



Republic of the Philippines Quezon City



TERMS OF REFERENCE (TOR) SUPPLY AND DELIVERY OF LAPTOP FOR TEACHERS FOR 160 SCHOOLS PROJECT NO. SDO-22-OE-844

I. RATIONALE AND BRIEF BACKGROUND

The Covid-19 outbreak caused major and dramatic changes in the educational landscape, specifically in the teaching and learning delivery modes. After two school years, schools have started to conduct limited face to face classes. However, online distance learning will remain to be the primary mode of teaching for SY 2022-2023.

II. PROJECT DESCRIPTION

To ensure that public school teachers have the necessary resources in the preparation of teaching materials and in the delivery of online distance learning, the City proposes to provide laptops to elementary and secondary public teachers.

III. PROJECT SCOPE OF WORK

Supply and Delivery of Laptops . This also includes the following:

- After-sales services/warranty for repair and maintenance with provision of product and technical support services for the Laptop

IV. AREA OF COVERAGE

The laptops will be distributed to Elementary and High School Teachers of Quezon City public schools.

V. PROJECT STANDARD AND REQUIREMENTS

A. As part of the requirements in the 2016 Revised Implementing Rules and Regulations of RA 9184 (updated as of 31 March 2021),

- a) The Bidder must have completed a government or private contract that is SIMILAR in nature to his project within the last three (3) years equivalent to at least fifty (50%) of the approved budget for the contract (ABC).
- b) The Bidder must supply an established global brand of Laptop with service centers in Metro Manila.
- c) The Bidder should submit an Authority to Sell from the Manufacturer or Exclusive/Authorized Distributor of the brand of laptop being offered.
- d) Affidavit of Undertaking for the warranty period (2-years) and provision of a product and technical support services for the laptop:
 - a. Hotline Support –Monday to Sunday (9am to 9pm)
 - b. Online Help (email, online support)
 - c. Offline Support – service centers in Metro Manila
- e) The winning bidder for the laptop will provide a Quezon City logo programmed into the laptop BIOS (displayed during start-up) official logo design will be provided in soft copy, logo size may range from 100-400px.

B. Technical Specifications

LAPTOP

1000 Laptops for 160 Schools

- a. **Display- size:** Minimum of 15.6 inches, Type: IPS, Resolution: 1920 x 1080 FHD Pixels
- b. **Processor:** Intel Core i5 11th Generation or its equivalent benchmark processor

- c. **Operating System (OS):** Windows 10 Home 64 Bit
- d. **Memory:** 8GB or above
- e. **Camera/s:** minimum of 780P or higher with built-in microphone and speakers for video calls
- f. **Storage:** 1 TB HDD + 256 SSD or above
- g. **Battery:** Minimum 36WH
- h. **Warranty:** 2-year warranty
- i. **I/O Parts:** 2 x USB 3.0 ports
 - 1 x Type C
 - 1 x DC in jack
 - 1 x HDMI
 - 1 x RJ 45 LAN port
 - 1 x Combo Audio Jack
- j. **Wi-Fi:** 2.4GHz & 5GHz
- k. **Charging Ports:** Universal Standard Charger Port or Type C
- l. **Inclusive of Adapter:** Standard AC/DC Adapter, cable or Type C

Additional Attributes:

- a. Laptop Bag (backpack/sling bag)
- b. With after-sales warranty period of two (2) years and provision of product and technical support
- c. Globally Established brand with service centers within Metro Manila

VI. PROJECT DURATION

The project shall be completed within thirty (30) calendar days from the date of issuance of Notice to Proceed (NTP).

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract (ABC) is **Forty Million Pesos Only (Php 40,000,000.00)**

VIII. BASIS OF PAYMENT

In consideration for the supply and delivery of laptops and software as provided herein, the City shall pay the winning bidder the contract price upon delivery of all the items to the Schools Division Office of Quezon City.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the goods according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations

X. CANCELLATION OF TERMINATION OF CONTRACT

The guidelines contained in RA 90184 and its revised IRR shall be followed in the termination of any service contract. In the even the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

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