



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) is the principal law office and legal defender of the Government and the People's Tribune, securing justice for the nation through excellence in legal advocacy. 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 and Communications Technology (ICT) equipment for them to respond to the requirements of the office effectively and efficiently which will result to better public service. These are personnel who are usually in their workstations, attend videoconferences and onsite meetings and hearings, and use laptop computers for large and heavy data processing to deliver their tasks.

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

Terms:

1. *Scope.* - Supply and delivery of corporate laptops.
2. *Approved Budget for the Contract (ABC).* - The ABC is **Ten Million and Ninety Hundred Eighty-Five Thousand Pesos (₱10,985,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT EQUIPMENT			
ITEM	QTY	UNIT COST	TOTAL
Corporate Laptop	169	65,000.00	₱10,985,000.00
		TOTAL	₱ 10,985,000.00

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 forty-five (45) 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 a Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the Philippine Statistics Authority's (PSA) 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 the 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.

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- 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

Compliance with the Government Procurement Reform Act

6. *Applicable Law.* - Applicable provisions of the Government Procurement Reform Act (R.A. No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall be deemed integrated to the Terms of Reference (TOR).

7. *Construction.* - In case of conflict between a general term and a specific provision, technical or otherwise, the latter shall prevail.

Technical Specifications:

ITEM	SPECIFICATIONS	COMPLIANCE
Specific Requirements for Corporate Notebook PC		
	<ul style="list-style-type: none"> - The brand offered by the bidder must be included in the latest Top 4 of International Data Corporation's (IDC) Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer. 	
	<ul style="list-style-type: none"> - The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item. 	
	<ul style="list-style-type: none"> - 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.	
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ICT EQUIPMENT - WORKSTATIONS		
ITEM	SPECIFICATIONS	COMPLIANCE
CORPORATE LAPTOP		
Quantity	169 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, 2.9GHz Base Clock, and up to 4.55GHz 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 DDR4-4800 or better	
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 4096x2160@30Hz • USB-C supports up to 5120x2160@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" WUXGA (1920 x 1080), IPS, Anti-Glare, Non-Touch, at least 300 nits, 60Hz	
Base Cover Material	PC/ABS	
Camera	At least 720P HD with an 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 or its equivalent	

Ports	<p>Shall consist of a minimum of the following:</p> <ul style="list-style-type: none"> • 1x USB 3.2 Gen 1 • 1x USB 3.2 Gen 1 (Always On) • 1x USB-C 3.2 Gen 2 (support data transfer, Power Delivery 3.0, and DisplayPort™ 1.4) • 1x USB-C 3.2 Gen 1 (support data transfer, Power Delivery 3.0, and DisplayPort™ 1.4) • 1x HDMI 1.4b • 1x Headphone/microphone combo jack (3.5mm) • 1x Ethernet (RJ-45) 	
Audio Support	High Definition (HD) Audio or better	
	Stereo speakers, 2W x2, preferably Dolby Atmos or equivalent	
	Dual array microphone, preferably with Dolby Voice or equivalent	
Keyboard	6-row, spill-resistant, multimedia Fn keys with Unified Communications controls	
Touchpad	Multi-touch touchpad for Windows devices	
Security	Supervisor password, Power-on password, NVME password, Self-healing BIOS	
Security Chip Setting	Discrete TPM 2.0, TCG certified	
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 shoulder bag (same brand)	
Other Accessories	Wireless mouse (same brand)	
Weight	3.11 lb. / 1.41 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	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 a 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 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.	

(nothing follows)