



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. *ABC.* - The Approved Budget for the Contract (ABC) is **Seven Million Six Hundred Seventy Thousand Pesos (₱7,670,000.00)**, inclusive of all government taxes, charges, and other standard fees.

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ICT EQUIPMENT			
ITEM	QTY	UNIT COST	TOTAL
Corporate Laptop	118	65,000.00	₱7,670,000.00.00
		TOTAL	₱ 7,670,000.00

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes and retention upon the issuance by the OSG of the corresponding Certificate of Inspection and 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 sixty (60) 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 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.
- e. The bidder must attach a brochure of the brand being offered.