

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF LAPTOPS FOR BRANDING OFFICE

BACKGROUND AND JUSTIFICATION

Under the Republic Act No. 9593 also known as *The Tourism Act of 2009*, the Department of Tourism (DOT) is mandated and responsible for planning, programming, coordinating, implementing, and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. In line with this mandate, DOT has recently unveiled its enhanced tourism campaign - "*Love the Philippines*" to support its goal to position the country as a tourism powerhouse in Asia.

As DOT continues to sustain its branding and marketing efforts for the new tourism campaign, it is imperative that the DOT employees responsible for these said efforts have well-functioning and updated Information and Communication Technology (ICT) equipment such as but not limited to laptops, servers, productivity software, etc. In this digital world, ICT equipment has become an integral tool to be able to accomplish tasks efficiently and effectively. Not to mention, most, if not all the work involved within branding and marketing, is done digitally.

OBJECTIVE

- To provide the Branding and Marketing Communications (BMCO) team with functional and working ICT equipment
- To aid the BMCO team in providing efficient service to the different stakeholders of the Department, different offices, and to the public.

Scope of the Services

I. The IT Supplier must provide and comply in the following:

1. Delivery of the following ICT equipment:
 - Laptops
 - Five (5) units of laptop
2. Delivery service shall be free of charge; Delivery at the New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City.
3. The IT supplier that is proven to claim, provide and submit false information during the procurement process shall be immediately disqualified from the bidding.

II. IT Supplier Requirement for Laptop

1. Must submit certification of authorized partner.
2. Must provide at least two (2) central toll-free hotline numbers and e-mail addresses of the brand being offered.
3. On-site support shall be provided by the manufacturer on the next business day after final remote diagnosis for delivered items within Metro Manila and 3 days outside Metro Manila.

4. Unit model must be current and not in “end of Life” as reflected in the current product line found in the manufacturer’s official website and brochure. A manufacturer’s certificate for this purpose is required.
5. Certification from the brand and product manufacturer that the brand and product parts being offered will be available and serviceable for at least five (5) years after delivery and acceptance.

III. Technical Specifications

- **Laptop**

This laptop specification is configured to order and intended for enterprise / business and not for consumer use.

TECHNICAL SPECIFICATION

- Windows 11 / windows 11 pro
- Equivalent to 10th Generation Intel Core i5
- 13” to 16” FHD Anti-Glare, integrated HD Camera & Microphone Non-touch WVA Display
- Must have Touch Fingerprint Reader in Power Button
- 8 or 16 GB RAM
- 256 GB or 512 SSD
- Must have at least a bottom door to access battery, HDD, memory, etc.
- Must Support OS Recovery Tool
- Less than 1.5kg

WARRANTY

- 2 years labor and parts – PH
- At least 1 year on battery and accessories

ACCESSORIES

- Laptop Charger
- Laptop backpack that can fit up to 16” laptop
- Wireless travel mouse

IV. SUMMARY

ITEM	QTY	TOTAL AMOUNT
LAPTOP	5	Php 217,473.35

Project Cost

Total budget Php 217,473.35 inclusive of VAT chargeable against Branding and Marketing Communications Office funds FY 2023.

Mode of Payment: Government Procedure

Delivery: 20 days upon receipt of Notice to Proceed

Contact Person:

JOYCE LUDETTE V. LACANILAO

Administrative Officer II

Branding and Marketing Communications Office

pdotbranding@tourism.gov.ph

459-5230 loc. 302

Noted by:

GISSELA MARIE R. QUISUMBING

Assistant Secretary

Office of the Secretary

Approved by:

ATTY. MAE ELAINE T. BATHAN

Undersecretary for Legal and Special Concerns

Chief of Staff