



Republic of the Philippines Quezon City



TERMS OF REFERENCE (TOR) SUPPLY AND DELIVERY OF LAPTOP AND COMPUTER SOFTWARE FOR DAY CARE CENTER WORKERS PROJECT NO. SDO-22-OE-844

I. RATIONALE AND BRIEF BACKGROUND

Republic Act 101410 known as *Early Years Act of 2013*, an act recognizing the age from zero (0) to eight (8) years as the first crucial stage of educational development and strengthening the early childhood care and development system, appropriating funds thereof and for other purposes. As stated in RA 8980, An Act Promulgating a Comprehensive Policy and National System for ECCD, Providing Funds therefor & for Other Purposes. Section 3 (e) To enhance the capabilities of service providers and their supervisors to comply with quality standards for various ECCD programs. Section 9 (a) the LGU shall continue to support the provision of materials and equipment for Day Care Program.

This project aims to provide laptops to 50 Daycare Workers and Child Development Workers from Districts II – VI. This project will support the essential need of our DCWs & CDWs during the pandemic thru Modular Learning but also once face to face classes resume. Using laptops with operating system and license software (Office Home & Student 2019) such as Microsoft Office will help the DCWs & CDWs to quickly and accurately record notes faster than writing by hand. Technology will be used as well in conducting research, developing materials for day care activities, managing day care children information and communicating with the fellow DCWs, CDWs, parents and children

II. PROJECT DESCRIPTION

Providing laptops to DCWs & CDWs is essential to improve the development of the children's learning and enhancing the achievement in early education. It will be a big help to attend virtual trainings, seminars and communicate with their colleagues, parents and children. It will also facilitate encoding of Day Care Facilities, Day Care Providers and Day Care Children in ECCD-IS website.

Above all the project would help the City Government to meet the standards set by the ECCD Council for the operation of day care centers or child development centers and meeting the longtime goal of being the most child friendly City.

III. PROJECT SCOPE OF WORK

Supply and Delivery of Laptops and Software. 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 with software will be distributed to Daycare Workers or Child Development Workers of Quezon City Public Daycare Centers

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 this 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-year) 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

50 Laptops with Software for Day Care Center Workers

- 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. **Storage:** 1 TB HDD + 256 GB SSD or above
- f. **Camera/s:** minimum of 780P or higher with built-in microphone and speakers for video calls
- 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 of Type C

Additional Attributes:

- a. Laptop Bag (backpack/sling type)
- 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

50 Computer Software for Day Care Center Workers

License Microsoft Office Home & Student 2019 for PC - Lifetime License Software
With Classic 2019 versions of Word, Excel and Powerpoint, OneNote for Windows 10

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 **Two Million Two Hundred Fifty Thousand Pesos Only (Php 2,250,000.00)**

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.

Submitted by:


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