

# TERMS OF REFERENCE

## LEASE OF TWO-WAY RADIOS

<b>I.</b>	<b>Background</b>		
	The Office of Protocol intends to augment its Communications Technology capability to improve coordination among its personnel when performing official duties within and outside the Department of Foreign Affairs.		
<b>II.</b>	<b>Objective</b>		
	To lease two-way portable radios for the official use of the Office of Protocol for five (5) months, from August to December 2021.		
<b>III.</b>	<b>Technical Specifications</b>		<b>STATEMENT OF COMPLIANCE</b>
	<b>Particulars</b>	<b>Qty.</b>	
	<b>Two-way Radios</b>	<b>15 units 1 Base</b>	
	<ul style="list-style-type: none"> <li>● High power 5 watt (VHF)/4 watt (UHF) adjustable power level</li> <li>● Five or more programmable buttons</li> <li>● Li-ion battery</li> <li>● Full Keypad</li> <li>● Built-in DTMF Signaling</li> <li>● VOX ready for hands-free communication</li> <li>● Multi-channel capability</li> <li>● Built-in simple voice scrambling</li> <li>● User programmable feature</li> <li>● Easy to handle, lightweight and compact design</li> </ul>		
	<ul style="list-style-type: none"> <li>● The Goods must be new and of a reputable brand. Refurbished equipment shall not be acceptable.</li> <li>● The supplier must have a certificate of Distributorship</li> <li>● The lease shall include rental and installation of portable radios and base, NTC permit and licenses, new network application including Engineering Services and Documentation per lot.</li> </ul> <p><b>ABC – PhP428,340.00</b></p>		
<b>IV.</b>	<b>On-Call Service Level Standard</b>		
	<p>a. Free programming of radios and free preventive maintenance;</p> <p>b. Service Unit (Radio) shall be provided when radio is not properly working anytime during the rental period.</p>		
<b>V.</b>	<b>Warranty</b>		
	<p>a. The Goods must have a minimum one (1) year warranty against inherent defects, parts and labor.</p>		
<b>VI.</b>	<b>Delivery</b>		

	<ul style="list-style-type: none"><li>a. The Contractor shall deliver the Goods within the approved number of days from the receipt of the Notice to Proceed (NTP).</li><li>b. Deliveries shall be subject to usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD)</li></ul>	
<b>VII.</b>	<b>Payment</b> <ul style="list-style-type: none"><li>a. Send bill arrangement</li><li>b. All payments shall be inclusive of Value Added Tax (VAT) and other lawful charges.</li><li>c. Quarterly payment</li></ul>	