

## *Terms of Reference*

## TERMS OF REFERENCE

### PROCUREMENT OF NEW BRANDED DESKTOP COMPUTER SETS

The Philippine Ports Authority PMO-SOCSARGEN is conducting a public bidding for the procurement of New Branded Desktop Computer Sets adopting the provision of RA 9184, also known as the “Government Procurement Reform Act” to become transparent in all its transactions and ensure that only the most responsive and qualified supplier is chosen.

#### 1. OBJECTIVES

To procure Fifty (50) New Branded Desktop Computer Sets which are vital to corporate day to day operations of the Agency.

#### 2. SCOPE OF WORK

Supply and Delivery of New Branded Desktop Computer Sets (50 sets) for PPA PMO-SOCSARGEN.

#### 3. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is One Million Seven-Hundred-Fifty Thousand Pesos (1,750,000.00).

#### 4. TECHNICAL SPECIFICATIONS

New Branded Desktop Computer Sets (CPU, Monitor, Keyboard, Mouse and UPS), complies with the following minimum requirements:

CPU		
Processor	:	Core i3-7 <sup>th</sup> Gen Processor
Operating System	:	Latest Operating System, Professional Version, 64 Bit
Form Factor	:	Mid Tower Case
Memory	:	8GB DDR4 2666 MHz SODIMM
Memory Slots	:	2 – DDR4 SODIMM slots, dual channel capable
Storage	:	1 x 240GB SSD 1 x 500GB HDD
Graphics	:	Integrated Graphics
Speaker	:	Internal Speakers
Ports / Slots	:	1 x USB 3.2 Gen 2 (Always On the fast charge) 1 x USB-C 3.2 Gen 1 1 x USB 3.2 Gen 2 3 x USB 3.2 Gen 1 1 x headphone/microphone combo jack (3.5mm) 1 x Ethernet (RJ-45)

		1 x HDMI Port 1 x Display Port
Power Supply	:	500W
Mouse	:	USB Mouse
Keyboard	:	USB Keyboard
<b>LCD Monitor:</b>		
Display	:	19" Viewable Image Size
Native Resolution	:	1280 X 1021 @60Hz
Aspect Ratio	:	16:9
Display Type	:	IPS LED-backlit LCD monitor / TFT active matrix
<b>Uninterruptible Power Supply</b>		
UPS:		Input Voltage: 220VAC Capacity: VA/Wattage 650VA/455W Wave Form: Sine wave under main supply Square wave under battery operation Transfer Time: 10ms including direction time
Warranty/Support	:	3 Years warranty on parts and labor, On-Site Support Next Business Day (NBD) 9x5
Other Requirements	:	Minimum trademark of 12 years Motherboard supports 7 <sup>th</sup> Gen processor With Service Unit, in case of pull-out during warranty period

## 5. REQUIREMENTS

- The specific brand/model unit being offered must be covered by a Brochure or Technical Data Sheet.
- Valid and current Certificate of Resellership issued by the manufacturer.
- Manufacturer's certificate that the Bidder is an Authorized Service Provider of the brand being offered.
- Bidder must be PhilGEPS registered

## 6. OBLIGATIONS AND RESPONSIBILITIES

The Contractor/Supplier must:

- Provide User and System Manuals and Technical Materials of the IT resources including utility and recovery CDs and complete documentation of the equipment with the inventory of

components and their corresponding brand, model and serial number;

- During bid opening, provide a list of authorized service center designated to cater to the needs of the PPA PMO-SOCSARGEN.

## **7. DELIVERY**

- The winning bidder must deliver (one-time delivery) the New Branded Computer Sets within thirty (30) calendar days at the PPA PMO-SOCSARGEN after receipt of the Notice to Proceed.
- Five (5) days prior to the delivery of the New Branded Desktop Computer Sets, PPA PMO- SOCSARGEN must be informed in writing of the complete schedule of delivery so that the concerned officer who will conduct the inspection and acceptance shall be notified. In case of changes in the schedule of delivery, the supplier shall inform PPA PMO- SOCSARGEN of the new date of delivery and its reasons thereof in writing which shall not be later than three (3) days prior to the agreed delivery date. PPA PMO-SOCSARGEN will accept deliveries until 1:00 pm only from Monday to Friday, to give the inspection committee ample time to perform their duties.

## **8. WARRANTY**

1. The bidder must ensure that PPA PMO- SOCSARGEN would be given the following:
  - A Certificate on the Availability of Spare Parts shall be provided by the bidder to ensure immediate replacement of defective parts within the warranty period. The bidder shall warrant the availability of spare parts for a period of at least five (5) years from the purchase of the subject units.
  - Spare parts or components shall be supplied as promptly as possible, but in any case, within seven (7) days from receipt of service request placing the order.
  - A test will be conducted on the New Branded Desktop Computer Sets. It will be a series of hardware intensive tests for a maximum period of 6 hours, any component that is defective encountered during the burn-in period should be replaced immediately.
  - The supplier must replace all defective parts free of charge during the warranty period.
  - The supplier must provide on call support eight (8) hours a day, seven (7) days a week.

## **2. OTHER REQUIREMENTS**

- Must have completed a single contract similar to the contract to be bid whose value must be at least equivalent to fifty percent (50%) of the ABC. For this purpose, a similar contract means contract for the Supply and Delivery of Desktop.

## **3. PAYMENT**

- Full Payment shall be made after complete Delivery, Inspection and Acceptance of the Equipment.
- All units provided must be compliant to the standard technical specifications required by the procuring entity as stated in the Certificate of Completion of the Scope of Work embodied in this Terms of Reference.

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