



PURCHASE REQUEST

Date: 20 September 2023

PR No. **23-0046**

FORM 6

Item No.	Quantity	Unit	Item Description	Estimated Cost (Php)	Approved Budget for the Contract (Php)
			Supply and Delivery of Brand-New Computers for the GCG		
Lot 1	31		1. Mid-Range Desktop Computers	70,000.00	2,170,000.00
Lot 2	31		2. Mid-Range Laptop Computers	80,000.00	2,480,000.00
Lot 3	5		3. Executive Laptop Computer	110,000.00	550,000.00
			(please see attached Terms of Reference for details)		
			Note: The winning bidder shall be subjected to the evaluation by the end-user after the implementation of the project.		
			xxxxx Nothing Follows xxxxx		
TOTAL:					5,200,000.00

Purpose: **To provide computing equipment for the employees and officials in performing their daily productivity tasks to attain the GCG mandates.**

Requesting Party:

Approved by:

Signature:

Printed Name:

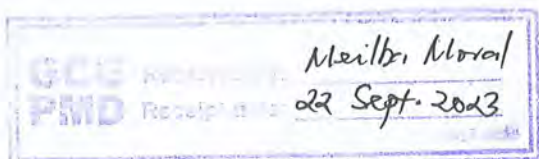
Mark Gregor M. Bencito

Designation:

Information Technology Officer III

[Signature]
Atty. Brian Keith F. Hosaka
 Commissioner

[Signature]
Atty. Marius P. Corpus
 Chairperson





TERMS OF REFERENCE

SUPPLY AND DELIVERY OF BRAND-NEW COMPUTERS FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)

1) LOT 1: MID-RANGE DESKTOP COMPUTERS

- 1.1 The bidder must provide thirty-one (31) units of desktop computer with complete accessories and satisfies the minimum requirements and specifications below.
- 1.2 Must have a Windows 11 Professional 64-bit operating system.
- 1.3 Must have at least 12 total cores and 20 total threads for the Central Processing Unit (CPU).
- 1.4 Must have at least 2.10 gigahertz (GHz) of base clock frequency and a maximum of at least 4.80GHz.
- 1.5 Must have at least a total installed memory of sixteen (16) gigabytes (GB) of Double Data Rate 4 (DDR4) with a speed of at least 3,200 megahertz (MHz) for system memory technology. Must have an expandable memory up to 128GB.
- 1.6 Must have at least a total storage capacity of 256GB of Solid-State Drive (SSD) with an interface of M.2 PCIe slot.
- 1.7 Must have at least a total storage capacity of 1 terabyte (TB) of HDD with an interface of 3.5" SATA port and 7,200 revolutions per minute (RPM).
- 1.8 Must have an optical drive with a speed of 8x DVD-RW and 9.0 millimeters (mm) in height.
- 1.9 Must have dedicated graphics memory with at least 2GB DDR3 and must have support for Digital Visual Interface (DVI) and High-Definition Multimedia Interface (HDMI).
- 1.10 Must have the following standard Input/Output (I/O) ports in front of the desktop computer: audio jack, USB 3.2 Gen1 Type A ports, USB 3.2 Gen2 Type A ports, and USB 3.2 Gen2 Type C port.
- 1.11 Must have the following standard Input/Output (I/O) ports in rear of the desktop computer: D-Sub port, HDMI port, Display Port, COM port, LAN port, audio jack, and USB 2.0 Type A ports.
- 1.12 Must have Gigabit Ethernet technology and support LAN of 10/100/1000 LAN.
- 1.13 Must be supported of 802.11ax/ac/a/b/g/n, WIFI6, and Bluetooth 5.0.
- 1.14 Must have at least a power supply of 500 watts.
- 1.15 Must have mouse and keyboard included.
- 1.16 Must have a monitor with a display screen of 21.5" that supports HDMI and VGA connection, and a screen resolution of at least 1,920 x 1,080.
- 1.17 Must include an Uninterruptible Power Supply (UPS) that can handle a run time load of at least 360 watts. Must be a tower type with an input connection type of NEMA 5-15P, an output connection type of 4 NEMA 5-15R, and a circuit breaker.
- 1.18 Must have at least three (3) years warranty on parts and labor.
- 1.19 The delivery of mid-range desktop computers must be completed within sixty (60) calendar days from the receipt of the Notice to Proceed.

2) LOT 2: MID-RANGE LAPTOP COMPUTERS

- 2.1 The bidder must provide thirty-one (31) units of laptop computer with complete accessories and satisfies the minimum requirements and specifications below.
- 2.2 Must have a Windows 11 Professional 64-bit operating system.
- 2.3 Must have at least 4 total cores and 8 total threads for the CPU.
- 2.4 Must have at least 2.80GHz of base clock frequency and a maximum of at least 4.70GHz.
- 2.5 Must have at least a total installed memory of 16GB of DDR4 with a speed of at least 2,666MHz for system memory technology and must be expandable up to 32GB.
- 2.6 Must have at least a total storage capacity of 256GB of SSD with an interface of Non-Volatile Memory Express (NVMe) slot.
- 2.7 Must have at least a total storage capacity of 1TB of HDD with an interface of 3.5" SATA port and 5,400 RPM.
- 2.8 Must have dedicated graphics memory with at least 2GB DDR5 and must have support for HDMI.
- 2.9 Must have audio technology for purified voice with two built-in stereo speakers and two built-in microphones.
- 2.10 Must have the following standard Input/Output (I/O) ports: HDMI port, VGA port, USB 3.2 Gen1 Type A ports, USB 3.2 Gen1 Type C port, and RJ-45 port.
- 2.11 Must have Gigabit Ethernet technology and support LAN of 10/100/1000 LAN with a Wake-on-LAN ready.
- 2.12 Must be supported of 802.11a/b/g/n/acR2+ax wireless LAN, WIFI6, and Bluetooth 5.1.
- 2.13 Must be a dual band that can support 2.4GHz and 5GHz wireless network card.
- 2.14 Must have WIFI technology of 2x2 multi-user, multiple-input, multiple-output technology (MU-MIMO) that allows to communicate with multiple devices simultaneously.
- 2.15 Must have a display screen of 15.6" thin-film-transistor liquid-crystal display with a light emitting diode backlight technology, and a screen resolution of at least 1,920 x 1,080.
- 2.16 Must have a design of ultra-slim with mercury free and environmentally friendly.
- 2.17 Must have a High Definition (HD) camera with at least 1,280 x 720 resolution, 720p HD audio/video recording, super high dynamic range imaging (SHDR), and a camera shutter cover.
- 2.18 Must have maximum weight of two (2) kilograms including the battery pack. Must have Lithium Ion (Li-Ion) battery type with a maximum battery run time of at least 12 hours and 48 watt-hours.
- 2.19 Must support the following keyboard and touchpad functions: internal language support, power button with multi-gesture touchpad, supporting two-finger scroll, pinch, and gestures to open Cortana.
- 2.20 Must have a system compliance of energy star 8.0.
- 2.21 Must support the following security features: smartcard reader slot, Kensington lock slot, discrete trusted platform module (TPM) solution, BIOS passwords for user & supervisor, data protection, data removal, and security alert.
- 2.22 Must have at least three (3) years warranty on parts and labor.
- 2.23 The delivery of mid-range laptop computers must be completed within sixty (60) calendar days from the receipt of the Notice to Proceed.

3) LOT 3: EXECUTIVE LAPTOP COMPUTERS

- 3.1 The bidder must provide five (5) units of executive laptop computers with complete accessories and satisfies the minimum requirements and specifications below.
- 3.2 Must have a Windows 11 Professional 64-bit operating system.
- 3.3 Must have at least 10 total cores and 12 total threads for the CPU.
- 3.4 Must have at least 1.7GHz of base clock frequency and a maximum of at least 5.0GHz.
- 3.5 Must have at least a total installed memory capacity of 16 GB of LPDDR5.
- 3.6 Must have at least a total storage capacity of 512GB of M.2 Non-Volatile Memory Express (NVMe) PCIe 4.0 performance Solid-state Drive (SSD).
- 3.7 Must have a dedicated graphics memory with at least 1,500MHz of Graphics Max Dynamic Clock and must have support HDMI.
- 3.8 Must have smart amplifier audio technology with built-in speakers and built-in speakers array microphone.
- 3.9 Must have the following standard Input/Output (I/O) ports: USB 3.2 Gen 2 Type A port, Thunderbolt 4 that supports display & power delivery, HDMI 2.1, and 3.5mm Combo Audio Jack.
- 3.10 Must be supported of Wi-Fi 6E (802.11ax) and Bluetooth 5.3 Wireless Card.
- 3.11 Must be a dual band that can support 2.4GHz and 5GHz wireless network card.
- 3.12 Must have a display screen of 13 to 14 inches with screen resolution of 2.8K (2880 x 1800) organic light-emitting diode (OLED), 60Hz of refresh rate and SGS Eye Care Display.
- 3.13 Must have a military grade standard of US MIL-STD 810H.
- 3.14 Must have a camera with full high definition and infrared function to support Windows Hello.
- 3.15 Must have maximum weight of one (1) kilogram including the battery pack. Must have a Lithium Ion (Li-Ion) battery type with a maximum battery run time of at least 14 hours and 63 watt-hours of battery capacity.
- 3.16 Must support the following keyboard and touchpad function: backlit chiclet keyboard, 1.1 mm key-travel, and touchpad.
- 3.17 Must support the Trusted Platform Module (TPM) 2.0 for security features.
- 3.18 Must have at least two (2) years warranty on parts and labor.
- 3.19 The delivery of executive laptop computers must be completed on or before 01 December 2023.

4) WARRANTY AND SUPPORT

- 4.1 The bidder must warrant that the goods supplied are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the GCG provides otherwise.
- 4.2 The bidder must further warrant that all goods supplied shall have no defect, arising from design, materials, or workmanship or from any act or omission of the bidder that may develop under normal use of the supplied goods.
- 4.3 The bidder must provide a signed warranty and after sales service support certificate for all the supplied goods, and the bidder will be supported by their principal in terms of parts and services.

- 4.4 The bidder must provide full-time support and managed services, without additional cost to the GCG, during the warranty periods:
- 4.4.1 single point of contact for all hardware components;
 - 4.4.2 twenty-four hours by seven days (24x7) service desk support via telephone, email or online chat portal;
 - 4.4.3 at least eight (8) hours response time upon receipt of issue escalation and sixteen (16) hours for onsite support, if necessary;
 - 4.4.4 if the problem was not resolved by service desk support, the bidder must provide an onsite technical support; and
 - 4.4.5 procedures on support and issue escalation.

5) BUDGET REQUIREMENTS

- 5.1 The Approved Budget for the Contract (ABC) is inclusive of VAT and other taxes and related expenses amounting to Five Million Two Hundred Thousand Pesos Only (P5,200,000.00), sub-divided to three (3) lots with as follows:

LOT NO.	ITEM DESCRIPTION	QUANTITY	ABC
1	Mid-Range Desktop Computer	31	PHP 2,170,000.00
2	Mid-Range Laptop Computer	31	PHP 2,480,000.00
3	Executive Laptop Computer	5	PHP 550,000.00

6) BIDDER REQUIREMENTS

- 6.1 Must have at least five (5) years of continuous existence and engagement in IT business.
- 6.2 Must have completed a similar contract for supply and delivery of computers for the past three (3) years from the date of submission and receipt of bids.
- 6.3 Must be a Platinum PhilGEPS registered supplier.
- 6.4 Subcontractors are prohibited.

7) FORM OF QUOTATION

- 7.1 The bidder may participate in one or more lots stated above.
- 7.2 Bidder must submit a single Technical Component Envelope.
- 7.3 Bidder participating to more than one (1) lot shall submit separate Financial Component Envelopes for each lot to be bid on. The Financial Component Envelopes shall be properly marked with the particular lot number to be bid on.
- 7.4 Bidder must submit the brochures of the product being offered per lot.
- 7.5 Bidder quotations for each lot shall be inclusive of all costs, applicable taxes, and other incidental expenses. Quotations shall be valid for sixty (60) calendar days from receipt of the bid.

8) POST-QUALIFICATION REQUIREMENTS

- 8.1 The bidder must provide the following documents during the post-qualification:
 - 8.1.1 a certification issued by the product manufacturers that they are certified partner to supply and provide direct technical support to end-user for the products being offered; and

8.1.2 copy of the company's latest General Information Sheet (GIS), if applicable.

9) TERMS OF PAYMENT

- 9.1 Payments shall be made only upon completion of each lot and a certification by the Chairman or Authorized Representative of the GCG to the effect that the goods delivered is in accordance with this Terms of Reference (TOR) and have been duly accepted. Except with the prior approval of the Chairman of the GCG, no payment shall be made for supplies and materials not yet delivered under this TOR.
- 9.2 Provided further that payment shall be made within twenty (20) working days from the receipt of complete documents, i.e., billing statement / statement of account, and other pertinent documents from the bidder.
- 9.3 All payments made to the bidder will be subjected to a five percent (5%) reduction, to serve as retention money. The said amounts shall only be released after the lapse of the warranty period.

10) CONFIDENTIALITY

- 10.1 Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the bidder, at any time, disclose items mentioned or enumerated in Section 10.2 or any information it acquires by virtue of the contract which the GCG deems confidential.
- 10.2 Records, documents, reports, and relevant data, such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.