

FOOD TERMINAL, INC
Taguig City

TERMS OF REFERENCE

- A. PROJECT NAME** : ACQUISITION OF I.T. EQUIPMENT FOR CY 2019
- B. IMPLEMENTING AGENCY** : FOOD TERMINAL, INC.
- C. LOCATION** : FTI Admin. Bldg. FTI Avenue, Taguig City
- D. PROJECT DESCRIPTION** : PROCUREMENT OF BRAND NEW SET
DESKTOP COMPUTERS, LAPTOPS AND TABLET
COMPUTER

This project is for the acquisition of **TWENTY FOUR (24) BRAND NEW SET OF DESKTOP COMPUTERS** as replacement for the existing FTI desktop computers, two (2) **LAPTOPS** and a **TABLET COMPUTER** to be used in presentations during seminars and trainings.

E. OBJECTIVES

1. To improve work efficiency by providing up to date IT resources.
2. To provide employees with efficient IT resources appropriate for their use.
3. To replace obsolete computer desktops with the latest units.
4. To make full use of IT equipment thru sharing of resources for common use.

- F. BUDGET ALLOCATION** : **Php 1,610,000.00 inclusive of tax**

Complete Package of Desktop Computers, Laptop and Tablet Computer
Inclusive of necessary softwares, peripherals and corresponding taxes.

G. BIDDER'S QUALIFICATION:

1. Bidders must be an authorized reseller of IT resources, showing a creditable track record as vendor of information technology hardware and software for at least three (3) years to various organizations (private and government agencies).
2. Bidders must be a reseller/ supplier of IT products ONLY.
3. Bidders must have a completed account to at least three (3) government agencies/ offices and alike.
4. Bidders must be an authorized computer and software reseller/ distributor of known international brands.

H. TIME FRAME :

Complete delivery of equipment within thirty (30) days from the date of receipt of Notice to Proceed of the winning bidder.

I. TERMS AND CONDITIONS:

1. Acquisition shall be through public bidding.
2. Warranty of units/parts and services shall be a minimum of three (3) years from date of acceptance.
3. Winning bidder shall be held liable for any defects found within the warranty period.
4. Defective equipment within the warranty period shall be replaced immediately with new equipment of the same type or higher or in case repair is required, winning bidder shall grant immediate repair and/or provide service unit for the duration of the repair.
5. Winning Bidder shall meet at least the minimum required specifications.
6. Winning Bidder shall provide initial assistance in deploying and configuring the computer units to the FTI Network and Server.
7. 10% retention bond for one year of the total amount projected contract price.
8. Subject to usual terms and conditions under R.A. 9184 and its implementing rules.

J. TERMS OF PAYMENT

15% Mobilization
 85% within 30 Days after complete delivery and release of Certificate of Acceptance

K. DELIVERABLES

The winning bidder shall deliver and meet the minimum specified items listed below:

1. Twenty Four (24) Desktop Computers and One (2) Laptop Computers
(not more than Php 1,560,000.00)

Minimum required specification:

Main Board	Supports for up to 8GB of RAM (Memory)
Processor	i5 (2.0 Ghz or higher)
RAM	4GB
Hard Disk Drive	1TB
Optical Drive	DVD Writer/ Blu-ray
Network Connectivity	LAN (10/100/1000 Mbps) Wi-Fi Ready (Wireless LAN) a/b/g/n
Video	1GB
Keyboard	Wireless Standard Keyboard (for desktop)
Mouse	Wireless Optical Scroll Mouse
Input Connectivity	4 USB Ports (for desktop)

Operating System	MS Windows 10 Professional
Application	MS Office 2019 with Office, Excel, Powerpoint, Outlook, Publisher
Package inclusions	-OEM-OS and MS Office CD Installer -Recovery CDs
Display Monitor	21" LCD Monitor
	15" LCD Monitor (for Laptop)
Warranty	3 year minimum warranty


2. One (1) Tablet Computer (*not more than Php 50,000.00*)

Minimum required specification:

Form Factor	Tablet
Processor	Octa-Core
RAM	4GB or higher
ROM	Internal: 64GB Card Slot: expandable up to 400GB or higher
Camera	13MP rear, 8MP front
Network Connectivity	Wi-Fi Ready, Wi-Fi 802.11 a/b/g/n/ac, dual-band Bluetooth GSM/4G LTE
Input Connectivity	USB 3.1 or higher Type-C 1.0 reversible connector
Accessories	Compatible keyboard, stylus pen
Operating System	Android OS (Oreo)
Display	10.5" AMOLED capacitive touchscreen
Battery	7300mAH (fast charging)
Warranty	2 year minimum warranty

**Add-ons acceptable*

For your consideration and approval,


OLIVER J. MOLERA
ISRMU Officer

Recommending Approval:


ATTY. RYAN A. MARTINEZ
Vice President for Corporate Affairs

Approved/~~Disapproved:~~


ARIEL P. BUENAVENTURA
President