





## **TERMS OF REFERENCE**

Procurement of the Supply and Delivery of Two (2) Units of Interactive Kiosk as Inclusion in the Information Systems Strategic Plan of the Bureau of Communications Services, PCS Building 310, San Rafael St., San Miguel, Malacañang, Manila.

### **I. BACKGROUND**

The Bureau of Communications Services (BCS) is mandated to provide its target publics information on the President's thrusts, priorities, and accomplishments. Specifically, the BCS conducts information campaigns, on-ground events, and exhibits, and produces promotional merchandise and IEC materials that will enhance awareness to and secure positive public acceptance and support of the programs and activities of the Government and the Presidency.

The Special Operations Division (SOD) continuously conducts on-ground events in varying platforms, locations, and scales. These include brand activations, fora, and caravans conducted in municipal halls, function venues, schools, hospitals, and vaccination centers, among others. A variety of resources are also used, including standees, tarpaulin banners, and collapsible kiosks.

In 2019, the BCS Information Systems Strategic Plan (ISSP) was approved by the Department of Budget and Management (DBM), providing for the Bureau additional budget to improve its Information Technology infrastructure. Included in the ISSP is the procurement of an interactive kiosk to aid the conduct of on-ground events and information campaigns.

The interactive kiosk will be of significant help in conducting public information dissemination campaigns, especially as the BCS aims to adopt new trends in technology and government communication.

### **II. OBJECTIVES**

- To enhance the experience of event participants, resulting in higher satisfaction survey ratings
- To be able to present ideas clearly through interactive displays and applications
- To be able to conduct visually engaging events, which may enhance understanding of government projects and programs

### **III. DESCRIPTION AND SCOPE OF SERVICES**

The procurement project is two (2) units of Interactive Kiosk

#### **A- General Requirements:**

BRAND NEW Interactive Kiosk - Total Amount of Php 140,000.00

#### **B- Technical Requirements and Specifications**



Quantity	Unit	Description
2	unit	<p>Interactive Kiosk</p> <p>With the following specifications:</p> <ul style="list-style-type: none"> <li>• TFT-type</li> <li>• 55-inch</li> <li>• Max Resolution 1920 x 1080</li> <li>• Viewing Angle: 178 / 178</li> <li>• Color: 16.7M</li> <li>• Contrast Ratio: 4000:1</li> <li>• Brightness: 450-500 cd/m2</li> <li>• Response Time: 7.5 ms</li> </ul>
ABC		<b>Php 140,000.00</b>

**Add-ons:**

- Installation and delivery
- Training and Support

*N.B. provision of onsite visit during post qualification for appreciation of the equipment's specifications*

**IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) for this procurement project is:

One Hundred Forty Thousand Pesos (Php 140,000.00) only

**V. AFTER-SALES SUPPORT/TECHNICAL SERVICES**

- 2 years warranty
- Lifetime Free Service
- Direct Distributor to Philippines (Attached Certificate from the Supplier)

**Additional requirements**

1. The Supplier must have been engaged in the Supply, Installation of Production machine for a minimum of Ten (10) years. Certification must be issued by the Manufacturer;
2. That the Valid/Notarized/Current Certificate issued by the Manufacturer certifies that the Supplier is the direct distributor of the brand being offered and has the capability to provide after-sales services and technical support;



3. The Supplier must be able to provide a quick response to the Bureau by providing its end-users technical service support/representatives to conduct scheduled, regular preventive maintenance (with programs), and repair services free of charge;
4. The Supplier shall provide the Bureau with Two (2) copies of operator and service instruction manuals including its electrical and mechanical schematics, and the current price list of preventive maintenance parts;
5. The Supplier must be able to provide a monthly report on the usage and its life expectancy of preventive maintenance parts after-sales;
6. The Supplier must be able to deliver and install the Equipment at the designated location at no cost to the Bureau;
7. The Supplier must be able to provide training/instruction on the Equipment's operation upon delivery; and/or conduct a hands-on training on the installation and operation of the Interactive Kiosk to the end-users at no additional cost after-sales; and,
8. Before machine delivery, the Supplier must be able to demonstrate through video the machine's performance until the end-user reaches the desired requirements or preferably an on-site visit for the actual demonstration of application/process.

#### **VI. DELIVERY TERMS**

The **Winning Bidder** shall deliver the Goods commencing fifteen (15) to thirty (30) days from the date of the receipt of **Notice to Proceed** and no later than the delivery date indicated on the Purchase Order.

#### **VII. INSPECTION**

The BCS shall have the right to inspect and/or test the goods to confirm conformity with the required specifications. Item/unit/good must remain undamaged until it reaches the designated location.

Inspection and Acceptance Report from the BCS shall form part of the payment process in compliance of the Supplier on the required specifications of the goods.

**After having carefully read and accepted the Terms and Conditions in the Term of Reference (TOR). I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
FAX/Mobile No.

\_\_\_\_\_  
Email Address/es