

September 29, 2025

**DONNA MAE SUGAROL**  
Infoworx Inc.  
No. 88 Pacheco Bldg., Quirino Ave., Davao City

Dear Ms. Donna Mae,

**Subject: Request for Market Information and Supporting Documents for Market Scoping of Various ICT Goods and Services**

In line with the provisions of the Republic Act No. 12009, the New Government Procurement Act (NGPA), and pursuant to the Government Procurement Policy Board (GPPB) guidelines on the conduct of Market Scoping, the DSWD Field Office XI - Regional Information and Communications Technology Management Section is undertaking market scoping for the procurement of various ICT goods and services listed in **Annex A**.

To facilitate this process, we respectfully request the following documents in accordance with the GPPB Market Scoping Checklist Form:

1. Brochures, Catalogues, or Technical Data Sheets of the goods/services offered;
2. Indicative Price Quotation (not construed as a bid offer);
3. Certification of Authorized Dealership/Distributorship (if applicable);
4. Other relevant documents that may support the market scoping activity (e.g., warranties, delivery lead times, service coverage, compliance certifications).

The requested documents shall be used solely for market scoping purposes and shall not be considered as a formal bid nor create any obligation on the part of DSWD.

We would appreciate receiving your response and supporting documents on or before **October 6, 2025, Friday** via electronic submission to **icts.fo11@dswd.gov.ph**.

For clarifications, you may coordinate with **Mr. Mark Rezzel T. Sarabia** at **(082) 227-1964** local number **1146**.

We highly value your cooperation in this undertaking.

Thank you.

  
**DIR. RHUELLO X. ARADANIAS, Ph.D.**  
Regional Director

## **Annex A - List of ICT Goods and Services for Market Scoping**

1. Closed-circuit television (CCTV) Infrastructure
2. Managed Print Services
3. Software Subscription:
  - a. Adobe Autocad
  - b. Canva for Teams
  - c. Zoom Business Plan
  - d. CDAsia Premium
  - e. Adobe Creative Cloud
4. Structured Cabling
5. Laptops (High-End and Mid-Range) and High-End Desktops
6. Fire Suppression System for the ICT Server Room
7. Kiosk Landscape for Indoor and Outdoor Use

**Note:** For further information, you may contact the specified RICTMS staff above.