



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF AGRICULTURE**

**PHILIPPINE COCONUT AUTHORITY**

Region IV - A, Brgy. Isabang, Lucena City, Quezon

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## **SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR PCA IV-A'S PMO TEAM AND OFFICERS WITH APPROVED BUDGET FOR THE CONTRACT (ABC) AMOUNTING TO PHP 994,500.00**

### **TERMS OF REFERENCE (TOR)**

#### **I. REQUIRED TECHNICAL SPECIFICATIONS**

<b>NO.</b>	<b>ITEMS</b>	<b>SPECIFICATIONS</b>
1	LAPTOP COMPUTER #1	Core i5-1235U - U15   16GB DDR4 2DM 3200   512GB PCIe value   Intel Iris Xe   15.6 FHD Antiglare ultra slim SVA 250 nits Narrow Border   W11 HOME   Natural Silver (FF+) + NSV - 720p TNR   WARR 2-2-2/ MS Office Home & Student Preinstalled 2021
2	LAPTOP COMPUTER #2	13.4" Touchscreen Laptop FHD, AMD Ryzen 9 7940HS, 16GB Memory, 512GB SSD, Windows 11 Home
3	ALL-IN-ONE DESKTOP COMPUTER	23.8" Size Space-saving design / 13th Gen Intel Core i3-1315U / 8GB soDIMM DDR4 / Intel UHD Graphics / 1TB SSD / Win11 Home SL with Office for Home and Student/ 2-2-0 warranty
4	PRINTER	Print, Scan, Copy Print Method: On-demand inkjet (Piezoelectric) Printer Language: Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2  Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2  ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2  First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2  Maximum Copies from Standalone: 20 copies

		Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter  Scanner Type: Flatbed colour image scanner Optical Resolution: 1200 x 2400 dpi
5	23" PC MONITOR	23" Monitor MSI Pro 23.8" VA 100Hz 1920x1080
6	HARD DRIVE (1TB)	External HDD 1TB
7	FLASH DRIVE 64-128GB	64-128GB Flash Drive
8	PORTABLE SPEAKER WITH MIC	600W Portable Trolley speaker with 2 wireless microphones
9	DOCUMENT SCANNER	TYPE Light weight and portable scanner Document Size - Multiple Sheets - Width 50.8 mm to 215.9 mm (2in to 8.5in) Document Size - Single Sheet - Width 50.8 mm to 215.9 mm (2in to 8.5in) Document Size - Single Sheet - Length 86.4 mm to 1,828 mm (3.4in to 71 in) Colour / Monochrome Yes / Yes 2-Sided (Duplex) Scan Yes Colour Depth - Input 48-bit colour processing Colour Depth - Output 24-bit colour processing Resolution - Optical Max. 600 dpi × 600 dpi Resolution - Interpolated Max. 1,200 dpi × 1,200 dpi Product Dimensions (Width X Depth X Height) 319 mm × 63.1 mm × 45.4 mm Weight 0.7 – 2 kg Connection Type Wired and Wireless Plug and Play Standalone Memory Capacity 512 MB Power Source Lithium battery USB bus-power Power Consumption - Ready 2.2W @Wi-Fi mode 1.5W @PC mode Power Consumption - Scanning USB3.0 mode 3.6W Wi-Fi mode 4.4W With minimum of 1-2 years warranty
10	USB-EXTERNAL DVD WRITER	Microsoft Windows® 8/7/Vista (32 or 64 bit OS)/XP with SP2 or greater, Mac OS X v10.4 and later   Lightweight USB 3.0  supporting various disc formats including DVD+R, DVD, CD-ROM, DVD-ROM, CD-R, and CD-RW. Experience maximum DVD-ROM read/write speeds of 8x and CD-ROM read/write speeds of 24x

## II. LOT REFERENCE & APPROVED BUDGET FOR THE CONTRACT (ABC)

The project has one (1) lot reference as detailed below.

Lot/Reference	Allocations					TOTAL
Lot 1	Regional Office	Batangas	Laguna	Quezon I	Quezon II	
LAPTOP COMPUTER #1	350,000.00	100,000.00	100,000.00	100,000.00	100,000.00	700,000.00
LAPTOP COMPUTER #2	69,000.00					69,000.00
ALL-IN-ONE DESKTOP COMPUTER	150,000.00					150,000.00
PRINTER	20,000.00					20,000.00
23" PC MONITOR	10,000.00					10,000.00
HARD DRIVE (1TB)	6,000.00					6,000.00
FLASH DRIVE 64-128GB	500.00	500.00	500.00	500.00	500.00	2,500.00
PORTABLE SPEAKER WITH MIC	20,000.00					20,000.00
DOCUMENT SCANNER	15,000.00					15,000.00
USB-EXTERNAL DVD WRITER	2,000.00					2,000.00
TOTAL ABC, PhP						994,500.00

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, PhP	TOTAL ABC, PhP
1	LAPTOP COMPUTER #1	14	unit	50,000.00	700,000.00
2	LAPTOP COMPUTER #2	1	unit	69,000.00	69,000.00
3	ALL-IN-ONE DESKTOP COMPUTER	3	unit	50,000.00	150,000.00
4	PRINTER	1	unit	20,000.00	20,000.00
5	23" PC MONITOR	1	unit	10,000.00	10,000.00
6	HARD DRIVE (1TB)	2	piece	3,000.00	6,000.00
7	FLASH DRIVE 64-128GB	5	piece	500.00	2,500.00
8	PORTABLE SPEAKER WITH MIC	1	unit	20,000.00	20,000.00
9	DOCUMENT SCANNER	1	unit	15,000.00	15,000.00
10	USB-EXTERNAL DVD WRITER	1	unit	2,000.00	2,000.00
	TOTAL				994,500.00

The delivery of goods is required in Thirty (30) calendar days.

## III. ELIGIBILITY REQUIREMENTS INCLUDED IN THE SUBMISSION OF BIDS

Aside from the mandatory legal, technical and financial documents required in the submission of bids, the bidder shall also include the following documents and requirements, to wit:

1. Accomplished Request for Quotation/Proposal;
2. Certificate of PHILGEPS Registration;
3. Updated Mayor's/Business Permit;
4. Latest Income and Business Tax Return
5. Notarized Omnibus Sworn Statement. Please see attached format.
6. Conformity to the approved Terms of Reference (TOR).

#### **IV. CONTRACT IMPLEMENTATION REQUIREMENTS**

##### **A. Contract Implementation**

1. The supplier shall supply the required quantity of the goods within thirty (30) calendar days to the different drop-off-points (DOPs) as detailed below.

<b>Lot 1</b>	<b>Quantity of Equipment</b>				
<b>DOPs</b>	<b>Regional Office</b>	<b>PCA PO, Lipa City</b>	<b>PCA PO, Alaminos</b>	<b>PCA PO, Lucena City</b>	<b>PCA PO, Lopez, Que.</b>
Laptop	7	2	2	2	2
All-in-One Desktop Computer	3				
PC Monitor	1				
Printer	1				
Hard Drive	2				
Flash Drive	1	1	1	1	1
Portable Speaker with mic	1				
Document Scanner	1				
USB-External DVD writer	1				

1. The supplier shall ensure that all the materials are brand new.

Certified Correct by:

Approved by:

**SGD RENSON S. ALVAREZ**  
Administrative Officer III

**SGD NERISSA P. MENDEZ**  
Acting Administrative Officer V

Conforme:

\_\_\_\_\_  
Name & Signature of Supplier

Date: \_\_\_\_\_