

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF COMPUTER HARDWARE FOR THE OFFICE PRODUCTIVITY PROJECT (MIDP Program 8 - Maritime Innovation and Knowledge Center)

I. BACKGROUND

The Maritime Industry Development Plan 2019-2028 (MIDP) is the ten-year comprehensive and practicable roadmap formulated pursuant to Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974 creating the Maritime Industry Authority (MARINA) geared towards the rational and integrated development of the maritime industry.

The MIDP was initially launched from its formulation last 01 June 2017 and the draft was approved by the MARINA Board during its 264th Regular Meeting on 14 December 2018. Among the eight (8) Priority Programs of the MIDP is the Establishment of Maritime Innovation and Knowledge Center (MIKC) with the objective of improving the capacity of MARINA and other partners to innovate and operate modern technologies.

II. OBJECTIVE OF THE PROJECT

The following are the objectives of the project:

1. To establish, operate and maintain integrated databases (developmental databases and application-based systems) and support the information needs of MIDP's Priority Programs.
2. To upgrade the capability of Computer Hardware and I.T. related equipment of the Maritime Industry Authority.
3. To support new platform and systems to be implemented by the MARINA as part of its computerization.
4. To enhance office productivity with the efficient use of office applications software designed to increase management efficiency using computer hardware.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the project is **FIVE MILLION THREE HUNDRED SEVENTY THOUSAND PESOS (P5,370,000.00)** sourced from the General Appropriations Act of 2019, inclusive of all applicable government taxes and charges.

IV. BIDDER'S QUALIFICATIONS

1. Bidders must have completed a similar contract/project equivalent to fifty percent (50%) of the ABC within two (2) years from the date of submission and receipt of bids.
2. Bidders must have completed at least three (3) similar projects in supply, delivery and installation of computer hardware, within the last three (3) years. This should be vouched by a Certificate of Acceptance issued by the end-user.
3. The Bidder should have been operating in the Philippines for at least three (3) years and is registered with SEC or DTI.
4. Bidders must have no pending case against the government of the Philippines.

V. DELIVERABLES

PARTICULARS	QTY	UNIT
1. Server	2	Units
2. Desktop Computer	32	Units
3. Laptop Computer	20	Units
4. Laser Printer	33	Units

VI. TECHNICAL SPECIFICATIONS

1. SERVER

- 1.1. Form Factor - 1U Rack /2S
- 1.2. Processor - Intel Xeon E5-2620 v3 2.4GHz,15M Cache,8.00GT/s QPI, Turbo,
- 1.3 HT, 6C/12T (85W) Max Mem
- 1.4 Memory / Max - 4 x 16GB RDIMM, 2133MT/s, Dual Rank, x8 Data Width (8/12 max DIMM slots)
- 1.5 HD Capacity - 6 x 500GB 10K RPM SAS 12Gbps 2.5in Hot-plug Hard Drive (max 8 HDD)
- 1.6 Optical - DVD+/-RW SATA Internal
- 1.7 RAID - PERC H730P Integrated RAID Controller, 2GB Cache
- 1.8 Onboard NICs - On-Board LOM 1GBE (Quad Port)
- 1.9 Power Supplies - Single, Hot-plug Power Supply (1+0), 550W
- 1.10 Static Rail - Ready Rails, Sliding Rails With Cable Management Arm
- 1.11 Keyboard - USB Keyboard
- 1.12 Mouse - USB Optical Mouse
- 1.13 Warranty - Three (3) years next Business Day On Site
- 1.14 OS – Latest Windows Server
- 1.15 Other Requirements - Two (2) KVA UPS
 - 1.15.a Backup time of at least 9 minutes at full load Load capacity of 2000VA 1800Watts
 - 1.15.b Auto self testing system
 - 1.15.c Communication: USB/SNMP
 - 1.15.d On-Line UPS System
 - 1.15.e Input and Output Voltage at 230 VAC with 60Hz
 - 1.16.f No Load Shutdown
 - 1.16.g Related cables and accessories

- 1.17.h Comes complete with sealed free-maintenance batteries
- 1.15.j UPS battery must have at least 1-year warranty
- 1.15.k User Interface: LCD with audible alarm
- 1.15.l Outlet Receptacle: 8 IEC C13 Outlets

2. DESKTOP

- 2.1. Intel Core i7 8thGen
- 2.2. 6 cores, 12MB, 12T, 3.2 GHz
- 2.3. 8GB (2x4GB), DDR4
- 2.4. 1TB SATA3HDD
- 2.5. DvD-Super multidrive
- 2.6 Intel HD Graphics
- 2.7 Internal Speakers
- 2.8 Integrated high-definition surround sound or Manufacturers Standard
- 2.9 LAN: Gigabit Ethernet
- 2.10 IO/Ports :
 - 3 x USB 2.0
 - 2 x USB 3.0
 - HDMI-out
 - HDMI-in
 - 3-in-1 card reader (SD, SDHC, SDXC)
 - 10/100/1000 LAN
 - audio/microphone jack
- 2.11 Display : Atleast 23" LEDMonitor
- 2.12 Uninterrupted Power Supply (650 VA)
- 2.13 Pre-loaded with
 - Operating System - Windows 10 pro 64 bit
 - Latest Licensed MS office Word, Excel, Powerpoint)
 - Anti-Virus (Two (2) Years Subscription)

3. LAPTOP

- Intel Core i7 8th Generation
- 8GB Memory
- 1TB 5400 RPM
- 13 to 14" HD
- 2GB NVIDIA GeForce 920A DDR3
- 8X DVD-Super Multi
- 2 x USB 3.0, 1 x USB 2.0, HDMI-out, RJ-45, 4-in-1 card reader (SD, SDHC, SDXC, MMC), audio combo jack
- Supplied with
 - Wireless Mouse
 - Laptop bag with sling or backpack (Manufacturer-issued)
 - Power Adaptor (Manufacturer's Standard)
- Pre-loaded with
 - Operating System - Windows 10 pro 64 bit
 - Latest Licensed MS office Word, Excel, Powerpoint)
 - Anti-Virus (Two (2) Years Subscription)

4. PRINTER

- 4.1 Printing Technology - Laser
- 4.2 Maximum Resolution - 2400 x 600 dpi
- 4.3 Print Speed - Simplex: 33 ppm, Duplex: 7 ppm
- 4.4 First Print Out Speed - 15 seconds
- 4.5 Printing – Duplex Printing Capable
- 4.6 Duty Cycle - Monthly: 60,000 pages
- 4.7 Paper Handling - Input Tray 1, Multipurpose Tray, Output Tray
- 4.8 Paper Capacity - Input Tray 1: 250 sheets, Multipurpose Tray: 50 sheets and Output Tray: 150 sheets
- 4.9 Interface - USB 2.0, Ethernet, Wi-Fi and NFC
- 4.10 Processor - 800 MHz
- 4.11 Memory - 512 MB
- 4.12 Compatible Operating Systems – Windows, Mac OS X, macOS and Linux
- 4.13 Control Panel - 2.7" / 6.75 cm touchscreen LCD
- 4.14 Power Requirements - 110-120 VAC, 50/60 Hz

VII. OTHER REQUIREMENTS

A. WARRANTY AND AFTER-SALES SUPPORT

1. One (1) year on parts, labor
2. On-site support shall be provided for the delivered within twenty-four (24) hours from verbal/written notification by the END-USER AGENCY, with cut-off time at 2:00 pm per working day. Verbal/ written notifications received after 2:00 pm will be addressed by suppliers the following working day.
3. Within the warranty period, machines that cannot be repaired within twenty-four (24) hours shall be immediately replaced with a service unit of similar specifications or better.
4. Provide service unit, which is equivalent to or higher than the defective unit, in case of pull-out, at no cost to the MARINA.

B. TRANSFER OF TECHNOLOGY

1. The bidder must provide a training program to qualified staff/employee of the Maritime Industry Authority (MARINA) in installation, configuration, administration of all of the deliverables.
2. Appropriate manuals (e.g. Equipment, User, Operational Manuals...etc) shall be provided to each participant and written in a very simple manner that everybody can understand.
3. Training and Technology Transfer should be conducted before final project acceptance.

C. RESPONSIBILITY OF THE BIDDER

1. All installation and configuration must be done inside the MARINA premises. The bidder shall Format hard disk in the manner of 40% for the system disk and 60% data disk;
2. The bidder must submit original brochure of all deliverables.

VIII. PROJECT TIMEFRAME

- The project shall be completed within a period of Sixty (60) days upon receipt of the Notice to Proceed.

IX. TERMS OF PAYMENT

- Payment shall be made within thirty (30) working days upon issuance of Final Acceptance.