

TERMS OF REFERENCE

LEASE OF ICT EQUIPMENT FOR THE 2024 CAREER MINISTER EXAMINATIONS (CARMIN) – TECHNICAL KNOWLEDGE AND WRITING SKILLS (TKWS)

Approved Budget for the Contract: Php 350,000.00

I. BACKGROUND

The Board of Foreign Service Examinations (BFSE) intends to lease thirty-four (34) sets of laptop computers and 1 unit of LaserJet printer with extra toner for the official use of BFSE during the Career Minister Examinations (CarMin) – Technical Knowledge and Writing Skills tests on 07-09 August 2024, which will be held at Seda Manila Bay Hotel in Parañaque City.

The Board of Foreign Service Examinations (BFSE) will be conducting the 2024 Career Minister Examination in August 2024. As part of the process, the eligible candidates will undergo a three-day written examination where their technical knowledge and writing skills will be tested. To ensure the credibility of the examination, the BFSE will be providing the ICT equipment to be used by the candidates. Given that there are no available computers and printers for use, BFSE will lease the said equipment from a third-party supplier.

II. OBJECTIVE

Lease of laptop units, including the setting up / packing up of the units, and the presence of on-site technician during the dates of lease, to be used by examinees of the 2024 Career Minister Examination - TKWS stage.

<p>II. TECHNICAL SPECIFICATIONS</p> <p>1. The Contractor is requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Price Quotation; 2. PhilGEPS Registration; 3. Valid Business Permit / Mayor's Permit; 4. Latest Income Tax Return; and 5. Company Profile <p>2. Particulars:</p> <ul style="list-style-type: none"> ● Thirty-four (34) units of Laptops with mouse and charges, with the following specification: <ul style="list-style-type: none"> ○ Processor: base frequency of at least 1.20 GHz, 4 cores with at least 8GB RAM, 500GB SSD ○ Display size: at least 14-inch display ○ OS: Operating system not older than 2019 ○ Software: Word Processing Software ○ Others: Installation, configuration of system and pack up after use / event ● One (1) unit of LaserJet printer (with toner) with the following specifications: <ul style="list-style-type: none"> ○ Print speed of at least 20 ppm ○ Able to print in A4, Long and Legal size papers ● Heavy duty extension cords /wires for the units ● Note: with standby technician and must deliver and install the rented laptops at 6:00 AM during the first day of the examinations which is on 07 August 2024. 	<p>Statement of Compliance</p>
--	---

<p>IV. WARRANTY</p> <ol style="list-style-type: none"> 1. All equipment shall be covered by a warranty on parts and labor for the duration of lease at the sole expense of the contractor; 2. Defective unit shall be fixed or be replaced before the start of examination proper. There should be three (3) "standby units". 3. Onsite technician is required to ensure that all units are working properly prior to the start of the examination proper. 	
--	--

V. CONFIDENTIALITY

1. The Contractor shall ensure that each of its personnel assigned to provide support service for the Lease of Laptop units shall be required to sign a Non-Disclosure Agreement which is to be submitted to the DFA before the commencement of the lease agreement. The Contractor shall be responsible for any breach committed by its personnel, officers, agents, and representatives.
2. The Contractor shall not disclose any information accessed or otherwise obtained in relation to its provision of services under this Agreement without the prior consent of DFA.
3. The Contractor shall immediately inform the DFA of any information relating to any known or suspected breach attack, or threats and other forms of cyber threats and activities against it in relation to the DFA's use of the leased equipment or maintenance thereof, and assist the DFA in undertaking appropriate actions against the same.
4. Upon return or replacement of lease desktop units, the Contractor shall allow the DFA to conduct a reformatting of the hard disk to avoid leak of information after the expiration of the lease agreement.
5. The Lease shall be covered by the Data Privacy Act and relevant rules and regulations of the DFA. This provision shall be effective for the duration of lease and shall survive the termination of this Agreement. Failure to comply with the confidentiality clause shall be subject to penalties as provided in Republic Act No. 10173 – Data Privacy Act of 2012 and all other relevant rules and regulations.

VI. DURATION AND DELIVERY

1. The lease period shall be from **07 to 09 August 2024**.
2. The Contractor shall deliver, setup and configure the ICT equipment, their peripherals, software and operating systems within fifteen (15) days from receipt of the Notice to Proceed (NTP).

VII. PAYMENT SCHEME

1. Payment shall be on a send-bill arrangement, to be paid after submission of final Sales Invoice/Bill/Official Receipt.

2. The Contractor shall be paid with thirty (30) working days upon completion of the event and submission of final invoice. The Contractor shall indicate its official account bank details in the official invoice. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).

3. 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 result in the Payment of corresponding penalties/ liquidated damages based on the Contract Price.

Note:

Bidders must state compliance to each provision in the Terms of Reference / Technical Specifications, as well as to the Schedule to 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 and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture.

CONFORME:

Name and Signature: _____

Position: _____

Company Name: _____

Date: _____