

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE
PROCUREMENT OF SEMI-EXPENDABLE MACHINERY & EQUIPMENT – ICT
EQUIPMENT, OFFICE EQUIPMENT AND FURNITURE AND FIXTURES FOR
THE OFFICIAL USE OF THE OFFICE OF EUROPEAN AFFAIRS

I.	BACKGROUND	
	<p>The Department of Foreign Affairs following consultation with OAMSS-ICTD it was found the current condition of OEA’s desktops and laptops are beyond its maximum normal and reliable lifespan that could not meet compatibility to current software technology used by the Department. This may cause among others breakdown of equipment that can result in data loss. Moreover, in preparation for the anticipated relocation to the new temporary office for the DFA, OEA needs to procure necessary office equipment for its records disposal. OEA intends To procure the following Semi-Expendable Machinery & Equipment – Information and Communication Technology Equipment, Office Equipment and Furniture and Fixtures.</p>	
II.	OBJECTIVE	
	<p>To prevent data loss and ensure continued efficiency of services. To be able to properly and safely conduct records disposal and implement digital recording of files in preparation for the transfer to temporary offices for the DFA.</p>	
III.	TECHNICAL SPECIFICATIONS	
	<ul style="list-style-type: none"> • LAPTOP Computer (Shall be of well known and reputable brand) DISPLAY: 13.3 inches (diagonal), LE-Backlit display with IPS technology, 2560X1600 native resolution at 227 pixels per inch with support for one (1) million colors, 400 nits brightness, wide color (P3), True tone technology, SYSTEM: 8 Core CPU with four (4) performance cores and four (4) efficiency cores, 7-core GPU, MEMORY: 8 GB unified memory / configurable to 16 GB, STORAGE: 256 GB SSD/Configurable to 512GB, 1TB or 2TB, CAMERA: 720P camera/advance image signal processor with computational video, WIFI: 802.11a x Wi-Fi 6 wireless networking, IEEE 802.11 a/b/g/n/ac compatible,BLUETOOTH: BLUETOOTH 5.0 wireless technology, BATTERY: Up to 15 hours wireless web, up to 18 hours movie playback, built-in 49.9 Watt-hour lithium-Polymer Battery • SMART TV 70", 3 side Bezeless Design, Tap View, Adaptive Sound, 1 Year Warranty, Resolution 3840 x 2160, Pur Color, HDR(High Dynamic Range), Crystal Processor 4K, Micro Dimming, 1 Billion Color, Refresh Rate 60Hz, Bluetooth BT5.2, HDMI 3, USB 1, Wireless Dex, Adaptive Sound, Object Tracking Sound, Sound Output 20W RMS, Q Symphony, 2 CH Speaker, Remote Controller, Eco Sensor, Auto Power Saving, Auto Power Off, • SCANNER, Automatic Document Feeder, Simplex (30PPM), Duplex (60 PPM), Color/Grayscale/Monochrome, Image Sensor Type: Single line 	

	<p>CMOS-CIS X2, Optical Resolution:600 dpi,Light Source: 3Color LED X2 Frt&Back, Output Resolution:50 to 600 dpi 1200 dpi driver,Output Format: Color 24bit Grayscale 8bit Monochrome 1bit, Document size: Background Color: White,Document Size: Maximun 8.5'x14" Minimum 2.0"x2.9",Paper weight(thickness) Paper 50 to 209g/m2 Plastic 0.76mm or less, ADF Capacity: 50 sheets (A4 80g/m2) Expected daily volume 4500 sheets, Dimensions: 298x135x133mm, Weight 2.5 kg</p> <ul style="list-style-type: none"> • DOCUMENT SHREDDER HEAVY DUTY, 60 Liters Waste Collection Volume, Minimum Entry Width 260mm, Crosscut, Swivel Casters with Brake, Lubrication Free Cutting Cylinders, Automatic Shutdown, Quiet Operation, Heavy Duty and Durable with solid steel cutting Rollers for Mass Shredding, With Integrated Light Barrier for Automatic Start and Stop Automatic Motor Cut Out, Separate CD Feed and Waste Container, Separate Main Switch, IEC Power Connector, Dimension 865cm x 545cm x 435cm, Security Level P3, Shred Speed 4.5 m/min • PORTABLE PRINTER SCANNER COPIER ALL IN ONE, Bluetooth, USB, Tray Capacity 50 Sheets Plain Paper, Supported paper Sizes US Letter, US Legal, A4, B5, A5, US Executive, A6, Supported Media Types Plain Paper, Photo Paper, Labels, Envelopes, Cards, Print Resolutions up to 600 dpi for Black, up to 4800x1200 dpi color, Bluetooth Wireless Printing with a mobile device, Memory 32 MB DDR2, Processor 220 MHZ Arm9 Core, 	
<p>VII.</p>	<p>WARRANTY</p> <p>The Contractor shall provide a warranty of at least one year</p>	
<p>X.</p>	<p>PAYMENT</p> <ol style="list-style-type: none"> 1. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents as required under government accounting and auditing regulations. 2. All payments shall be inclusive of all applicable taxes and other lawful charges. 	

Conformê:

[Signature]

[Name of Authorized Representative]

[Position]

[Date]