

**TERMS OF REFERENCE**  
Quezon City Local Government  
**PROCUREMENT OF DESKTOP COMPUTER AND OTHERS**

**I. RATIONALE AND BRIEF BACKGROUND**

The Quezon City Local Government is now adapting to the new normal due to the COVID 19 Pandemic, hence there is an immediate need to upgrade end-of-life computers in order to perform each office duty's swiftly and to maximum performance. At the same time, these computers shall be able to ensure connectivity of employees who are in need to work from home or attend online meetings.

**II. PROJECT DESCRIPTION**

Purchase of brand new Laptop, Desktop Computer and Printer

**III. PROJECT SCOPE OF WORK**

Supply and Delivery of Laptop, Desktop Computer and Printer

**IV. AREA OF COVERAGE**

Quezon City

**V. PROJECT STANDARDS & REQUIREMENTS**

- a. Bidders must have Platinum membership in PHILGEPS
- b. Bidders must be a duly registered business in the SEC / DTI.
- c. The bidder must be an authorized reseller, dealer or distributor of the brand being offered. A current and a valid manufacturer's certification authorizing the bidder to participate in this project shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the bidder participating in the bid. The BAC will not accept authorization/distributorship agreement coming from an authorized distributor, dealer or reseller of the brand in the Philippines.
- d. The Bidder must have an authorized service center of the brand being offered. A current and valid certification as to its being an authorized service center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the bidder participating in this bid.
- e. Manufacturer's certification that the proposed brand is a Globally Known Brand (available in at least 3 continents) and is sold and marketed continuously in the Philippines.
- f. Brand and model to be supplied must have a valid Energy Star 8.0 certification.
- g. Bidder must have a valid and current ISO 9001:2015 and ISO 14001:2015 certifications of the Brand manufacturer.

**VI. PROJECT DURATION**

The project duration will be for the whole year of 2021.

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) amounting to Fifty Seven Million Seven Hundred Ninety Thousand and Five Hundred Pesos Only (P57,790,500.00)

**VIII. TERMS OF PAYMENT**

Partial payment for partial delivery shall be allowed. Payment shall be made upon every completed delivery and acceptance of the items

**IX. TERMS OF DELIVERY**

Upon request by the end user not later than December 31, 2021.

Submitted by:



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City Administrator