



29 November 2024

TERMS OF REFERENCE
Lease of ICT Equipment

Customer's Name : DFA-Overseas Voting Secretariat
Address : 6th Floor, South Wing, 2330 Roxas Boulevard, Pasay City

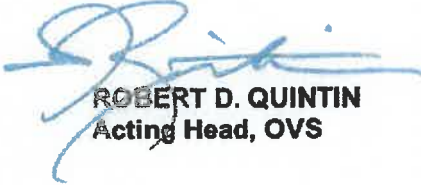
Back Ground		The Overseas Voting Secretariat (OVS) intends to augment its Information and Communications Technology (ICT) capability for Enhancing Digital Capability Preparedness for Virtual Workshops/Webinar and Readiness for Digital transformation.		
Objective		To lease the latest version of ICT equipment for the duration of six (6) months.		
Particulars	Quantity	Description/Features	Unit Price	Total Price
Desktop Computers	10	<u>Specifications and performance requirements:</u> Monitor - 21.5" frame monitor Keyboard and Mouse - wired Motherboard - with Wifi connectivity and Blue tooth ready Processor CPU - 2.1 GHz, 15-Core, 16 Cores and 24 Threads, 2.1 GHz P-Core Clock Speed, 5.2 GHz (for compatibility with the Department's Security System) Operating System -Windows 11 (for compatibility with the Department's existing security system). RAM -16GB Storage -1TB SSD MS Office Pro Plus 2021 Webcam -1080p with microphone At least HDMI ports - 3 USB ports Uninterruptible Power Supply (UPS)		

<p>Laptops</p>	<p>2</p>	<p>Screen (Monitor) -15.6" anti-glare IPS Screen Resolution 1080P</p> <p>Processor- Multiple cores (often 6 or more) high clock speeds - for compatibility with the Department's existing security System</p> <p>Operating System - Windows 11 for compatibility with the Department's existing security System</p> <p>RAM-16GB DDR 4 - 3200</p> <p>Storage -1TB</p> <p>MS Office pro Plus 2021</p>		
<p>WARRANTY</p>		<p>The goods are all brand-new of a well-known/reputable brand. The goods must have at least a warranty of six (6) months or during the lease period on parts and labor.</p>		
<p>DURATION AND DELIVERY</p>		<ul style="list-style-type: none"> • The lease period shall be six (6) months or from _____ 2024 to _____ 2025; • 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); and • The Contractor shall make sure that all files stored in the computers are permanently deleted at the end of the lease and upon return of the units. 		
<p>TERMS OF PAYMENT</p>		<ul style="list-style-type: none"> • The Contractor shall be paid within thirty (30) days upon the delivery and installation of the equipment, subject of the lease and satisfactory accepted by the representatives of the DFA; • The Contractor shall indicate its official Bank Account details (Account Number and Bank branch) in the official invoice. The payment shall be done through bank transfer. • Payments shall be made within 30 working days upon receipt of required documents and audited by the OFMS-FRMD. All payments shall be inclusive of all applicable taxes and other lawful charges. 		

Documentary Requirements	3.	The Company/Bidder should submit the following requirements: 1. Valid PhilGEPS Registration; 2. Updated Mayor's Permit/Business Permit; and 3. Income Tax return (ITR) 2023 with Certificate of Registration (BIR Form No. 2303)
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For inquiries, you may reach Ms. Evelyn at telephone number +63 8 834 4687 or through email at ovs@dfa.gov.ph or evelyn.frutas@dfa.gov.ph.

Kindly submit a signed quotation on or before 03 December, 2024, 12:00 noon.



ROBERT D. QUINTIN
Acting Head, OVS

CONFORME:

Signature/s
Name of the Bidder/Bidder's Authorized Representative/s
Position
Date