

TERMS OF REFERENCE
Lease of ICT Equipment

I	Background		
	The Overseas Voting Secretariat (OVS) intends to augment its Information and Communications Technology (ICT) capability for Enhancing Digital Capability Preparedness for Virtual Workshops/Webinars and Readiness for Digital Transformation		
II	Objective		
	To lease the latest version of ICT equipment for the duration of six (6) months		
III	Technical Specifications		Statement of Compliance
	Qty.	Desktop Computer	
	7 units	<ol style="list-style-type: none"> 1. The Contractor should possess the following qualifications: <ul style="list-style-type: none"> - Valid PhilGEPS Registration Number or Certificate of Platinum Membership - Copy of the Mayor's Permit. 2. Specifications: <ul style="list-style-type: none"> - All-in-one desktop computer - Operating System: latest proprietary operating system 64-bit with latest and compatible productivity software - Processor: 8-core CPU with 4 performance cores and 4 efficiency cores - Frequency: 4.70 Ghz: Cache: 12 MB - Memory: 32 GB - Primary storage: 512GB SSD - Secondary Storage: 1TB 7200 RPM 3.5" STA HDD - Screen: 27" - At least HDMI ports, 3 USB ports - Wireless keyboard and mouse - Full HD webcam 1080p, WIFI receiver and speaker - UPS - The Goods all brand-new of a well-known/reputable brand 	

	Qty.	Laptop	
	2 units	<p>Processor</p> <ul style="list-style-type: none"> - 8-core CPU with 4 performance cores and 4 efficiency cores - 8-core or 10-core GPU - 16-core Neural Engine - 100GB/s memory bandwidth <p>Media engine</p> <ul style="list-style-type: none"> - Hardware-accelerated H.264, HEVC, Pro Res, and Pro Res RAW - Video decode engine - Video encode engine - Pro Res encode and decode engine <p>Memory</p> <ul style="list-style-type: none"> - 2GB unified memory <p>Storage</p> <ul style="list-style-type: none"> - 512GB Solid State Drive (SSD) <p>Display</p> <ul style="list-style-type: none"> - LED-backlit display with IPS technology - 2560-by-1664 native resolution at 224 pixels per inch with support for 1 billion colors - 500 nit brightness - Wide color (P3) - True Tone technology - With premium active pen, 1 Micro-SD card slot <p>Battery and Power</p> <ul style="list-style-type: none"> - Up to 18 hours - Up to 15hour wireless web - 52.6-watt-hour lithium-polymer battery - 30W USB-C Power Adapter - 35W Dual USB-C Port Compact Power Adapter - USB-C to Mag Safe 3 Cable - Fast-charge capable with 67W USB-C Power Adapter 	

		<p>Operating System</p> <ul style="list-style-type: none"> - Operating System: latest proprietary operating system 64 bit with latest and compatible productivity software 	
IV		<p style="text-align: center;">On Call Service Level Standard</p> <ul style="list-style-type: none"> a. Break Fix Response Time: Within two (2) hours from time of call: Cut-off 1400H b. Break Fix Response Time after Cut-Off: Next business day c. Response Type: On site; On-line. d. Provision of Service unit: After 48 hours of unresolved machine problem only during regular working hours and regular working day. e. Installation services – free 	
V		<p style="text-align: center;">Warranty</p> <ul style="list-style-type: none"> a. The Goods are all brand-new of a well-known/reputable brand. b. The Goods must have a minimum of one (1) year warranty on parts and labor. 	
VI		<p style="text-align: center;">Duration and Delivery</p> <ul style="list-style-type: none"> 1. The lease period shall be six months or from June 2023 until November 2023. a. The Contractor shall deliver, set up and configure the equipment, its peripherals, software and Operating System within fifteen (15) days from receipt of the Notice to Proceed (NTP). b. The contractor shall make sure all files stored in the computers are permanently deleted at the end of the lease and upon return of the units. 	
VII		<p style="text-align: center;">Payment</p> <ul style="list-style-type: none"> 1. The contractor shall be paid within thirty (30) working days upon the delivery and installation of the equipment subject of the lease and satisfactorily accepted by the representatives of the DFA. The Contractor shall indicate its official bank account details in the official invoice. The payments shall be through List of Due and Demandable Accounts Payable (LLDAP). 2. All payments shall be inclusive of all applicable taxes and other lawful charges. Failure to comply with the Terms and Conditions of the Contract will results in the Payment of corresponding penalties/liquidated damages based on the Contract Price. 	

VIII	Approved Budget for the Contract (ABC) Nine Hundred Thousand Pesos Only (Php 900,000.00).	
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Note:

Bidder must state compliance to each provision 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 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.

Conformer:

(Signature/s)

(Name of Bidder's Authorized Representative/s) (Position)

(Date)