



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:

I. PROCUREMENT OF 3 UNITS OF SMART TV and TV Stand	COMPLIANT (YES/NO)	QUANTITY
SPECIFICATIONS/FEATURES:		
<u>1). 1 unit of Smart Television Set, screen size: 65-Inches,</u> Height (cm): 83.1, Width (cm): 144.4, Length (cm) 6.95, Gross Weight (kg) 23.6, Model: 2025, Screen size: 65-inch QLED; TV Resolution: Ultra HD, Brightness: 350 Nits (typical), Connectivity: Bluetooth 5.4, HDMI Ports: 3, USB Ports: 1x USB 3.00, Voltage AC 100-240 V 50/60 Hz, Wi-Fi : 5 (2.4G +5G), Memory 2 GB+16 GB; Hands-Free Voice Control,Warranty: 1-2 years		1 unit
<u>2). 2 units of Smart Television Set, screen size: 55"</u> Height (cm): 70.8, Width (cm): 122.4, Length (cm): 6.95 Gross Weight (kg): 14.2, Model: 2025, Screen Size: 55-inc QLED; TV Resolution Ultra HD, Brightness: 350 Nits(typical), Connectivity: Bluetooth 5.4, HDMI Ports: 3, USB Ports: 1x USB 3.0, Voltage: AC 100-240V 50/60Hz, Wifi: 5 (2.4G +5G), Memory: 2GB+16 GB; Hands-Free Voice Control		2 units
<u>3). 3 pieces of TV Stand:</u> Flat panel TVs 32'-70" diagonal and up with 100 lbs, height adjustable shelf for AV equipment (10 lbs limit), Integrated cable management to hide cables, heavy-duty swivel casters, two are locking, security padlock brackets, security padlock bracket to be used with your padlock to prevent theft, made of cold rolled steel, seamless construction with black powder coating.		3 units

II. PROCUREMENT OF CAMERA and CAMERA TRIPOD STAND		
SPECIFICATIONS/FEATURES:		
1). CAMERA: Mirrorless Digital Camera with RF-S 18- 45 mm f/4 IS STM Lens, 24.2 MP APS-C, Sensor Type: CMOS Sensor, 4K 24p Video with Crop, Full HD 60p, 6.5 fps Electronic Shutter, RF-S 18-45mm f/4.5-6.3 IS STM Lens, Wi-Fi & Bluetooth with SD Card slot, Creative Filters, Optical and Digital Image Stabilizer, Color : Black		3 units
2). CAMERA TRIPOD STAND: With carrying bag for outdoor and indoor shooting, Compatible devices: Mobile phones, Fill lights, Action cameras, DSLR cameras, Handheld cam orders and projectors, Special Features: Light weight & portable 1.2 KG, Folded to 53.5 Cm, adjustable Height from 53.5 cm to 175 cm, flexible 360 degree Rotation, Material: Premium Aluminum Alloy, Bottom Area: .0.93m2, 0.8mm thickness steel, thickened foot pads		3 pcs.
III. Procurement of Portable Projector, Projector Stand, Digital Wireless Microphones, Laser Presentation Remote, Wireless Conference Microphone and Speaker.		
SPECIFICATIONS/FEATURES:		
1). Portable Projector: Height (cm) 7.7, Width(cm): 30.2, Length (cm): 23.4, Gross weight(kg): 3.5, Net weight(kg):2.4 Warranty: 2 yrs on parts and labor only 3LCD Technology for equal white & color light output Resolution (1024 c 768) and 4:3 performance, Long lamp life up to 12000 hrs, easy set up and positioning flexibility, HDMI connectivity, Start –up period: up to6 seconds, warm-up period: 30 seconds, with Wi-Fi/Bluetooth connectivity.		1 unit
2). Projector Stand: 145 cm projector adjustable stand with two adjustable trays and gooseneck phone holder for video live streaming, broadcast, meeting and conferencing. Fully Adjustable height ranging from 20.8 inches to 57 inches, easy to assemble, stable adjustable tripod structure, adjustable knob and non-slip rubber feet.		1 pc

3). Projector Screen with Stand: Indoor and Outdoor Projector Screen with Stand for presentations, HD Premium. Foldable screen, Easy to Assemble, Adjustment knob, non-slip rubber feet, stable adjustable tripod structure, 180- degrees angle adjustment, locking structure with sub-tray and sliding wheels Size: tripod screen 62 & 100 inches HD Vivid color better viewing		1 pc
4). Digital Wireless Microphones: Key Features: compatible with all party box speakers, re-chargeable battery, stable 2.4 Ghz connection. General Specifications: carrier frequency 2402-2478MHz, Encryptions AES-128, working range 30m (100 ft), Battery: playtime battery charge time 2.5 in off mode, playtime of microphone up to 20 hrs. Warranty: 1 year on parts & service.		2 pcs
5). Laser Presentation Remote: Technical specifications: Built –in slideshow buttons, 50-foot effective range with 2.4 GHz wireless technology, red laser pointer with LED indicator, plug-and-play, no software required, storable receiver and carrying case, battery-power indicator, on/off switch for business conference system. Note: It allows to navigate slides and laser point from distance.		2 pcs
6). Wireless conference microphone: With unidirectional condenser mic, priority on/off buttons and red-light indicators for business conference system (Chairman & Delegate)		2 sets or 2 pcs
7). Speaker: Wireless Speaker, splash proof, weight: 16.5 kg, Dimensions L- 33.5 c W:67 x H 38.5(cm), General Specifications: output power 240W, Audio specifications: Dynamic Frequency Response Range 40Hz-20kHz(-6dB) Connectivity: Bluetooth Version 5.4, Battery: Charging time 3 hours, Max music playing time 18 hrs. Warranty: 1 year on parts and labor		1 pc
WARRANTY: The Equipment/items must have at least one (1) year warranty.		
DURATION AND DELIVERY	The Service Provider shall deliver, set up and configure the procured equipment/items, and its peripherals within thirty (30) days from the receipt of the Notice to Proceed (NTP) from the BAC.	
	The Service Provider shall indicate its official account bank details in the Invoice or Statement of Account. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).	

TERMS OF PAYMENT	<p>Payments shall be made within thirty (30) days upon receipt of required documents and audited by the OFMS-FRMD.</p> <p>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.</p>
APPROVED BUDGET OF THE CONTRACT (ABC)	The Approved Budget of the Contract (ABC) is Php 450,000.00.
DOCUMENTARY REQUIREMENTS	<p>The Service Provider should submit the following requirements:</p> <ol style="list-style-type: none"> 1. Valid PhilGEPS Registration (red/platinum). 2. Updated Mayor's Permit/Business Permit; and 3. Copy of 2024 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:

Please be noted that the **"price of each item should not exceed Php49,000.00"**.

Providers must state compliance to each of the provisions in the Terms of Reference/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 the date indicated in the Request For Quotation (RFQ).


ROBERT D. QUINTIN
 Vice- Chairperson, OVS

CONFORME:

Signature/s:

Name of the Bidder/Bidder's Authorized Representative/s:

Position:

Date :