

REQUEST FOR QUOTATION

20 September 2021

Sir/Madame,

The Embassy of the Republic of the Philippines in the State of Kuwait ("The Embassy") intends to select a company for the provision of one (1) Fingerprint Time Attendance and Access Control including software, installation and device setup for three (3) months payment installation.

Unit	Description	Qty	Unit Price (KD)
1	Rental of FingerPrint Time Attendance and Access Control	1	·
	Includes Software, installation and device setup for three (3) months payment installation (01 October 2021 to 31 December 2021)		

Please submit on or before **26 September 2021** a signed quotation for the provision. Should you require further clarifications, please contact the Embassy at telephone number +965 6990 2188 and e-mail kuwait.pe@dfa.gov.ph

Very truly yours,

JOSEL N. MOSTAJO
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

- 1. **OBJECTIVE AND RATIONALE** This invitation to Bid is for the purpose of engaging the services of a provider for one (1) Fingerprint Time Attendance and Access Control including software, installation and device setup.
- 2. **DURATION AND SCOPE** The contract shall be one-time and shall not be later than 31 October 2021.
- 3. **DELIVERY** The provider must deliver, install and setup the fingerprint scanner at the Philippine Embassy. Upon installation and setup, the provider shall train the Embassy personnel on how to use the device for both software and hardware.
- 4. **BID PRICE** The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
- 5. **PAYMENT PROCEDURE** Payment for the services will be for three (3) months payment rent-to-own, in Cheque.