

## TERMS OF REFERENCE

- **TITLE :** Procurement of Office Equipment for the Office of Special Concerns
- **DATE:** November 18, 2024
- **LOCATION:** Office of Special Concerns
- **OBJECTIVES**

To be used as essential office equipment for securing disposal of sensitive documents, additional data storage and backup, and documentation of activities.

**APPROVED BUDGET FOR THE CONTRACT:** **P64, 821.67**

- **MINIMUM REQUIREMENTS:**
  - Must be capable of providing the following services:
  - Logistical and delivery requirements
  - Must be willing to provide service on send-bill arrangement.
- **SPECIFICATIONS**

Particulars	Quantity
Paper shredder machine -Patented SafeSense Technology – stops shredding when hands touch the paper entry -100% Jam Proof System – Eliminates paper jams and powers through tough jobs -Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs	<b>1 Unit</b>
Digital voice recorder - Record in MP3/LPCM with a high sensitivity S-Microphone - Up to 4 GB of built-in storage, expandable via microSD (SDHC/SDXC) cards - Auto Voice Recording reduces background noise - Direct USB built in for easy connection to PC - Built-in lithium battery with three-minute quick charge for one hour of recording	<b>2 Units</b>

External hard drive	5 Units
- Capacity - 2 TB - Compatible with most Windows, macOS and Chrome OS systems	
Flash drive	5 Units
-Capacity - 256 GB - Easy File Recovery	

Recipients : OSC Director, Project Management and Coordination Division (PMCD), Program Coordination and Implementation Division (PCID)

No. of pax : 10

- **TERMS AND CONDITIONS FOR THE DELIVERY :**

The delivery at the Department of Tourism, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines, is Five (5) working days upon receipt of the approved funded Purchase Order. Thank you.

- **BUDGET :**

The total Approved Budget is **SIXTY-FOUR THOUSAND EIGHT HUNDRED TWENTY-ONE PESOS AND SIXTY-SEVEN CENTAVOS (P 64,821.67) ONLY, including all applicable taxes**, and should cover all requirements enumerated above shall be charged against the Approved Work and Financial Plan of the OSC for Fiscal Year 2024.

The supplier shall be determined based on the proposal with most advantageous package cost, provided that the amount of quotation does not exceed the above total budget.

- **CONTACT DETAILS**

Contact Person: Hannah Mea C. Caldea  
Office: Office of the Director, Office of Special Concerns  
Contact Number: 09692278818  
Email: [osc@tourism.gov.ph](mailto:osc@tourism.gov.ph)

Prepared by:

Approved by:

  
**ELBERT IAN A. TAN**  
OIC-Chief, PMCD

  
**ATTY. GLENN ALBERT M. OCAMPO**  
Director, Office of Special Concerns