



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Supply and Delivery of Corporate Laptops

Background:

The Office of the Solicitor General (OSG) plays a crucial role in representing the government's legal interests before the courts. To effectively carry out its responsibilities, the OSG recognizes the importance of equipping its staff with modern and efficient technology, including corporate and technical laptops.

To ensure effective operations, the OSG will undertake the procurement of corporate and technical laptops. These devices are essential tools for the office, providing staff with the necessary capabilities to carry out their responsibilities efficiently and securely. Ultimately, the procurement of corporate and technical laptops enables the OSG to equip its staff with reliable and efficient devices that facilitate the fulfillment of their legal responsibilities.

Objective:

The procurement shall ensure that OSG personnel are provided with the right resources, particularly adequate and reliable Information Technology (IT) equipment for them to respond to the requirements of the office effectively and efficiently. These are personnel who are usually in their workstations, attends videoconferences and onsite meeting and hearings, and use laptop computers for large and heavy data processing to deliver their tasks.

In particular, the IT equipment to be procured are lightweight laptop computers which will be used by OSG personnel who are performing technical functions that require average mobility, flexibility, and responsiveness.

Terms:

1. *Scope.* - Supply and delivery of corporate laptops.
2. *ABC.* - The Approved Budget for the Contract (ABC) is **Twenty Million and Ninety Thousand Pesos (P20,090,000.00)**, inclusive of all government taxes, charges and other standard fees.

ICT EQUIPMENT			
ITEM	QTY	UNIT COST	TOTAL
LOT 1:			
Corporate Laptop	325 units	60,000.00	19,500,000.00
Corporate Laptop for Technical Use	6 units	80,000.00	480,000.00
Creative Laptop	1 unit	110,000.00	110,000.00
TOTAL			₱ 20,090,000.00

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of Acceptance. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

4. *Delivery.* - Delivery shall be within thirty (30) calendar days upon receipt of the Notice to Proceed. Delay in delivery shall be subject to penalty equivalent to 1/10 of 1% of the cost of undelivered item/s for every day of delay.

5. *Qualifications of the Supplier:*

- a. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years prior to the deadline for the submission and receipt of bids.

For this purpose, similar contract shall refer to procurement contract of laptops and/or desktops.

- b. The bidder must present a Client Satisfaction Rating for at least five contracts with government agencies and/or private corporations with whom the bidder has previous or ongoing contract/s similar to this project.
- c. The bidder shall submit a valid and current Certificate of Distributorship/Dealership/Resellership of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, they must also submit a certification/document linking the bidder to the manufacturer.
- d. The Bidder must be an Authorized Service Partner (ASP) of the brand being offered. A current valid manufacturer certificate is required as part of the technical component of the bid proposal.

- e. The bidder must attach a brochure of the brand being offered.
- f. The bidder must have at least two manufacturer-certified engineers for the brand of laptop. A current valid manufacturer certificate is required as part of the technical component of the bid proposal.
- g. The bidder must have a main office or satellite office in or around Metro Manila and/or nearby provinces.
- h. The bidder shall submit documents relevant to the project, such as but not limited to the following:
 - Valid DTI or SEC Registration;
 - Valid and Current Mayor's Permit/Municipal License;
 - Valid and Current Business Permit;
 - Tax Clearance Certificate as finally reviewed and approved by BIR;
 - Statement of contracts completed which are similar in nature to the contract to be bid.
 - Net Financial Contracting Capacity (NFCC) Computation

6. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference (TOR).

Technical Specifications:

ITEM	SPECIFICATIONS	COMPLIANCE
Specific Requirements for Corporate Notebook PC and Desktop		
	- The brand offered by the bidder must be included in the latest Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.	
	- The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.	
	- In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG.	
	- For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component.	

ICT EQUIPMENT - LOT 1: WORKSTATIONS		
ITEM	SPECIFICATIONS	COMPLIANCE
CORPORATE LAPTOP		
Quantity	325 Units	
Classification	True Branded Notebook PC	
Preload OS	At least Windows 11 Pro 64-bit or latest Windows OS	
Certification	Must belong in the latest Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.	
Durability	MIL-STD-810H military test passed or equivalent	
	Must be Green Certified <ul style="list-style-type: none"> • EPEAT™ Gold • Energy Star 8.0 • ErP Lot 3 • TCO Certified 9.0 • RoHS Compliant 	
Processor	At least 6 Cores, 12 Threads, 2.3GHz Base Clock, and up to 4.3GHz Max Frequency or better for Windows	
Cache Memory	At least 16MB L3 Cache or better	
Chipset	SoC (System on Chip) platform	
Minimum Memory	At least 16 GB DDR4-3200MHz	
Max Memory	40GB DDR4-3200	
Graphics	Integrated Graphics	
Monitor Support	Must support up to 3 independent displays (native display and two external monitors via HDMI and USB-C) <ul style="list-style-type: none"> • HDMI supports up to 3840x2160@30Hz • USB-C supports up to 4096x2160@60Hz 	
Storage Type	SSD M.2 2242 PCIe Gen4 TLC Opal or better	
Storage Size	At least 512 GB or higher	
Storage Support	Must support up to two drives, 2x M.2 SSD <ul style="list-style-type: none"> • One M.2 2242 PCIe 3.0 x4 slot • One M.2 2280 PCIe 3.0 x4 slot 	
Display	Must be at least 14" FHD (1920 x 1080), IPS, Anti-Glare, Non-Touch, at least 300 nits, 16:9, 800:1, 170°	
Base Cover Material	PC/ABS	
Camera	At least 720P HD with Array Microphone	
Ethernet	Gigabit Ethernet, 1x RJ-45, supports Wake-on-LAN or compatible to OSG Infrastructure	
Wireless LAN	Must be at least Wi-Fi 6, 802.11ax 2x2 Wi-Fi + Bluetooth 5.1, M.2 card or above or compatible with OSG Infrastructure	
Fingerprint Reader	Fingerprint Reader	
Ports	Shall consist a minimum of the following: <ul style="list-style-type: none"> • 1x USB 2.0 • 1x USB 3.2 Gen 1 (Always On) • 1x USB-C 3.2 Gen 1 (support data transfer, Power Delivery 3.0, and DisplayPort™ 1.2) 	

	<ul style="list-style-type: none"> • 1x HDMI 1.4b • 1x Headphone/microphone combo jack (3.5mm) 	
Audio Support	<p>High Definition (HD) Audio, preferably Realtek ALC3287 codec or any codec capable of HD audio.</p> <p>Stereo speakers, 2W x2, preferably Harman Speakers</p> <p>Dual array microphone</p>	
Keyboard	6-row, spill-resistant, multimedia Fn keys with Unified Communications controls, Backlit for Windows device	
Touchpad	Multi-touch touchpad for Windows device	
Security	Supervisor password, Power-on password, NVME password, Self-healing BIOS	
Security Chip Setting	Discrete TPM 2.0, TCG certified	
Operating System	Windows 10 Pro 64 preinstalled through downgrade rights in Windows 11 Pro 64. The supplier must also provide a certificate from the manufacturer that the installed OS is genuine.	
Battery	At least an integrated 3-cell Li-Polymer 45Wh battery supports Rapid Charge (charge up to 80% in 1hr)	
AC Adapter	At least 65W AC Adapter PCC (3pin)-US (USB Type C)	
Carrying Case	Laptop backpack or bag with sleeve case (same brand)	
Other Accessories	Wireless mouse (same brand);	
Weight	3.62 lb. / 1.7 kg or lighter	
Warranty	With at least three years of support, 3/3/3	
Warranty Support	<p>The warranty must include the following scope of services. (A valid certificate issued by the manufacturer must be submitted)</p> <ul style="list-style-type: none"> • Advanced level phone support designed to expedite problem resolution (Premium Support call center available 24x7 for phone support, M-F 8:30 am to 5:30 pm, excluding holidays for email support). • Single point of contact for simplified end-to-end case management • Next Business Day, on-site labor and parts prioritization • Dedicated phone number with comprehensive software and hardware support • Designated Technical Account Managers for proactive relationship and escalation management 	
Environment Certification	EPEAT Gold; ENERGY STAR® 8.0; RoHS-compliant	
Support Service Requirement	The bidder must provide the following:	
	* Unlimited corrective maintenance/ repair services within the warranty period	
	* Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM -5:00 PM) technical support and must meet the following response and resolution time:	

	> Within one (1) hour for phone or email support	
	> Within two (2) hours of response time for on-site support	
	> Root cause analysis for all support cases filed.	
	The bidder must provide full documentation for the Activity Plan on the installation of patches and upgrades and Root Cause Analysis of incidents encountered.	
	The bidder must provide onsite support for installing and deploying software patches and version upgrades.	
	The bidder must provide a procedure for support and problem escalation.	
	* Submission of Activity/Service Report within 5 calendar days	
Other Warranty and After-Sales Requirements	* Immediate replacement of the equipment and/or its parts.	
	* The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.	
	The bidder must provide a certificate for the above services as part of the technical requirements.	
CORPORATE LAPTOP FOR TECHNICAL USE (6 Units)		
Classification	True Branded Notebook PC	
Certification	Must belong in the Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.	
	MIL-STD-810H military certified	
	Must be Green Certified <ul style="list-style-type: none"> • EPEAT™ Gold • Energy Star 8.0 • ErP Lot 3 • TCO Certified 9.0 • RoHS Compliant 	
Processor	At least 8 Core, 16 Threads, 2.0GHz Base Clock, and up to 4.5GHz Max Frequency	
Cache Memory	At least 12 MB Cache or better	
Chipset	SoC (System on Chip) platform	
Minimum Memory	At least 16 GB DDR4-3200MHz	
Max Memory	40 GB DDR4-3200MHz	
Graphics	At least 2GB GDDR6 dedicated graphic card	
Monitor Support	up to 3 independent displays via native display and two external monitors; supports external monitors via HDMI (up to 4096x2160@30Hz) or Thunderbolt™ (up to 5120x3200@60Hz)	
Storage	At least 1 TB SSD M.2 2242 PCIe Gen4 TLC Opal	
Storage Support	Up to two drives, 2x M.2 SSD	
	• One M.2 2242 PCIe Gen 3x4 slot, supports M.2 2242 SSD	
	• One M.2 2242 PCIe Gen 4x4 slot, supports M.2 2242 SSD	

Display	14.0" FHD (1920x1080) IPS AntiGlare 300nits non-Touch, 720p HD camera with privacy shutter, Dual Mic, AL-Black	
Base Cover Material	PC/ABS	
Camera	720P HD with Array Microphone	
Ethernet	Gigabit Ethernet, Ethernet Connection I219-V, 1x RJ-45, supports Wake-on-LAN or compatible to OSG LAN Infrastructure	
Wireless LAN	Wi-Fi 6 AX201 2x2 AX & Headphone/microphone or above or compatible with existing OSG WLAN Infrastructure.	
Fingerprint Reader	Fingerprint Reader	
Ports	Shall consist of the following. 1 x USB 2.0 1 x USB 3.2 Gen 1 (Always On) 1 x Thunderbolt 4 / USB 4 40Gbps (Support data Transfer, Power Delivery 3.0, and Display Port 1.4) 1 x HDMI up to 4k/60hz 1 x Headphone/microphone combo jack (3.5mm)	
Audio Support	High Definition (HD) Audio, preferably Realtek ALC3287 codec or any codec capable of HD audio.	
	Stereo speakers, 2W x2, support for Dolby Atmos playback, preferably Harman Speakers	
	Dual array microphone	
Keyboard	6-row, spill-resistant, multimedia Fn keys with Unified Communications controls, Backlit	
Touchpad	Multi-touch touchpad and 3-button TrackPoint pointing device	
Security	Supervisor password, Power-on password, NVME password, Self-healing BIOS	
Security Chip Setting	Discrete TPM 2.0, TCG certified	
Operating System	Windows 10 Pro 64 preinstalled through downgrade rights in Windows 11 Pro 64 (Must provide a certificate from the manufacturer that the OS installed is Genuine OS)	
Battery	At least an integrated 3-cell Li-Polymer 45Wh battery, supports Rapid Charge (charge up to 80% in 1hr)	
AC Adapter	At least 65W AC Adapter PCC (3pin)-US (USB Type C)	
Carrying Case	Laptop backpack or bag with sleeve case (same brand)	
Accessories	Wireless mouse. The brand should be the same brand being offered.	
Maximum Weight	At least 3.62 lb. / 1.64 kg or less	
Warranty	With at least three years of support 3/3/3	
Warranty Support	The warranty must include the following scope of services. (A valid certificate issued by the manufacturer must be submitted) • Advanced level phone support designed to expedite problem resolution (Premium Support call center available 24x7 for phone support, M-F 8:30 am to 5:30 pm excluding holidays for email support).	

	<ul style="list-style-type: none"> • Single point of contact for simplified end-to-end case management • Next Business Day on-site labor and parts prioritization • Dedicated phone number with comprehensive software and hardware support • Designated Technical Account Managers for proactive relationship and escalation management 	
Environment	EPEAT Gold; ENERGY STAR 8.0; RoHS-compliant	
Certification	The bidder must be an authorized reseller/service provider of the brand being offered (must provide Manufacturer Certificate).	
Support Service Requirement	The bidder must provide the following:	
	* Unlimited corrective maintenance/ repair services within the warranty period	
	* Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM - 5:00 PM) technical support and must meet the following response and resolution time:	
	> Within one (1) hour for phone or email support	
	> Within two (2) hours of response time for on-site support	
	> Root cause analysis for all support cases filed.	
	The bidder must provide full documentation for the Activity Plan on the installation of patches and upgrades and the Root Cause Analysis of incidents encountered.	
	The bidder must provide onsite support for installing and deploying software patches and version upgrades.	
	The bidder must provide a procedure for support and problem escalation.	
	* Submission of Activity/Service Report within 5 calendar days	
Other Warranty and After-Sales Requirements	* Immediate replacement of the equipment and/or its parts.	
	* The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.	
	The bidder must provide a certificate for the above services as part of the technical requirements.	
CREATIVE LAPTOP (1 Unit)		
Classification	True Branded Notebook PC	
Certification	Must belong in the Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.	
	MIL-STD-810H military certified	
	Must be Green Certified <ul style="list-style-type: none"> • EPEAT™ Gold • Energy Star 8.0 • TÜV Rheinland Low Blue Light • TCO Certified 9.0 • RoHS Compliant 	
Processor	At least 16 Core, 24 Threads, 2.0GHz Base Clock, and up to 4.8GHz Max Frequency or better	

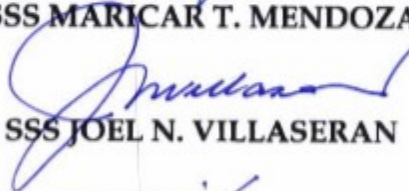
Chipset	At least WM690 chipset	
Minimum Memory	At least 32 GB DDR5-4800MHz (SODIMM)	
Max Memory	128GB DDR5-3600	
Memory Slots	Four DDR5 SO-DIMM slots, dual-channel capable	
Graphics	At least RTX A2000 8GB GDDR6 Dynamic Boost 2.0, DirectX 12 Discrete Graphics or better	
Monitor Support	Supports up to 5 independent displays (native display and 4 external monitors via HDMI, USB-C, and Thunderbolt) <ul style="list-style-type: none"> • HDMI supports 7680x4320@60Hz • USB-C supports up to 5120x3200@60Hz • Thunderbolt supports up to 5120x3200@60Hz 	
Storage	At least 1 TB SSD M.2 2280 PCIe TLC Opal	
Storage Support	Up to two drives, M.2 2280 PCIe 4.0 x4 slots <ul style="list-style-type: none"> • M.2 2280 SSD up to 8TB, 4TB each • RAID 0/1 support 	
Display	16" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, 100% sRGB, 300 nits, 60Hz, Low Blue Light, 83.4% screen-to-body ratio, DC dimming	
Color Calibration	X Rite Pantone Factory Color Calibration	
Case Material	AL5052 (97.25% aluminum, 2.5% magnesium, and 0.25% chromium; Top), PPS + 50% GF (Bottom)	
Camera	FHD 1080p, with privacy shutter, fixed focus	
Wireless LAN	Wi-Fi 6E AX211 2x2 AX vPro & Bluetooth 5.1 or above or compatible with existing OSG WLAN Infrastructure.	
Fingerprint Reader	Fingerprint Reader	
Smart Card Reader	SD Express 7.0 card reader	
Ports	Shall consist of the following 1x HDMI, up to 8K/60Hz 2x USB 3.2 Gen 1 (one Always On) 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0, and DisplayPort™ 1.4) 2x Thunderbolt 4 / USB4 40Gbps (support data transfer, Power Delivery 3.0 and DisplayPort 1.4) 1x Headphone/microphone combo jack (3.5mm) 1x SD Express 7.0 card reader	
Audio Support	High Definition (HD) Audio, preferably Realtek ALC3287 codec or any codec capable of HD audio. Stereo speakers, 2W x2, support for Dolby Atmos playback, preferably Harman Speakers Dual-microphone array, far-field, Dolby Voice	
Keyboard	6-row, spill-resistant, multimedia Fn keys with Unified Communications controls, numeric keypad, Backlit	
Touchpad	Multi-touch touchpad and 3-button TrackPoint pointing device	
Security	Supervisor password, Power-on password, NVME password, Self-healing BIOS	
Security Chip Setting	Discrete TPM 2.0, TCG certified	

Operating System	Windows 11 Pro 64 preinstalled (Must provide a certificate from the manufacturer that the OS installed is Genuine OS)	
Battery	At least an integrated 6 Cell Li-Polymer 94Wh battery, supports Rapid Charge (charge up to 80% in 1hr)	
AC Adapter	At least 170W AC Adapter Slim (3pin)-US or better	
Carrying Case	Standard Carrying Case	
Accessories	Wireless mouse. The brand should be the same brand being offered.	
Maximum Weight	At least 6.5 lb. / 2.95kg or less	
Warranty	With at least three years support 3/3/3	
Warranty Support	The warranty must include the following scope of services. (A valid certificate issued by the manufacturer must be submitted) <ul style="list-style-type: none"> • Advanced level phone support designed to expedite problem resolution (Premium Support call center available 24x7 for phone support, M-F 8:30 am to 5:30 pm, excluding holidays for email support). • Single point of contact for simplified end-to-end case management • Next Business Day, on-site labor and parts prioritization • Dedicated phone number with comprehensive software and hardware support • Designated Technical Account Managers for proactive relationship and escalation management 	
Environment	EPEAT Gold; ENERGY STAR 8.0; RoHS-compliant	
Certification	The bidder must be an authorized reseller/service provider of the brand being offered (must provide Manufacturer Certificate).	
Support Service Requirement	The bidder must provide the following:	
	* Unlimited corrective maintenance/ repair services within the warranty period	
	* Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM - 5:00 PM) technical support and must meet the following response and resolution time:	
	> Within one (1) hour for phone or email support	
	> Within two (2) hours response time for on-site support	
	> Root cause analysis for all support cases filed.	
	The bidder must provide full documentation for the Activity Plan on the installation of patches and upgrades and the Root Cause Analysis incidents encountered.	
	The bidder must provide onsite support for the installation and deployment of software patches and version upgrades.	
	The bidder must provide a procedure for support and problem escalation.	
	* Submission of Activity/Service Report within 5 calendar days	

Other Warranty and After-Sales Requirements	* Immediate replacement of the equipment and/or its parts.	
	* The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.	
	The bidder must provide a certificate for the above services as part of the technical requirements.	

Technical Working Group for ICT Equipment


SSS MARICAR T. MENDOZA


SSS JOEL N. VILLASERAN


SS II OMAR T. GABRIELES

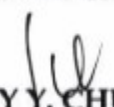
SS II JOSEPH RYAN C. ABALOS

SS II PANTAS M. DE LEON

AS III MARIVI A. TUMAMBING



AS I MARY CLYDEEN L. VALENCIA

BAC Secretariat
CAO JESSICA L. CASTRO


SAO JOY Y. CHUA


ITO III JAYVIE NEIL MALICK S. MALICDEM



ITO III AMELITO V. DUCUT


COMPRO III AUGUSTUS MARK B. DICHOSO

Approved/Disapproved:


MENARDO I. GUEVARRA
Solicitor General

Certified Funds Available:


BERNADETTE M. LIM
Dir. IV - FMS



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