

## **Terms of Reference**

### **DOT Central ICT Equipment Requisition (Phase 3)**

#### **Background**

The Department of Tourism (DOT) is the national government agency responsible for tourism development planning, implementing standards and regulations, evaluating and facilitating the formulation of policies that will enable sustainable tourism development and the provision of a healthy business environment.

In order to do this, DOT employees must have functioning and updated ICT equipment such as, but not limited to, desktops, laptops, servers, productivity software, uninterrupted power supplies (UPS), etc. to be able to work efficiently, provide access analyze and process data to produce relevant statistics, thereby providing the necessary service needed from the DOT.

#### **Justification**

The current ICT equipment situation in DOT central and regional offices thru the inventory conducted by the IT Division showed that most of the desktops, laptops, UPS and other ICT peripherals are beyond its maximum life span with some equipment as old as 1993. Which has render this old equipment's to be non-functional, beyond repair, obsolete and could not meet the demand of the workload and the current technology. Among others, breakdown of equipment that can result in data loss that can hamper the DOT operating unit's operations. There is an issue concerning security and insufficient productivity software such as but not limited to Microsoft Office, security update, etc. which are urgently need immediate action.

The lack of ICT equipment in DOT central and regional offices result to sharing of ICT equipment such as but not limited to desktop, laptop, printer, tablets, etc... with a ratio of 3:1 resulting to inefficiency the operation of the agency. In addition, the newly created offices that are lacking of desktop and laptop for their daily operations.

#### **Objective**

- To provide efficient and reliable delivery of service to the different tourism stakeholders and the general public.
- To provide officials and staff of the DOT with functional and working ICT equipment, which can aid the different operating units in the performance of its functions.

## Scope of the Services

- I. The IT Supplier shall provide and comply to the following:
  1. Shall deliver the following ICT equipment:
    - 1 lot laptop
      - One hundred twenty eight (128) units laptop
    - 2 lot mobile device
      - Twenty nine (29) units of Mobile Tablet (model must be 2019 or above)
  2. Delivery service shall be free of charge; Delivery at DOT main office, 351 Sen Gil Puyat Ave Makati City.
  3. The IT supplier must provide at least two (2) IT personnel to assist the DOT IT Division.
  4. The IT supplier claiming, providing and submitting false information during procurement process shall be immediately disqualify from the bidding. This is for the Department and committee protection from dishonest supplier purposely providing ICT equipment that are but not limited to overpricing, non-compliance ICT equipment, toy like ICT equipment, etc.
- II. IT Supplier Requirement for Laptop
  1. Must submit certification of authorized partner.
  2. Must provide at least two (2) central toll-free hotline number and e-mail address 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. On - site support engineers and technicians should carry a valid manufacturer's ID and certification from the brand or manufacturer of the delivered ICT equipment especially on desktop, laptop and servers.
  5. 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.
  6. Certification from the brand and product manufacturer that the brand and product parts being offer will be available and serviceable for at least five (5) years after delivery and acceptance.
  7. All components must conform to international standards and should be factory installed with corresponding part number and verifiable via web.
  8. The manufacturer brand must have at least two parts depot within the country to ensure sufficient number of spare parts.

### III. Technical Specification

#### IV.A. Laptop

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

<b>Description</b>
<b>Technical Specification</b>
Enterprise or Business model Laptop
Equivalent to 10 <sup>th</sup> Generation Intel Core i5 – 10210U Processor (6Mb Cache, up to 4.2Ghz) or higher
Must not exceed 14.0" HD (1366 x 768) Anti-Glare, integrated HD Camera & Microphone Non-touch WVA Display
Must have Touch Fingerprint Reader in Power Button
Must have at least TPM 2.0 FIPS 140-2 Certified, TCG Certified on board (For network and data encryption)
Must have at least bottom door to access battery, HDD, memory, etc..
Equivalent to Intel Rapid Storage Technology
8GB DDR4 2666MHz
1TB 5400rpm 2.5" SATA Hard Drive with HDD Bracket for protection
Energy Star Qualified
EPEAT 2018 Registered (at least Silver)
Equivalent to Intel(R) UHD Graphics
equivalent to Wireless 6 AX201 2x2 (Gig+) + Bluetooth 5.1
Single Pointing Non-backlit keyboard
Latest Propriety Operating System (Professional) 64 bit
Must have Client System Update (for BIOS, Drivers, Firmware and Apps)
Must Support OS Recovery Tool
Equivalent to Waves Maxx Audio
Must have Power Manager
Must have optimizer within built-in AI, intelligent audio and Intel Adaptix technology to learn usage or how a typical applications, continuously improving and applying settings to get the most nimble performance possible. Automtically tune system by adjusting background noise, managing speech volume and refining overall sound experience for every conference call in the room no matter where.
Must be capable of digital delivery client for safe keeping of licenses key.
Equivalent to 3 Cell 40Whr Express Charge Capable Battery. (Technology capable to learn day to day charging habits, get up to 80% charged in an hour and ensure battery operates at its full potential)
Ex-factory Delivery
FGA NB1 – OU – BTO ex-hub
Ports: 1 x USB Type C 3.2 Gen 1 with Power Delivery 3.0 and DisplayPort 1.2 1 x USB 3.2 Gen1 port (with PowerShare) 1 x USB 3.2 Gen1 port 1x USB 2.0 port 1x HDMI 1.4

1x SD 3.0 memory card reader (built-in) 1x Flipdown RJ-45 w/ status LED 1 x universal audio jack 1x security lock
Less than 2kg
dimension (W x D x H): must not exceed 13" x 9" x 1"
<b>Warranty and Support</b>
Limited Warranty: 3 years labor and parts – PH : at least 1 year on battery and accessories
3Yr Technical Support –PH Parts and labor response 7x24 Technical Support & Assistance: PH Same or NBD Onsite Service – PH Direct Online cases and dispatch Dispatch monitoring and crisis management Escalation management Collaborative 3 <sup>rd</sup> party assistance Predictive / proactive automated issue detection, notification and case creation Predictive / proactive issue detection for failure prevention VIP / Priority Access to engineers Accidental damage repair Hard Drive Retention Dedicated Technical Account Handler Monthly support history and contract reporting
<b>Accessories</b>
Laptop Backpack must fit most laptops up to 15"
Wireless Travel Mouse Same brand of laptop - Black

IV.B Mobile Tablet (model must be 2019 or above)

<b>Storage Capacity:</b> 64GB or higher
<b>Size:</b> not more than 204mm x 135 mm x 7mm
<b>Weight:</b> not more than 309g
<b>Display:</b> 7– 8 inch (diagonal) LED-backlit Multi-Touch display 2048 – by – 1536 resolution Wide color display True Tone Display Fingerprint – resistant oleophobic coating Fully laminated display Antireflective coating At least 1.8% reflectivity At least 500 nits brightness
<b>Chip:</b> must have a 64bit architecture
<b>Rear Camera:</b> At least 8 mp camera Five – element lens Hybrid IR filter

<p>Backside Illumination  Wide color capture for photos and live photos  Autofocus  Panorama  HDR for photos  Exposure control  Burst mode  Tap to focus  Timer mode  Auto image stabilization  Photo geotagging</p>
<p><b>Video Recording:</b>  1080p HD video recording  Slo – mo (120fps)  Time - lapse video with stabilization  Video image Stabilization  3x video zoom  Video geotagging</p>
<p><b>Front Camera:</b>  At least 7mp  1080p HD video recording at 30 fps  Retina Flash  Wide color capture for photos and Live Photos  Auto HDR for photos and videos  Backside illumination  Burst mode  Exposure control  Timer mode</p>
<p><b>Call Function:</b> Audio and Video Call enable</p>
<p><b>Speakers:</b> Stereo Speakers</p>
<p><b>Microphones:</b> Dual microphones for calls, video recording, and audio recording</p>
<p><b>Cellular and Wireless bandwidth:</b>  Wi-Fi (802.11a/b/g/n/ac); simultaneous dual band (2.4GHz and 5GHz); HT80 with MIMO  Bluetooth 5.0 technology  UMTS/HSPA/HSPA+/DC-HSDPA (850, 900, 1700/2100, 1900, 2100 MHz);  GSM/EDGE (850, 900, 1800, 1900 MHz)  Gigabit-class LTE (Bands 1, 2, 3, 4, 5, 7, 8, 11, 12, 13, 14, 17, 18, 19, 20, 21, 25, 26, 28, 29, 30, 34, 38, 39, 40, 41, 46, 66)</p>
<p><b>Sim card:</b> Equivalent to Nano – Sim</p>
<p>Location:  Digital compass  Wi-Fi  microlocation  Assisted / Built-in GPS, GNSS/GLONASS  Cellular</p>
<p><b>Sensors:</b>  Three-axis gyro  Accelerometer  Barometer</p>

Ambient light sensor
<p><b>Battery:</b>  Built-in 19.1-watt-hour rechargeable lithium-polymer battery  Up to 10 hours of surfing the web on Wi-Fi, watching video, or listening to music  Charging via power adapter or USB to computer system  Up to 9 hours of surfing the web using cellular data network</p>
<p><b>Accessibility:</b>  VoiceOver  Zoom  Magnifier  Dictation  Switch Control  Closed Captions  AssistiveTouch  Speak Screen</p>
<p><b>Audio Playback:</b>  Audio formats supported: AAC (8 to 320 Kbps), Protected AAC, HE-AAC, MP3 (8 to 320 Kbps), MP3 VBR, Dolby Digital (AC-3), Dolby Digital Plus (E-AC-3), Audible (formats 2, 3, 4, Audible Enhanced Audio, AAX, and AAX+), AIFF, and WAV  User-configurable maximum volume limit</p>
<p><b>Video Playback:</b>  H.264 video up to 4K, 30 frames per second, High Profile level 4.2 with AAC-LC audio up to 160 Kbps, 48kHz, stereo audio or Dolby Audio up to 1008 Kbps, 48kHz, stereo or multichannel audio, in .m4v, .mp4, and .mov file formats;  MPEG-4 video up to 2.5 Mbps, 640 by 480 pixels, 30 frames per second, Simple Profile with AAC-LC audio up to 160 Kbps per channel, 48kHz, stereo audio or Dolby Audio up to 1008 Kbps, 48kHz, stereo or multichannel audio, in .m4v, .mp4, and .mov file formats; Motion JPEG (M-JPEG) up to 35 Mbps, 1280 by 720 pixels, 30 frames per second, audio in ulaw, PCM stereo audio in .avi file format  Mail attachment Support:  .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel); .zip; .ics</p>
<p><b>Environmental Requirements:</b>  Operating ambient temperature:0° to 35° C  Non operating temperature:–20° to 45° C  Relative humidity: 5% to 95% noncondensing  Operating altitude: tested up to 3,000 meters</p>
<p><b>Accessories</b>  Must have at least sleeve or smart cover for the mobile device</p>
<p><b>Warranty and Support</b>  1 year limited warranty and 90 days complimentary telephone technical support with regional service center / partner  Protection Plan  An additional/extended 1-year warranty.  Direct access to experts  Carry – in repair</p>

Hardware coverage
Unit
Battery
Port
Usb and power adapter

**Summary**

Item	Qty	Total Amount
Lot 1		
Laptop	128	Php 9,215,616.00
Lot 2		
Mobile Tablet	29	Php 1,261,260.75
Grand Total Amount		Php 10,476,876.75

**Project Cost:**

Total budget Php 10,476,876.75 inclusive of VAT chargeable against ITD 2020 funds.

**Mode of Payment:** Government Procedure

**Delivery:** 45 days upon receipt of Notice to Proceed

Project Officer:

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