TERMS OF REFERENCE

Supply and Delivery of Various ICT Equipment, Productivity Software and Training for the National Security Council and the Presidential Situation Room

A. BACKGROUND

A.1 PROCURING ENTITY

The National Security Council (NSC) is the principal advisory body on the proper coordination and integration of plans and policies affecting national security. It oversees the implementation of national security policies and directives and has the duty to carry out planning and coordination of national security related programs (Executive Order 115, series of 1986; as amended by Executive Order No. 33, series of 1992; and Executive Order 34, series of 2001).

The Presidential Situation Room (PSR), under the management of the NSC, was activated pursuant to Administrative Order No. 2 series of 2010. The PSR is mandated to serve as the primary monitoring, coordination and communications center in the Office of the President on classified information.

In order to effectively fulfill said mandate and facilitate the delivery of NSC core and support functions, it maintains the 24/7 operations of the both NSC & PSR Data Centers, which hosts various application servers, and network and communication equipment. The computers, printers and scanners from the different offices are connected to the Data Centers via local area network to access the different application systems and network resources/services.

A.2 PROJECT OVERVIEW/OBJECTIVES

The NSC intends to procure various ICT equipment, software and training for the different offices of NSC and PSR.

Objectives of the project:

- To replace the defective and unserviceable ICT equipment of the agency;
- To acquire up-to-date, reliable, dependable, and efficient ICT equipment and productivity software; and
- To improve office productivity through the upgrading of ICT equipment and software and provision of training programs for employees and staff.

A.3 PROJECT SCOPE

Bidders shall comply with the following:

A.3.1 The implementation of the procurement of various ICT equipment, software and training will primarily be at the NSC in Quezon City and the PSR in Malacañang Park.

A.3.2 Supply and delivery of brand-new desktop computers with Windows 10 Pro 64-bit edition, including monitor, keyboard, mouse, and other accessories as mentioned in the minimum technical specifications;

A.3.3 Supply and delivery of brand-new laptop computers with Windows 10 Pro 64-bit edition, including its accessories as mentioned in the minimum technical specifications;
A.3.4 Supply and delivery of brand-new printers and scanners with its accessories as described in the minimum technical specifications;

A.3.5 Supply and delivery of different Microsoft Office Licenses;

A.3.6 Provision of training programs on MS Word, MS Excel and MS PowerPoint for three (3) batches consists of three (3) days for each batch;

A.3.7 The project shall cover the warranty, maintenance, and support service for the ICT equipment to cover at least three (3) years on parts and labor to ensure stability of the equipment.

B. PROJECT ESTIMATES

B.1 APPROVED BUDGET COST

The NSC intends to apply the sum of TWELVE MILLION ONE HUNDRED TWENTY NINE THOUSAND NINE HUNDRED TWENTY PESOS AND ZERO CENTAVOS (Php12,129,920.00) being the Approved Budget for the Contract (ABC) of the project inclusive of all applicable taxes. Bidders can participate for either Lot 1 or Lot 2, or both.

<table>
<thead>
<tr>
<th>LOT NO.</th>
<th>NAME OF PROJECT</th>
<th>ABC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VARIOUS ICT EQUIPMENT</td>
<td>PHP 8,574,920.00</td>
</tr>
<tr>
<td>2</td>
<td>MICROSOFT OFFICE LICENSES AND TRAINING</td>
<td>PHP 3,555,000.00</td>
</tr>
</tbody>
</table>

C. BID REQUIREMENT

The NSC shall select a qualified PROVIDER for the procurement of various ICT Equipment with warranties and technical support services of the following ICT resources, software and training.

C.1 END USER ICT EQUIPMENT

<table>
<thead>
<tr>
<th>Item No. 1</th>
<th>Various ICT Equipment</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Desktop Computer</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Laptop Computer</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Printer</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Scanner</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No. 2</th>
<th>Microsoft Office Licenses and Training</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Microsoft Office User License</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>- Office 365 Business Premium with 1TB OneDrive cloud storage with advanced security per person</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>- Professional 2019 (perpetual)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>- Standard 2019 (perpetual)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>- Home and Business 2019 (perpetual)</td>
<td>145</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office Training (with three (3) batches with three (3) training days per batch)</td>
<td>105 pax</td>
</tr>
</tbody>
</table>
C.2 TECHNICAL SPECIFICATIONS

The bidder shall supply and deliver the following minimum technical specifications:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>ICT EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESKTOP COMPUTER:</strong></td>
<td></td>
</tr>
<tr>
<td>Processor:</td>
<td>Intel® Core™ i7 8th Gen</td>
</tr>
<tr>
<td>Operating System:</td>
<td>Microsoft® Windows 10 Pro (64-bit)</td>
</tr>
<tr>
<td>Memory:</td>
<td>8GB (1x8GB) 2666MHz DDR4 Memory</td>
</tr>
<tr>
<td>Hard Drive:</td>
<td>3.5 inch 1TB 7200rpm SATA HDD (partition: 30% system; 70% data)</td>
</tr>
<tr>
<td>Chipset:</td>
<td>Intel® 300 Series Chipset</td>
</tr>
<tr>
<td>Optical Drive:</td>
<td>Internal slim Optical Disk Drive</td>
</tr>
<tr>
<td>Optional SD Media Card reader</td>
<td></td>
</tr>
<tr>
<td>Video Card:</td>
<td>Integrated Intel® HD Graphics 610/630</td>
</tr>
<tr>
<td>Supports NVIDIA GeForce®/discrete graphics</td>
<td></td>
</tr>
<tr>
<td>Power:</td>
<td>Typical 92% Efficient PSU (80 PLUS Platinum) or Manufacturer Standard ENERGY STAR compliant</td>
</tr>
<tr>
<td>Ports:</td>
<td>1 x USB 3.1 Type-C</td>
</tr>
<tr>
<td></td>
<td>4 x USB 3.1 Gen 1</td>
</tr>
<tr>
<td></td>
<td>1 x USB 2.0 (optional)</td>
</tr>
<tr>
<td></td>
<td>1 x RJ-45</td>
</tr>
<tr>
<td></td>
<td>1 x Serial</td>
</tr>
<tr>
<td></td>
<td>1 x HDMI or DisplayPort</td>
</tr>
<tr>
<td></td>
<td>1 x PS/2 (optional)</td>
</tr>
<tr>
<td></td>
<td>1 x UAJ</td>
</tr>
<tr>
<td></td>
<td>1 x VGA</td>
</tr>
</tbody>
</table>

| Slots: | 1 M.2 for storage |
| | 1 M.2 for wireless |
| Chassis: | Bays |
| | HDD |
| | Internal slim ODD |
| Form Factor: | Tower Type |
| Security: | Chassis lock slot support |
| | Lockable cable cover/Kensington lock |
| | Setup/BIOS Password |
| | Optional Chassis lock with intrusion detection |
| | Optional Firmware support Absolute Data & Device Security |
| | Optional Intel Software Guard |
| Regulatory: | Environmental Standards (eco-labels) |
| | ENERGY STAR |
| | EPEAT Registered |
| | TCO Certified |
| Display: | 23 inch monitor (of the same brand) |
| Other Accessories: | USB keyboard and USB mouse of the same brand |
Other cable accessories

**LAPTOP COMPUTER:**

**Processor**
Intel® Core™ i7 8th Gen

**Operating System**
Windows 10 Pro (64bit) English

**Memory**
8GB (1x8GB) RAM

**Video Card**
Intel® UHD Graphics

**Display**
14” FHD

**Audio and Speakers**
Stereo speakers with high quality

**Hard Drive**
TB SATA HDD (partition: 30% system; 70% data)

**Power**
Battery 45WHr battery
A/C Adapter

**Camera**
HD (720p) webcam

**Wireless**
Intel® Dual Band wireless 802.11ac Wi-Fi and Bluetooth

**Ports**
1 x USB-C 3.1 Gen 1
1 x USB-C 3.1 Gen 2/Thunderbolt™
1 x MicroSD Card Reader
1 x Headset jack
1 x HDMI

**Slots**
Lock Slot

**Exterior Chassis Materials**
Manufacturer standard

**Keyboard**
Backlit keyboard, spill-resistant

**Security (optional)**
Microsoft® Hello compliant fingerprint reader

**Screen**
FHD resolution display, LED backlit, anti-glare

**Touchpad**
Multi-touch surface touchpad

**Dimension/Weight**
14inch, not more than 2 kgs.

**Regulatory**
Environmental Standards (eco-labels)
ENERGY STAR
EPEAT Registered
TCO Certified

**Others**
Bag, other accessories

**PRINTER:**

**Function(s)**
Print

**Print speed**
At least 27 ppm

**Two-sided printing**
Automatic duplex print option

**Paper trays/paper handling**
With at least 50-sheet multipurpose tray; at least 250-sheet input tray

**Print Technology**
**Laser Printer Management**
- GUI management access or application

**Connectivity/Network capability**
- Hi-speed USB port; built-in gigabit ethernet 10/100/1000 base-tx port; auto-crossover ethernet; wireless 802.11 b/g/n/2.4/5GHz wi-fi radio; 802.1x authentication;

**Mobile printing capability**
- Apple airprint; google cloud print; smart app and other mobile app; wi-fi direct printing

**Wireless capability**
- Built-in dual-band wi-fi; wep/wpa/wpa2/wpa enterprise; encryption; wps; bluetooth

**Memory**
- 512 MB NAND flash, 512 mb dram

**Processor speed**
- 1200 MHz

**Media sizes custom**
- Tray 1: 76 x 127 to 216 x 356 mm; tray 2: 100 x 148 to 216 x 356 mm

**Compatible operating system**

**Security management**
- Secure Boot; Secure Firmware Integrity; Runtime Code Integrity; password protected EWS; secure browsing via SSL/TLS 1.0; TLS 1.1; TLS 1.2; IPP over TLS: Network: enable/disable network ports and features; unused protocol and service disablement; SNMPV1; SNMPV2; and SNMPV3; community password change; HTTPS with certificate validation; HTTP Basic Access Authentication; SASL authentication; Firewall and ACL; control panel lock; certificates configuration; UPD PIN printing; Syslog; signed firmware; administrator settings; 802.1x authentication (EAP-TLS, and PEAP); authentication via WEP; WPA/WPA2 Personal; WPA2-enterprise; encryption via AES or TKIP; Encrypted data storage; Secure data erase; Automatic firmware updates; Secure Encrypted Print via optional job storage;

**Fonts and typefaces**
- 84 scalable TrueType fonts

**Control panel**
- With intuitive touchscreen panel

**Regulatory**
- Environmental Standards (eco-labels)
- ENERGY STAR
- EPEAT Registered
- CECP

**Power**
- Internal built-in power supply; auto volt 110 – 240 VAC (+/- 10%) 50/60Hz (+/-3 Hz)

**Acoustics**
- Acoustic power emissions: 6.2 B(A); Acoustic power emissions {ready}: 3.4B(A)
- Acoustic pressure emissions bystander (active, printing): 48 dB(A); Acoustic pressure emissions bystander {ready}: 14 dB(A)

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**SCANNER:**

**Scanning Speed**
- 40 ppm

**Document Size - Multiple Papers**
- Length 51 mm to 355.6 mm
- Width 51 mm to 215.9 mm

**Document Size - Single Paper**
- Length 51 to 5,000 mm
- Width 51 mm to 215.9 mm

**Duplex Scan**
Yes
Colour / Black
Yes / Yes
Color Depth - Input
30-bit colour processing
Color Depth - Output
24-bit colour processing
Resolution - Optical
Max. 600 dpi x 600 dpi
Resolution - Interpolated
Max. 1,200 dpi x 1,200 dpi
Scanning Width
Max. 215 mm
Grayscale
256 levels
ADF (Automatic Document Feeder)
Up to 50 pages (Paper: 80 g/m²)
Touchscreen LCD (Liquid Crystal Display)
3.7 inches (93.4 mm), TFT colour LCD screen
Power Source
AC: 220 - 240 V, 50/60 Hz
TWAIN Compliant - Windows®
7/8/8.1/10
TWAIN Compliant - Mac OS
OS X 10.8.5, 10.9.x, 10.10.x
WIA Compliant - Windows®
Windows® 7 / 8 / 8.1 / 10
ICA Compliant - Mac OS
OS X 10.8.5, 10.9.x, 10.10.x
ISIS Compliant - Windows
Windows® 7 / 8 / 8.1 / 10
USB
SuperSpeed USB 3.0
Use a USB 3.0 cable (Type B) no more than 1.8 meters long
LAN
10Base-T/100Base-TX/1000Base-T
Wireless LAN
IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)
IEEE 802.11g/n (WiFi Direct)
Wireless Network Security
WEP 64/128-bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), Enterprise WPA/WPA-PSK
(AES), EAP, EAP RAST, PEAP, EAP TLS, EAP TLS
Setup Support Utility
WPS
WLAN Assistant

**MICROSOFT OFFICE LICENSES AND TRAINING**

**MICROSOFT OFFICE USER LICENSE**

- **Office 365 Business Premium**  - 38 users license
  Twelve (12) - month subscription
  For use on multiple PCs/Macs, tablets, and phones (including Windows, iOS, and Android*)
  Premium versions of Word, Excel, PowerPoint and Outlook, plus Publisher and Access for PC only
  1TB OneDrive cloud storage with advanced security per person
  Collaborate on documents with others online
  Tech support via chat or phone with Microsoft experts

- **Professional**  - 10 users license
  OLP NL Gov
Includes Word, Excel, Powerpoint, One Note, Outlook, Publisher, Access, Sharepoint and Skype for Business (Office Online Applications)
Perpetual Users License

<table>
<thead>
<tr>
<th>Standard 2019</th>
<th>10 users license</th>
</tr>
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<tbody>
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<td>OLP NL Gov</td>
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<tr>
<th>Home and Business 2019</th>
<th>145 users license</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes Word, Excel, Powerpoint, One Note, Outlook</td>
<td></td>
</tr>
<tr>
<td>Perpetual Users License</td>
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</tr>
</tbody>
</table>

**MICROSOFT OFFICE TRAINING**

- In-house training for 105 persons
- Three (3) batches with three (3) training days per batch

**Training Outline**

A. MS Word

1. Formatting Text and Paragraphs
   - Apply character formatting
   - Align text using tabs
   - Display text as list items
   - Control paragraph layout
   - Apply borders and shading to text
   - Apply styles to text

2. Controlling Text Flow
   - Control paragraph flow
   - Insert section breaks
   - Insert columns
   - Link text boxes to control text flow
   - Creating Table of Contents, Figures and Equations

3. Using Mail Merge
   - About the mail merge features, including manual mail merge tools and the Mail Merge Wizard
   - How to use mail merge to create envelopes, labels, emails, and more
   - How to create a data source using Microsoft Word

4. Adding Tables
   - Insert a table
   - Modify a table
   - Format a table
   - Perform Calculations

5. Creating Custom Graphic Elements
   - Create text boxes and pull quotes
   - Add WordArt and drop caps to text
   - Using SmartArt’s Processes, Relationship, Cycles and Lists

6. Using Images in a Document
   - Resize an image
   - Adjust image appearance
   - Integrate pictures and text
   - Insert and format screenshots
   - Add videos to a document
### B. MS PowerPoint

1. Developing a PowerPoint Presentation
   - Select a presentation type
   - Build a presentation
   - Lay out a presentation
   - Edit presentation text
   - Create customized presentation with templates
   - View and navigate a presentation

2. Modifying Objects
   - Edit objects
   - Format objects
   - Group objects
   - Arrange objects
   - Animate objects

3. Create, Edit, and Import Table and Chart
   - Create and Format a Table
   - Create, Format and Manipulate a Chart
   - Insert a table or chart from Microsoft Excel

4. Preparing to Deliver Presentation
   - Apply transitions / Add special effects
   - Use the slide, notes, and handout masters
   - Create custom shows
   - Secure and share presentations

5. Modifying the PowerPoint Environment
   - Customize the user interface
   - Set PowerPoint options

6. Customizing Design Templates
   - Create and manage sections
   - Modify slide masters and slide layouts
   - Add headers and footers
   - Modify the notes master and the handout master

7. Working with Media and Animations
   - Add audio to a presentation
   - Add video to a presentation
   - Customize animations and transitions
   - Create a video or a CD

8. Customizing a Slide Show
   - Annotate a presentation
   - Set up a slide show
   - Create a custom slide show
   - Add hyperlinks and action buttons
   - Record a presentation

### C. MS Excel

1. Workbook Basics
   - Parts of a Workbook
   - Entering and Deleting Data
   - Using Undo and Redo
   - Using Cut, Copy, and Paste

2. Working with Data
   - Inserting Rows and Columns
   - Merging and Splitting Cells
   - Moving Cells
- Using Paste Special
- Using Find and Replace
- Hiding and Unhiding Cells

(3) Basic Excel Tools
- Understanding Cell References and Formulas
- Understanding Relative and Absolute Cell References
- Using Basic Formulas and Functions
- Using Advanced Functions
- Using Spell Check
- Using Sort and Filter

(4) Timesaving Tools
- Using AutoFill
- Using Flash Fill
- Using AutoSum
- Using AutoComplete
- Using AutoCalculate

(5) Formatting Text
- Changing the Font Face, Size, and Color
- Applying Text Effects
- Applying Borders and Fill
- Using the Font Tab of the Format Cells Dialog
- Clearing Formatting

(6) Formatting Data
- Wrapping Text
- Adjusting Cell Alignment
- Changing Text Direction
- Changing Number Format

(7) Formatting the Workbook
- Using Cell Styles
- Formatting Data as a Table
- Changing the Theme
- Inserting Page Breaks
- Adding a Background

(8) Inserting Art and Objects
- Inserting SmartArt
- Inserting Text Boxes
- Inserting Pictures
- Inserting Equations
- Drawing Shapes

(9) Managing and Charting Data
- Creating Dynamic Worksheets by Using Pivot Table
- Creating/Inserting Dynamic Charts
- Transposing Data
- Converting Text to Columns
- Using Search and Validation Tools

(10) Printing Workbook
- Using Excel's Different Views
- Using Print Preview
- Printing Settings
- Adding Headers and Footers
- Printing Portions of a Worksheet
D. **BIDDER’S ELIGIBILITY REQUIREMENT**

D.1. Bidder must be Certified Sales Partner/Reseller of the product offered to ensure of its technical expertise on the offered solution/product.

D.2. Bidder should provide certificate that has 8x5 technical support capabilities. Bidder should identify the person responsible and provide his/her contact details i.e. name, position, contact numbers and email address.

E. **WARRANTY AND MAINTENANCE**

The Bidder shall provide warranty coverage of three (3) years on parts and labour for the delivered ICT equipment and shall provide a support service of not more than 3 hours of response time after receipt of call from client during the warranty period. In case that a delivered ICT equipment cannot be repaired on-site, service units are provided in good working condition.

F. **SCHEDULE OF DELIVERABLES**

The delivery of the items for the Supply and Delivery of Various ICT Equipment shall be within thirty (30) calendar days upon receipt by the supplier of corresponding Notice to Proceed (NTP).

G. **INSTITUTIONAL REQUIREMENTS**

   a. The winning bidder shall coordinate with concerned personnel of the Information and Communication Technology Division (ICTD) for the conduct of any activity related to the fulfillment of their obligations to the NSC.

   b. The bidder shall warrant that it shall conform strictly to the terms and conditions of this Terms of Reference.

   c. The bidder must be an authorized distributor, reseller or partner of the manufacturer, as attested by a notarized original copy of certification to be submitted to the Chairman, NSC Bids and Awards Committee. The certification should be on stationery bearing the letterhead of the manufacturer and signed by the authorized person representing said manufacturer.

   d. The bidder must submit a copy of manufacturer’s product brochures, specifications sheet, manuals etc., as appropriate of all the required equipment and/or systems. Any of these evidences should be downloadable from product or manufacturer’s website or otherwise verifiable by any means reasonable and acceptable to the Bids and Awards Committee.

H. **REMUNERATION AND TERMS OF PAYMENT**

The winning bidder shall be paid following this schedule:

| 100 % of Total Contract Price | Upon completion of the delivery, inspection and acceptance of NSC - Inspection Committee |

I. **PENALTY CLAUSE**

In case of failure to complete the project within the time specified, a penalty of one-tenth of one percent (1/10 of 1%) of the total contract price for every day of delay shall be imposed. It is construed that the ICT Equipment Project shall be made and completed within thirty (30) calendar days from the date of the issuance of the Notice to Proceed.