



OVERSEAS VOTING SECRETARIAT

TERMS OF REFERENCE

Customer's Name : DFA---Overseas Voting Secretariat
Address : 10th/Floor, Double Dragon Tower, Double Dragon
Meridian Park Avenue, EDSA Extension, Bay Area, Pasay City

Product/Item Description & Requirements:


A. PROCUREMENT OF (SEMI EXPENDABLE) COMMUNICATION EQUIPMENT			
PARTICULARS		COMPLIANT	QUANTITY
1. Multi-Function Printer			5 units
Specifications:			
Type	Ink Jet Printer/ High Yield ink bottles		
Print Speed	3.0 ppm		
Print Speed (color)	10.0ppm		
Function	print, scan, and copy		
Monthly Print volume	At least 1000 pages		
No. of Cartridges	3-4		
Function:			
Duplex printing	Automatic		
Paper Management:			
Paper size	Letter, A4, A5 and Legal		
Maximum speed	7cpm		
No. of paper trays	One or more		
Maximum paper inputs	At least 250 sheets		
Connectivity:			
Wi-fi	Direct		
USB	USB 2.0		
Color	Black		
2. CONNECTOR HUB			4 pieces
Specifications:			
Input	2 x USB-C		
Output	3 x USB 3.0, 1 x USB-C, 1 x 4K HDMI Port		
Hardware Interface	USB Type C, HDMI, USB 3.0		
Number of Ports	4 or more		
Compatible Devices	MacBook Air, Laptops		
Color	Any available color		
3. EXTERNAL HARD DRIVE			5 pieces
Specifications:			
Compatible Devices	Laptop and Desktop		

Digital Storage Capacity/Hard Disk Size	1 TB		
Hard Disk Interface	USB 3.0		
Connectivity Technology	USB		
Special Feature	Password protection		
The budget for all-in-one printer, Connector Hub and External Drive is PHP 88,500.00			
			8 pieces
PROCUREMENT OF ICT SUPPLIES			
1. FLASH DRIVE			
Specifications/Features:			
Capacity	16 GB		
Interface/Connector	USB 2.0/ USB-A		
Color	Black		
Compatibility	USB2.0		
2. KEY BOARD WITH MOUSE			2 pieces
Specifications/Features a. Keyboard	Spill-resistant design, Adjustable keyboard height, 10-key number pad, Key Type: Deep profile, Caps lock indicator light, o/off power switch, 2 AAA batteries (Alkaline battery), Battery life- 36 months		
Specifications/Features b. Mouse	Sensor Technology-smooth optical tracking, no. of button- 3 (left/right-click, middle click), scrolling: line-by-line, scroll wheel-yes, 2D, optical, connect/power-On/Off power button, 1AA battery (Alkaline Battery), Battery life: 12 months		
The budget for the Flash Drive, and Key Board is Php 11,500.00			
TOTAL APPROVED BUDGET OF THE CONTRACT IS PHP100,000.00			
DELIVERY:	Free delivery of items/products within 30 days upon signing of Contract/JO.		
TERMS OF PAYMENT	1. The service provider shall indicate its official account bank details in the invoice of Statement of Account. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). 2. Payments shall be made within 30 working days upon receipt of required documents and audited by the OFMS-FRMD.		

	3. 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 based on the Contract price.
Documentary Requirements	<p>The Company/Bidder should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Valid PhilGEPS' Registration; 2. Updated Mayor's Permit or Business Permit; and 3. Latest Income Tax Return (ITR).

For inquiries, you may reach Ms. Evelyn at mobile number +63 9175133360 or through email at ovs@dfa.gov.ph or evelyn.frutas@dfa.gov.ph.

NOTE: The Providers must state compliance to each of the provisions in the Terms of Reference (TOR)/Description. The Statement of Compliance must be signed by the authorized representative of the Provider. This form together with the quotation addressed to OVS Vice-Chairman **ROBERT D. QUINTIN** should be submitted on or before date indicated above.



ROBERT D. QUINTIN
Vice- Chairperson, OVS

CONFORME:

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