog telephone lines in Pakistan • Usable in homes, offices, shops, and PBX systems • Reliable during power outages (corded models) C. Materials: • ABS plastic body and keypad • Coiled handset cord (for corded models) • LCD lens (if display model) D. • Adjustable volume and ringer settings • Flash/Recall button compatible with PBX systems • Certifications: CE / RoHS • Optional features: • Phonebook memory • Call log memory • Intercom (for cordless multi-handset systems) • Battery low indicator (cordless)
IX.	CONFIDENTIALITY The Contractor shall ensure that each of its personnel assigned to the Embassy shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Embassy prior to the commencement of the service;

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.