

# TERMS OF REFERENCE

## LEASE OF TIME MONITORING MACHINES

### I. Background

The DFA recently launched the new Human Capital Management and Payroll System (HCM-PS). To facilitate the consolidation of data with the new system, there is a need to lease upgraded time monitoring machines that are compatible with the system.

### II. Purpose

The purpose of the project is to meet the system requirements of the HCM-PS.

### III. Scope

The project includes design, acquisition, delivery, installation, configuration and product handover of biometric units for time and attendance.

- Time Attendance and Access Control device based on Linux Operating System
- 1.5 GHz Quad Core (2.0 Tops with 4GB RAM, 32GB Flash Memory)
- Mobile Access card support (NFC, BLE)
- Anti-Spoofing technology (Live face detection)
- Non-face-to-face enrollment support
- IP65, Dust & Water Proof
- IK06 Impact Protection
- 5.5" IPS color LCD with capacitive touch screen
- TCP/IP, RS-485, Wiegand, TTL, Relay, USB 2.0
- Intuitive Graphical User Interface (GUI) system
- Dual Frequency Card Reader
- 100,000 Users (1:1)
- 50,000 Face (1:N)
- 50,000 Image Logs
- 5,000,000 Text Logs
- Matching Technology Combines the IR and Visual Face Recognition, 2MPx2EA
- Matching speed Within 0.3 seconds
- Recognition Distance 0.6 to 1.0 m
- Tamper Support
- Supports Use VoIP Intercom and RTSP (Real Time Streaming Protocol) for Intercom System
- Dimensions: 82.5 x 171 x 23.4 (mm)
- Weigh at least 600g (including washers and bolts)

- Should undergo Penetration Testing through a verified institution
- GDPR Compliant (General Data Privacy Regulations, One of the strictest international privacy regulations)
- ISO/IEC 27001 certified to protect privacy and biometric data Embedded with Secure Element (SE) and Secure Boot to protect against cyberattacks
- CE, FCC, KC, RoHS, REACH, WEEE, UKCA, RCM Compliant
- Conformity for Europe (CE) - R&TTE Directive 2014/53/EU
- Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)
- The Waste Electrical and Electronic Equipment (WEEE) - Directive 2012/19/EU

Each unit shall be installed in the Department of Foreign Affairs in Double Dragon Tower, Pasay City, specifically at the following locations:

LOCATION 1: Ground floor

LOCATION 2: 6th floor

LOCATION 3: 8th floor

LOCATION 4: 9th floor

LOCATION 5: 10th floor

Note: All Biometric Authentication using facial Recognition should be modular to equip the Thermal Camera to detect the elevated skin temperature using Thermographic technology in the future.

#### IV. INCLUSION

Lease includes a one (1) year warranty on machines.

#### V. TERMS OF THE TECHNICAL SUPPORT

Technical support must be provided either on-site, via telephone or email to resolve technical and other related problems based on this Service Level Agreement (SLA) with provisions for liquidated damages for non-compliance.

Resolution must be delivered based on the following levels of severity:

**Severity 4 Critical:** Major system or component failure with critical impact on business processes specific to all production-related systems. Service has stopped. The problem must be resolved immediately (within 4 hours).

**Severity 3 High:** Minor system or component failure with high impact on business processes specific to all production-related systems. The service is running but

performance has degraded. The problem must be resolved immediately (within 2 working days).

**Severity 2 Moderate:** Operational use exhibits signs of non-compliance with agreed functionality. The service is running but certain functions do not work as indicated. The problem must be resolved at the soonest time possible (within 3 working days).

**Severity 1 Low:** Service is running. Efficiencies would be achieved through desired improvements in the system components. Features must be available in the next update.

## **VI. PROJECT COST**

The project cost for the lease of five (5) time monitoring machines, including technical support, is **Nine hundred, ninety nine thousand, nine hundred, and ninety nine (PHP 999,999.00)**, inclusive of all applicable taxes and lawful charges for one (1) year.

## **VI. PAYMENT TERMS**

Irrevocable for **ONE (1) year, at the rate of 83,333.25/month** payable on the same day of each month, commencing upon delivery and ending without necessity of any previous demand or notice.

Payment includes VAT and all applicable government taxes and charges.