



**TERMS OF REFERENCE**  
**Lease of ICT Equipment**

Customer's Name : DFA-Overseas Voting Secretariat  
Address : 10<sup>th</sup> Floor, Double Dragon Tower, Double Dragon  
Meridian Park Avenue EDSA Extension, Bay Area,  
PASAY CITY

<b>Back Ground</b>		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.		
<b>Objective</b>		To lease the latest version of ICT equipment for the duration of Eight (8) months.		
<b>Particulars</b>	<b>Quantity</b>	<b>Description/Features</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Desktop Computers</b>	10	<b><u>Specifications and performance requirements:</u></b> <b>Monitor</b> - 24" frame monitor <b>Keyboard and Mouse</b> - wired <b>Motherboard</b> - with wifi connectivity and bluetooth ready <b>Processor/CPU</b> - 2.1 GHz, 16 Cores and 24 Threads, 2.1 GHz P-Core Clock Speed, 5.2 GHz (for compatibility with the Department's Security System) <b>Operating System</b> -Windows 11 (for compatibility with the Department's existing security system). <b>RAM</b> -16GB <b>Storage</b> -1TB SSD <b>MS Office</b> Pro Plus 2021 <b>Webcam</b> -1080p with microphone <b>At least HDMI ports</b> - 3 USB ports Uninterruptible Power Supply (UPS)		

<p><b>Laptops</b></p>	<p>2</p>	<p><b>Screen (Monitor)</b> -16” anti-glare IPS  <b>Screen Resolution</b> 1080P  <b>Processor</b>- Multiple cores (often 6 or more) high clock speeds - for compatibility with the Department’s existing security System  <b>Operating System</b> - Windows 11 for compatibility with the Department’s existing security System  <b>RAM</b>-16GB DDR 4 - 20M 3200  <b>Storage</b> -1TB  <b>MS Office</b> pro Plus 2021</p>		
<p><b>WARRANTY</b></p>		<p>The goods are all brand-new of a well-known/reputable brand. The goods must have at least a warranty of one (1) year or during the lease period on parts and labor.</p>		
<p><b>DURATION AND DELIVERY</b></p>		<ul style="list-style-type: none"> <li>● The lease period shall be eight (8) months from 01 March 2025 to 31 October 2025;</li> <li>● 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</li> <li>● 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.</li> </ul>		
<p><b>PAYMENT</b></p>		<ul style="list-style-type: none"> <li>● Payment shall be on a monthly basis commencing on the date the contract of lease is to take effect.</li> <li>● The Contractor shall be paid within thirty (30) working days upon the delivery and installation of the ICT equipment, subject of the lease and satisfactorily accepted by the representatives of the DFA. The Contractor shall indicate its official account bank details in the invoice. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>● 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.</li> <li>● Payment will only effected by strict compliance with usual prescribed accounting and auditing requirements..</li> </ul>		
<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p>		<p>Nine Hundred Eighty Thousand Pesos only (Php980,000.00)</p>		

<p><b>Documentary Requirements</b></p>	<p>3.</p>	<p>The Company/Bidder should submit the following requirements:</p> <ol style="list-style-type: none"> <li>1. Valid PhilGEPS Registration;</li> <li>2. Updated Mayor's Permit/Business Permit; and</li> <li>3. Income Tax return (ITR) 2024 with Certificate of Registration (BIR Form No. 2303)</li> </ol>
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For inquiries, you may reach Ms. Evelyn A. Frutas at mobile number +63 917 5133 360 or through email addresses : [ovs@dfa.gov.ph](mailto:ovs@dfa.gov.ph) or [evelyn.frutas@dfa.gov.ph](mailto:evelyn.frutas@dfa.gov.ph).

**ROBERT D. QUINTIN**  
**Vice-Chairperson, OVS**

**CONFORME:**

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