Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St., Legaspi Village, Makati City

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Supply and Delivery of Corporate Laptops

Background:

The Office of the Solicitor General (OSG) plays a crucial role in representing the government's legal interests before the courts. To effectively carry out its responsibilities, the OSG recognizes the importance of equipping its staff with modern and efficient technology, including corporate and technical laptops.

To ensure effective operations, the OSG will undertake the procurement of corporate and technical laptops. These devices are essential tools for the office, providing staff with the necessary capabilities to carry out their responsibilities efficiently and securely. Ultimately, the procurement of corporate and technical laptops enables the OSG to equip its staff with reliable and efficient devices that facilitate the fulfillment of their legal responsibilities.

Objective:

The procurement shall ensure that OSG personnel are provided with the right resources, particularly adequate and reliable Information Technology (IT) equipment, for them to respond to the requirements of the office effectively and efficiently. These are personnel who are usually in their workstations, attend videoconferences and onsite meetings and hearings, and use laptop computers for large and heavy data processing to deliver their tasks.

In particular, the IT equipment to be procured are lightweight laptop computers that will be used by OSG personnel who are performing technical functions that require average mobility, flexibility, and responsiveness.

Terms:

1. *Scope.* – Supply and delivery of corporate laptops.

2. *ABC.* - The Approved Budget for the Contract (ABC) is **Seven Million and Six Hundred Fifty Thousand Pesos (₱7,650,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT EQUIPMENT			
ITEM	**QTY**	**UNIT COST**	**TOTAL**
Corporate Laptops for Staff	50	75,000.00	₱3,750,000.00
Business Grade Premium Ultra Lightweight Laptops for Executives	52	75,000.00	₱3,900,000.00
		TOTAL	**₱ 7,650,000.00**

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes and retention upon the issuance by the OSG of the corresponding Inspection and Acceptance Report. All bid prices shall be considered as fixed prices and therefore not subject to price escalation during contract implementation.

4. *Delivery.* - Delivery shall be within sixty (60) calendar days upon receipt of the Notice to Proceed. Delay in delivery shall be subject to a penalty equivalent to 1/10 of 1% of the cost of the undelivered item/s for every day of delay.

5. *Qualifications of the Supplier*:

a. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years prior to the deadline for the submission and receipt of bids.

   For this purpose, a similar contract shall refer to the procurement contract of laptops and/or desktops.

b. The bidder must present a Client Satisfaction Certification for at least three (3) contracts with government agencies and/or private corporations with whom the bidder has previous or ongoing contract/s similar to this project.

c. The bidder shall submit a valid and current Certificate of Distributorship/Dealership/Resellership of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, they must also submit a certification/document linking the bidder to the manufacturer.

d. The Bidder or its distributor must be an Authorized Service Partner (ASP) of the brand being offered.

e. The bidder must attach a brochure of the brand being offered.

f. The bidder must have a main office or satellite office within Regions III, IV, and NCR.

g. The bidder shall submit documents relevant to the project, such as but not limited to the following:

- Valid DTI or SEC Registration;
- Valid and Current Mayor's Permit/Municipal License;
- Valid and Current Business Permit;
- Tax Clearance Certificate as finally reviewed and approved by BIR;
- Statement of contracts completed, which are similar in nature to the contract to be bid.
- Net Financial Contracting Capacity (NFCC) Computation

6. Applicable provisions of the Government Procurement Reform Act (RA No. 12009) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference (TOR).

Technical Specifications:

ITEM	SPECIFICATIONS	COMPLIANCE
Specific Requirements for all Notebooks		
	– The brand offered by the bidder must be included in the latest Top 4 of Gartner or IDC's Worldwide Personal Computing Device Tracker.	
	– The winning Bidder shall replace a factory-defective unit with a new unit with the same specifications provided within 30 days upon delivery of the item. – During the repair period, the winning bidder shall provide a service unit with the same technical specifications.	
	– In case of outside repair within the warranty period, the winning Bidder shall provide a service unit to the OSG.	

ICT EQUIPMENT - WORKSTATIONS		
ITEM	**SPECIFICATIONS**	**COMPLIANCE**
CORPORATE LAPTOPS FOR STAFF		
Quantity	50 Units	
Classification	The PC must be a manufacturer-certified business laptop, and the bidder must	

ICT EQUIPMENT - WORKSTATIONS		
ITEM	**SPECIFICATIONS**	**COMPLIANCE**
	provide a certificate of authenticity or an official certification from the manufacturer.	
Preload OS	At least Windows 11 Pro 64-bit or the latest Windows OS. (A certificate from the manufacturer must be provided to confirm that the installed operating system is a genuine, licensed product and was pre-installed at the manufacturing plant.)	
Documentation	Must belong in the latest Top 4 of Gartner or IDC's Worldwide Personal Computing Device Tracker.	
Durability	MIL-STD 810H military test passed or equivalent. (A certificate from the manufacturer must be provided)	
Environment	Must be Green Certified. At least 3 of the following must be complied with. • EPEAT™ Gold • Energy Star 8.0 • ErP Lot 3 • TCO Certified 9.0 • RoHS Compliant	
Processor	At least 6 Cores, 12 Threads, 3.5GHz Base Clock, and up to 4.9GHz Max Frequency or better for Windows. Must provide the latest generation of the processor being offered.	
Neural Processing Unit (NPU)	Integrated AI, 16 Tera Operations Per Second (TOPS) or better	
Cache Memory	At least 6 MB L2 Cache and at least 16MB L3 Cache or better	
Chipset	SoC (System on Chip) platform	
Minimum Memory	At least 16 GB DDR5-5600MHz (SODIMM)	
Max Memory	64GB DDR5, 5600MHz, dual SODIMM, or better with any configuration or combination thereof	
Memory Slots	At least two DDR5 SO-DIMM internal/integrated memory slots, dual-channel capable	
Graphics	Integrated Graphics or better.	
Monitor Support	Must support up to 4 independent displays (native display and three external monitors via HDMI, USB-C, and USB 4) • HDMI supports up to 4096x2160@60HZ • USB-C supports up to 5120x2160@60HZ	

ICT EQUIPMENT - WORKSTATIONS		
ITEM	**SPECIFICATIONS**	**COMPLIANCE**
	• USB4 supports up to 7680x4320@60Hz Or better	
Storage Type	SSD M.2 2242 PCIe Gen4 self-encrypting drives or better	
Storage Size	At least 512 GB or higher	
Storage Support	Must have two (2) integrated storage slots, 2x M.2 SSD	
	• One M.2 2242 PCIe 4.0 x4 slot or better	
	• One M.2 2280 PCIe 4.0 x4 slot or better	
Display	Must be at least 14" WUXGA (1920 x 1200), IPS, Anti-Glare, Non-Touch, at least 300 nits, 60Hz or better.	
Base Cover Material	PC/ABS	
Camera	At least 720P HD with webcam privacy shutter	
Ethernet	Gigabit Ethernet, 1x RJ-45, supports Wake-on-LAN or compatible to OSG Infrastructure	
Wireless LAN	Must be at least Up to Wi-Fi 6E, 802.11ax 2x2 Wi-Fi + Bluetooth 5.3, M.2 card or above, or compatible with OSG Infrastructure	
Fingerprint Reader	Fingerprint Reader	
Ports	Shall consist of a minimum of the following: • 1x Ethernet (RJ-45) • 1x HDMI 2.1, up to 4K/60Hz • 1x USB-C (USB4 40Gbps), with USB PD 3.1 and DisplayPort 1.4a • 1x USB-C (USB 5Gbps / USB 3.2 Gen 1), with USB PD 3.1 and DisplayPort 1.4 • 1x USB-A (USB 10Gbps / USB 3.2 Gen 2), Always On • 1x USB-A (USB 5Gbps / USB 3.2 Gen 1) • 1x Headphone/microphone combo jack (3.5mm)	
Audio Support	High Definition (HD) Audio or better	
	Stereo speakers, 2W x 2, DTS, Dolby Atmos, or better.	
	Dual-microphone array, 360° far-field, smart noise-cancelling.	
Keyboard	6-row, spill-resistant multimedia Fn keys. Led Backlight.	

ICT EQUIPMENT - WORKSTATIONS		
ITEM	**SPECIFICATIONS**	**COMPLIANCE**
Touchpad	Multi-touch touchpad for Windows devices or better	
Security	Supervisor password, Power-on password, NVME password, Self-healing BIOS, System management password, Fast Identity Online (FIDO) authentication	
Security Chip Setting	Discrete TPM 2.0 (TCG certified, FIPS 140-2 certified) and Microsoft Pluton TPM 2.0 (one enabled at a time)	
Battery	At least an integrated 48Wh Rechargeable Li-Ion/Li-Polymer Battery supports Rapid Charge Pro or better.	
AC Adapter	At least 65W AC Adapter (3pin)-US (USB Type C), supports PD 3.0 or better, 100-240V, 50-60Hz or better.	
Carrying Case	Laptop backpack or shoulder bag (must be the same brand as the laptop being offered)	
Other Accessories	Wireless mouse (must be the same brand as the laptop being offered)	
Max Weight	3.306 lb. / 1.50 kg or lighter	
Warranty	With at least three years of support in parts, labor, and onsite service, and must include premium/enhanced support (with parts prioritization).	
Warranty Support	The warranty must include the following scope of services. (A valid certificate issued by the manufacturer must be submitted.) • Advanced-level phone support designed to expedite problem resolution (premium/enhanced support call center available 24x7 for phone support, M-F 8:30 am to 5:30 pm, excluding holidays for email support). • Single point of contact for simplified end-to-end case management • Next Business Day, on-site labor and parts prioritization • Dedicated phone number with comprehensive hardware and original equipment manufacturer (OEM) software support • Designated Technical Account Managers for proactive relationship and escalation management	
Certification	The bidder must be an authorized reseller/service provider of the brand	

ICT EQUIPMENT - WORKSTATIONS		
ITEM	**SPECIFICATIONS**	**COMPLIANCE**
	being offered (must provide a Manufacturer Certificate).	
Support Service Requirement	The bidder must provide the following:	
	* Unlimited corrective maintenance/ repair services within the warranty period	
	* Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM -5:00 PM) technical support, and must meet the following response and resolution time:	
	> Within one (1) hour for phone or email support	
	> Within two (2) hours of response time for on-site support	
	> Root cause analysis for all support cases filed.	
	The bidder must provide full documentation for the Activity Plan on installing patches and upgrades, and Root Cause Analysis of incidents encountered.	
	The bidder must provide on-site support for installing and deploying software patches and version upgrades.	
	The bidder must provide a procedure for support and problem escalation.	
	* Submission of Activity/Service Report within 5 calendar days	
Other Warranty and After-Sales Requirements	* Immediate replacement of the equipment and/or its parts.	
	* The winning Bidder shall replace a factory-defective unit with a new unit within 30 days upon delivery of the item.	
	The bidder must provide a certificate for the above services as part of the technical requirements.	
	The bidder must have at least one manufacturer-certified engineer for the brand of laptop.	
	The bidder must provide the manufacturer's/principal's authorized representative (and his/her alternate), including their position or designation, office address, telephone number(s), and email address(es) for verification.	

BUSINESS GRADE PREMIUM ULTRA LIGHTWEIGHT LAPTOPS FOR EXECUTIVES		
Quantity	52 Units	
Preload OS	At least a Genuine Mac OS or UNIX Based Close Source OS.	
Documentation	Must belong in the latest Top 4 of Gartner or IDC's Worldwide Personal Computing Device Tracker.	
Environment	Must be Green Certified. At least 3 of the following standards must be complied with. • EPEAT™ Gold • Energy Star 8.0 • ErP Lot 3 • TCO Certified 9.0 • RoHS Compliant	
Processor	10-core CPU with 4 super cores and 6 efficiency cores. Must provide the latest generation of the processor being offered.	
Graphics	8-core GPU	
Neural	Neural Accelerators, 16-core Neural Engine	
Chipset	ARM-based SoC (System on Chip) platform	
Minimum Memory	At least 16GB unified memory (both for processing and graphics).	
Monitor Support	Supports up to two external displays: • Two displays up to a native resolution of 6K at 60Hz or 4K at 144Hz • One display up to a native resolution of 8K at 60Hz or 5K at 120Hz or 4K at 240Hz • Supports up to two external displays over a single Thunderbolt port • Simultaneously supports the built-in display at full native resolution • Thunderbolt 4 (USB-C) ports support native DisplayPort 1.4 speeds (up to HBR3) with DSC capability Or better	
Storage Size	At least 256 GB or higher	
Display	13.6-inch (diagonal) LED-backlit display with IPS technology; 22560-by-1664 native resolution at 224 pixels per inch 500 nits' brightness or better.	
Base Cover Material	Aluminum	
Camera	1080p HD video recording with an advanced image signal processor with computational video	

Wireless LAN	Must be at least Up to Wi-Fi 6E, 802.11ax 2x2 Wi-Fi + Bluetooth 5.3 above, or compatible with OSG Infrastructure.	
Biometric Security	Fingerprint Reader or Touch ID.	
Ports	Shall consist of a minimum of the following: • MagSafe 3 charging port or any USB-C Power Charging Port • 3.5mm headphone jack • Two Thunderbolt 4 (USB-C) ports or better with support for: o Charging o DisplayPort o Thunderbolt 4 (up to 40Gb/s) o USB 4 (up to 40Gb/s)	
Audio Support	Supported formats include AAC, MP3, Lossless, FLAC, Dolby Digital, Dolby Digital Plus, and Dolby Atmos, or the same technology or better	
	• Four-speaker sound system • Support for Spatial Audio when playing music or video with Dolby Atmos or the same technology on built-in speakers	
Keyboard	Backlit Keyboard with: 78 (ANSI) or 79 (ISO) keys, including 12 full-height function keys Ambient light sensor	
Touchpad	Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures or better	
Security	Must contain its own discrete Boot ROM and the Advanced Encryption Standard (AES) engine. Must encrypt data at rest and protect and evaluate the biometric data for Touch ID or fingerprint.	
Battery	Built-in 53.8-watt-hour lithium-polymer battery	
AC Adapter	At least 40W Dynamic Power Adapter with 60W Max or better. Fast-charge capable with a 70W USB-C Power Adapter or higher.	
Max Weight	1.30 kg or lighter	
Warranty	With at least one year of support in parts, labor, and on-site service.	
	The bidder must provide the following:	

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Technical Working Group for ICT Equipment

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