



TERMS OF REFERENCE
SUPPLY AND DELIVERY OF LAPTOP FOR THE MWSS
SITE OPERATIONS MANAGEMENT DEPARTMENT (SOMD),
FIELD OPERATIONS MANAGEMENT DEPARTMENT (FOMD), AND POLICY,
PLANNING, AND PUBLIC RELATIONS DEPARTMENT (PPPRD)
Contract No. MWSS-2021-DCL

A. OBJECTIVES

The Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) aims to implement more efficient working processes that focus on the business objectives that will save cost and time.

The Site Operations Management Department (SOMD) and Field Operations Management Department (FOMD) significantly make use of computers for business processes and for developing new projects and new project solutions..

The Policy, Planning, and Public Relations Department (PPPRD) significantly make use of computers for video and photo editing and creation of public information materials using specialized software.

With the use of computers with more advanced processors and specialty computer software, MWSS can design, test, and make changes to products and/or projects in a reduced amount of time.

In view hereof, the SOMD, FOMD, and PPPRD request for brand-new desktops and laptops to perform their tasks better with ease and speed.

B. MODE OF PROCUREMENT

The mode of procurement shall be through small value procurement as provided in the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

C. PROJECT SITE

4th floor Administration Building, MWSS Compound, Katipunan Road, Old Balara, Quezon City

D. MINIMUM TECHNICAL SPECIFICATIONS:

1. Laptop – twelve (12) units

Processor	10 th Gen. Intel i7 or Zen 2 AMD Ryzen 7
Operating System	Windows 10 Pro 64-bit (or the latest available)
Graphics (Dedicated)	6GB GDDR6
Memory	Minimum 16 GB DDR4
Camera	Stock

Handwritten signature and initials in blue ink.

Storage	256GB SSD
Audio	Stock
Display	Non-touch: 13-16" FHD (IPS/PLS)
WLAN	Intel® WiFi 6 Bluetooth®
Ports	1 x USB Type C 1 x USB 3.0 1 x USB 2.0 Headphone and microphone combo jack SD Card Reader HDMI RJ45
Office	Office 2019 64-bit license (or the latest available)
Additional (Per Laptop): May be 3rd party brand	1. Laptop Bag 2. HDMI to VGA Adapter 3. Mouse 2.4 GHZ wireless

Note to Bidders: Please submit a technical brochure for each item in the proposal. Non-submission of brochure shall be a ground for non-compliance.

E. DELIVERABLES

The Supplier shall ensure that all materials/equipment to be supplied are in good condition, brand new and free from defects, and must conform to the specifications. The Supplier shall deliver twelve (12) units of laptops within fifteen (15) calendar days after receipt of the Notice to Proceed (NTP).

F. WARRANTY

For a period of one (1) year after issuance of the Certificate of Acceptance, the Supplier shall warrant that the goods are free from any form of defect/s in material and workmanship. In case the goods are found to have any such damage, the Supplier shall undertake replacement without cost during the warranty period.

To assure performance of the obligations in the warranty clause, an amount equivalent to 5% of the price will be deducted from the billing pursuant to RA9184 Section 62.1. This will be released after expiration of the warranty period.

G. PAYMENT SCHEME

Payment shall be made not later than fifteen (15) calendar days upon complete delivery of twelve (12) units of laptop, inspection by the Final Inspection and Acceptance Committee and submission of the required documents for request for billing to the usual government accounting and auditing rules and regulations.

H. OTHER DOCUMENTS REQUIRED FOR REQUEST FOR QUOTATION

1. Proof of PhilGEPS Registration

2. Mayor's or Business Permit
3. Income/Business Tax Return (Latest Calendar Year)
4. Duly Notarized Omnibus Sworn Statement, and if applicable, together with Special Power of Attorney or Secretary's Certificate.
5. Quotation Sheet

Prepared by:

TECHNICAL WORKING GROUP (TWG)



JEFFRIC JOHN B. DELA PAZ
Member


JOHN LOWEL F. FRADEJAS
Member


ATTY. PORTIA LEAH N. LAYNO
Member


CONRAD MATTHEW F. SORIANO
Member


SUSANNE S. STA MARIA
End-User, Provisional Member



RYAN JAMES V. AYSON
End-User, Provisional Member


PATRICK JAMES B. DIZON
Vice-Chairperson


BYRON A. CARBON
Chairperson

Approved By:

BIDS AND AWARDS COMMITTEE (BAC)


RONALD S. ABRIGO
Member


RAMON R. FABUL
Member


AUGUSTINE M. VESTIL, JR.
Member


JOCELYN M. TOLEDO
Vice-Chairperson


JOSE D. DORADO, JR.
Chairperson