

TERMS OF REFERENCE

I.	<p><u>Background and Objective:</u></p> <p>The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs (SFA) in planning, organizing, directing, coordinating, integrating, and evaluating the total bilateral relations of the Philippines with the countries in the Asian and Pacific Region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. As such, there are documents that are sensitive and confidential in nature.</p> <p>To enable for this Office to function effectively and efficiently and to comply with the instructions of OAMSS for each office to prepare the inventory of its respective records and to dispose of unnecessary records for the eventual retrofitting project of the Department, there is an urgent need for this Office to organize and secure through digitization its voluminous confidential and sensitive files/records which were accumulated through the years, hence the procurement of the following supplies and equipment, which are necessary and immediate:</p> <ol style="list-style-type: none"> 1. 9 units Laptop Computer 2. 9 units Desktop External Hard Drive 3. 9 units USB C Docking Station Hub 				
II.	<p><u>Scope of Service:</u></p> <ol style="list-style-type: none"> a. The Supplier shall supply 9 units Laptop Computer, 9 units Desktop External Hard Drive, and 9 units USB C Docking Station Hub. b. Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City/or Double Dragon Tower, Meridian Street, Pasay, Metro Manila in case ASPAC already transferred its office, shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge 				
III	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="245 1724 1198 1801" style="width: 70%;"><u>Technical Specification:</u></td> <td data-bbox="1203 1724 1424 1801" style="width: 30%; text-align: center;">Statement of Compliance</td> </tr> <tr> <td data-bbox="245 1801 1198 1875" style="text-align: center;">Laptop Computer</td> <td data-bbox="1203 1801 1424 1875"></td> </tr> </table>	<u>Technical Specification:</u>	Statement of Compliance	Laptop Computer	
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Laptop Computer					

Laptop Computer (Shall be well-known/reputable brand)
DISPLAY: 13.3-inches (diagonal) LED-backlit display with IPS technology 2560-by-1600 native resolution at 227 pixel per inch with support for 1 millions of colors 400 nits brightness, Wide color (P3), True Tone Technology
SYSTEM: 8-core CPU with 4 performance cores and 4 efficiency cores, 7-cores GPU, 16-core
MEMORY: 8GB unified memory / Configurable to 16GB
STORAGE: 256GB SSD / Configurable to 512GB, 1TB or 2TB
CAMERA: 720p camera / Advance image signal processor with computational video
WI-FI: 802.11ax Wi-Fi 6 wireless networking, IEEE 802.11a/b/g/n/ac compatible
BLUETOOTH: Bluetooth 5.0 wireless technology
BATTERY & POWER: Up to 15 hours wireless web, Up to 18 hours movie playback, Build-in 49.9 watt-hour lithium-polymer battery, 30W USB-C Power Adapter
OPERATING REQUIREMENTS: 100V to 240V AC, 50Hz to 60Hz

Desktop External Hard Drive

Capacity:14TB, Color: Black, Dimensions: 6.70" x 1.90" x 5.50", Weight: 2.20 lbs., Interface USB 3.0, Micro-B

USB C Docking Station Hub

1. Comply with Type C interface specifications, both positive and negative plugs can be used
2. HDMI: 4K 30HZ, backward compatible with 1080P, 720P, etc.
3. USB: supports up to 480M
4. PD charging: up to 87W fast charging
5. Type C female head: 5V 500mA~900mA
6. SD/TF: usb 2.0
7. RJ45: 100M
8. Support 87W PD fast charge
9. Resolution up to 4Kx2K
10. TF/SD card simultaneous reading (not included)

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| <ol style="list-style-type: none">11. Product material: aluminum alloy12. Product weight: 80g13 Dimensions: 150x30x13mm |
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TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 629,991.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The ASPAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____

