

TERMS OF REFERENCE

Supply, Delivery and Inspection of ICT Equipment for the
Commission on Human Rights,
SAAC Building Commonwealth Avenue,
Diliman, Quezon City

I. BACKGROUND

The Commission on Human Rights is looking for qualified and competent manufacturer/supplier who can supply ICT equipment according to the CHR’s requirements.

II. OBJECTIVES

The objective of this procurement project is to obtain the services of a legitimate, reputable and experienced supplier that can provide cost-efficient equipment units for CHR’s official use

III. DESCRIPTION AND SCOPE OF SERVICES

Requirements (Supply, Delivery and Inspection)
Lot 1 - 63 units Computer Laptop
Lot 2 - 60 units All-in-one Wi-Fi Printer

Lot 1 – ABC: PhP 3,173,952.00	
63 units Computer Laptop (Branded)	
Minimum Specifications	
Processor:	Intel Core i7 Quad (4) Core Processor (8M Cache, Base Frequency: 1.8 GHz, Max Frequency: 4.90 GHz) 10th Gen
Operating System:	Windows 10 Pro (64 bit)
Monitor:	14-inch HD with built-in web cam
Memory:	8 GB memory
Hard Disk:	128 GB SSD + 1 TB SATA 2.5” HDD
Ports:	4 x USB ports RJ45 (LAN) Wi-Fi connectivity HDMI port, VGA port Combo (headphone/microphone) jack
Battery:	at least 3 Cell Battery
Accessories:	Laptop Bag (same brand), Optical mouse (same brand)
	AC Power Adapter
Warranty:	at least one (1) year on parts and service

LOT 2 - ABC: PhP 600,000.00	
60 Units of All-In-One Wi-Fi Printer (Branded)	
Minimum Specifications	
Printer Type	Print, Scan, Copy
Paper Size	A4, A5, B5, Letter, Legal, 4 x 6", 5 x 7", 8.5 x 13", Envelope
2-Sided Printing	Automatic (up to A4)
Scanner Type	Flatbed color image scanner
Ink Bottles	Black, Cyan, Magenta, Yellow
Connectivity	USB connection, WiFi, Ethernet
Compatibility	Windows 7, 8.1, 10 and Mac OS
Warranty	at least 1-year warranty on parts and services

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement project is Three Million Seven Hundred Seventy-Three Thousand and Nine Hundred Fifty-Two Pesos only (PhP 3,773,952.00)

V. MODE OF PROCUREMENT

The mode shall be via Public Bidding based on the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

VI. DELIVERY AND INSPECTION

- Delivery of the ICT Equipment shall be 30 calendar days or earlier upon receipt of notice to proceed.
- The CHR shall have the right to inspect and/or test the delivered items to conformity with the requirements.
- The supplier shall send at least one (1) I.T. technician as a support for the inspection and testing of the equipment.
- Inspection and Acceptance Report from the CHR shall form part of the payment process as proof of compliance of the supplier on the requirements herein.

VII. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service the equipment including its components/peripherals whenever hardware breakdown and/or any related problems occur.
- On call support shall be available during the warranty period.
- On-site support must be available whenever phone support could not solve the problem.
- On hardware repair, testing shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period.
- The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.

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