



**TERMS OF REFERENCE**  
**PROCUREMENT OF 70 DESKTOPS AND 85 LAPTOPS**  
**FOR THE NATIONAL ELECTRIFICATION ADMINISTRATION**

**1. RATIONALE**

Promoting good governance, competency and transparency to achieve a fully electrified Philippines in 2028. This being the vision of NEA, and given the rapidly evolving business processes, laptops and desktop computers are considered essentials for the effective and efficient operations of NEA, such as:

- a. Information Management
- b. Communication and Collaboration
- c. Data Analysis and Reporting
- d. Documentation and Records Management
- e. Training and Capacity Building
- f. Security and Compliance

**2. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the Contract (ABC) is **P 9,780,000.00**, inclusive of all applicable taxes, and will be sourced from the NEA 2023 Corporate Operating Budget (COB).

As per Approved 2023 Annual Procurement Plan and DICT-approved Information Systems Strategic Plan (ISSP 2023-2025) of the agency, the NEA aims to procure the following:

**Total number of units : 155 Units**  
(Desktop and laptop)

Broken down as follows:

ITEM	QTY	Approved Budget for the Contract (ABC)
High-End Laptops w/ OS & Accessories	9	₱765,000.00
Regular Laptops w/ OS & Accessories	76	₱4,940,000.00
<b>Total</b>	<b>85</b>	<b>₱5,705,000.00</b>

High-End Desktops PC w/ OS & Accessories	15	PHP 1,050,000.00
Regular Desktops PC w/ OS & Accessories	55	PHP 3,025,000.00
<b>Total</b>	<b>70</b>	<b>₱4,075,000.00</b>

No changes shall be made to the Contract Price because of an escalation in currency. Escalation of Contract Price shall be based on guidelines provided by law and subject to availability of funds upon the unilateral and written approval of NEA.

3. PROJECT DELIVERY

The desktops and laptop computers shall be completely delivered within twenty (20) days upon issuance of the Notice to Proceed.

4. QUALIFICATIONS OF THE BIDDER

Bidders must have at least three (3) years of experience in providing similar contracts supply and delivery of Laptop or Desktop Computers.

The bidder must have a physical office located in Metro Manila and must have been operating for at least two (2) years.

Bidders must have the capacity and ability to provide maintenance services and technical support.

5. SCOPE OF WORK

The winning bidder shall ensure that the units are tested from the warehouse before actual delivery.

The contractor shall assign a technical point person who will coordinate with NEA counterpart personnel in charge of the unit inspection.

Perform other technical tasks, which may be required for the delivery and supply of the desktop and laptop.

6. TECHNICAL SPECIFICATIONS

6.1 HIGH END LAPTOP

Nine (9) Units w/ OS and Accessories

Product Description

Processor	Intel® Core™ i7 Processor (or higher) at least 13th Generation
Memory	not less than 32GB
Storage	not less than 512GB SSD
Graphics	Dedicated Graphics
Monitor	not less than 15-inch FHD
Camera	Webcam
Ports	USB
	HDMI port
	Ethernet RJ-45 LAN port
	Headset / mic combo jack
Wireless	WiFi and Bluetooth
Audio & Speaker	Stereo speakers
Operating System	Licensed Windows 11 Pro 64-Bit

<b>Other Accessories</b>	Back Pack or Laptop Carrying Case USB HUB 3.0 Headset with mic
<b>Warranty</b>	Three (3) years on parts/labor

**6.2 REGULAR LAPTOP**  
 Seventy-Six (76) Units w/ OS and Accessories

Product Description

<b>Processor</b>	Intel® Core™ i7 Processor (or higher) at least 12th Generation
<b>Memory</b>	not less than 16GB
<b>Storage</b>	not less than 512GB SSD
<b>Graphics</b>	Integrated Graphics
<b>Monitor</b>	not less than 15-inch FHD
<b>Camera</b>	Webcam
<b>Ports</b>	USB
	HDMI port
	Ethernet RJ-45 LAN port
	Headset / mic combo jack
<b>Wireless</b>	WiFi and Bluetooth
<b>Audio &amp; Speaker</b>	Stereo speaker; integrated
<b>Operating System</b>	Licensed Windows 11 Pro 64-Bit
<b>Other Accessories</b>	Back Pack or Laptop Carrying Case USB HUB 3.0 Headset with mic
<b>Warranty</b>	Three (3) years on parts/labor

**6.3 HIGH-END DESKTOP**  
 Fifteen (15) Units w/ OS and Accessories

Product Description

<b>Desktop Design / Type</b>	All In One (AIO) PC
<b>Processor</b>	Intel® Core™ i7 Processor (or higher) at least 13th Generation
<b>Memory</b>	not less than 16GB
<b>Storage</b>	not less than 256GB M.2 PCIe NVMe Solid State Drive+1TB SATA
<b>Graphics</b>	Integrated Graphics (Optional Dedicated Graphics)
<b>Monitor</b>	not less than 21inch FHD IPS LED MONITOR
<b>Keyboard</b>	Wired Keyboard (wireless - optional)
<b>Mouse</b>	Optical Mouse (wireless - optional)
<b>Ports</b>	USB
	Audio Jack
	HDMI port
	RJ-45 ethernet port
<b>Wireless</b>	Wi-Fi & Bluetooth
<b>Others</b>	Web Camera with built-in Mic
	Speakers

<b>UPS</b>	650 VA
<b>Operating System</b>	Licensed Windows 11 Pro 64-Bit
<b>Warranty</b>	Three (3) years on parts/labor

**6.4 REGULAR DESKTOP**  
 Fifty-Five (55) Units w/ OS and Accessories

Product Description

<b>Desktop Design / Type</b>	All In One (AIO) PC
<b>Processor</b>	Intel® Core™ i5 Processor (or higher) at least 13th Generation
<b>Memory</b>	not less than 8GB
<b>Storage</b>	not less than 256GB M.2 PCIe NVMe Solid State Drive + 1TB SATA
<b>Monitor</b>	not less than 21inch FHD Non-Touch screen
<b>Graphics</b>	Integrated Graphics
<b>Keyboard</b>	Wired Keyboard (Optional wireless)
<b>Mouse</b>	Optical Mouse (Optional wireless)
<b>Ports</b>	USB
	Audio Jack
	HDMI port
	RJ-45 ethernet port
<b>Wireless</b>	Wi-Fi & Bluetooth
<b>Others</b>	Web Camera with built-in Mic
	Speakers
<b>UPS</b>	650 VA
<b>Operating System</b>	Licensed Windows 11 Pro 64-Bit
<b>Warranty</b>	Three (3) years on parts/labor

The winning bidder shall ensure that the desktops and laptops have the following compliances:

1. Energy Star Compliant
2. FCC Compliant

**7. RESPONSIBILITIES OF THE WINNING BIDDER**

The winning bidder shall assemble, test, and install the computers on the employee’s office based on the NEA’s Distribution Allocation List and should ensure that the computers shall be in good working condition upon installation. Any unit not in working condition upon assemble, testing and installation shall cause the winning bidder to immediately replace the entire unit and its accessories.

**8. RESPONSIBILITIES OF NEA**

A NEA representative shall be designated to inspect delivered items, together with the winning bidder/supplier or representative.

NEA Authorized personnel shall assist the winning bidder in the distribution of the units based on NEA's Distribution Allocation List.

## **9. LIQUIDATED DAMAGES**

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages equivalent to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, NEA shall rescind the contract without prejudice to other courses of action and remedies open to it.

## **10. WARRANTY**

Supplier must provide a warranty in favor of NEA covering a period of three (3) years for the parts and services of Desktop and Laptop Computers not exceeding 5% of the total contract prices.

On-site support shall be provided and addressed by the supplier on the following working day from receipt of notice from NEA.

## **11. SERVICE LEVEL AGREEMENT WITHIN THE WARRANTY PERIOD**

In case of equipment pullout, a service or replacement unit of the same specifications as that of the malfunctioning equipment shall be provided while the faulty equipment is undergoing repair and diagnostic.

The winning bidder shall immediately cause the pull out of the malfunctioning unit within (1) day upon receipt of the notice to pull out the malfunction unit with immediate replacement unit. Failure to pull-out the said unit, shall cause the forfeiture of the warranty in favor of NEA.

The diagnostic and repair shall not exceed seven (7) working days. In the event that it will exceed the said period, the winning bidder shall be required to submit a request for extension three (3) days prior to lapse of the period and such request shall be subject to approval of NEA within three (3) working days. If the same was not acted upon within the said period, the request shall be deemed approved. In any case, the extension shall not exceed fifteen (15) days.

The lapse of the period prescribed herein shall cause the winning bidder to immediately replace the malfunctioning unit with a brand-new unit.

The winning bidder shall at all times, maintain the equipment functional and in running condition by providing the post implementation support and services including:

- Operation and management of all hardware and license if any.
- Deploying support technician for immediate maintenance, trouble shooting and repair purposes, for the duration of the warranty period.
- Keeping stock/buffer of required replacement parts for quick response time.

12.PLACE OF DELIVERY

The winning bidder shall supply and deliver the set of computers at the National Electrification Administration (NEA), through the General Services Division (GSD) located at the 4<sup>th</sup> Floor, #57 NEA Building, NIA Road, Government Center, Barangay Pinyahan, Diliman, Quezon City.

13.TERMS OF PAYMENT

Payment shall be made based on following schedule:

% Payment	Project Deliverables	Documentary Requirements
15%	<ul style="list-style-type: none"><li>• Upon contract signing/ mobilization cost</li></ul>	<ul style="list-style-type: none"><li>• Signed Contract</li></ul>
85%	<ul style="list-style-type: none"><li>• Supply, delivery and Installation of Desktop and Laptop Computer Sets</li><li>• Submission of Warranty Certificate</li></ul>	<ul style="list-style-type: none"><li>• Delivery Receipt received by GSD</li><li>• Warranty Certificate</li><li>• Certificate of Inspection &amp; Acceptance issued by NEA</li><li>• Billing statement of Sales Invoice</li></ul>

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