

Project : **Supply, Delivery and Installation of 1 Unit of Teleprompter**  
Budget/Program : **General Administration and Support**  
Approved Budget for the Contract : **Php 400,000.00**  
Delivery Period : **60 Calendar Days**

## **TERMS OF REFERENCE**

### **1. BACKGROUND**

The Department of Justice (DOJ) aims to upgrade and enhance the capability to communicate virtually with other department / agency during virtual meeting / hearing.

### **2. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is Four Hundred Thousand (400,000.00) Inclusive of Value-Added Tax (V.A.T.) and all other applicable government taxes.

### **3. TERMS OF ENGAGEMENT**

The Terms of Engagement will be for Three (3) Year, with expected full supply, delivery and installation within Sixty (60) Calendar Days upon receipt of Notice to Proceed (NTP).

### **4. DETAILED TECHNICAL REQUIREMENTS**

Mirror size:	360mm x 380mm
Mirror adjustable:	96-216cm
Mirror Incidence Adjustment:	± 45 degrees
Monitor size:	20 inches
Prompter size:	510mm (w) x 500mm (d)
Additional accessories:	1 Unit – Caster Wheel 2 Units – Mirror Holder 2 Units – Mirror Beam Splitter 2 Units – Foot Pedestal 2 Units – Telescopic bar 2 Units – LCD monitor 20 – 22 inches 2 Units – Side cover for base 1 Unit – Teleprompter Software 2 Units – HDMI Extender

2 Units – HDMI Splitter  
6 Units – at least 3 meters HDMI Cable  
1 Unit – Remote control with Battery

Additional Requirements: VGA and Flash Drive Compatible  
Knowledge Transfer of at least 3 personnel  
24x7 Phone support

Warranty: 3-year warranty for support, parts and services

**5. Vendor Qualification Requirements:**

- 5.1 The vendor must have authorized active service centers and have a capacity to provide onsite support, manufacturer's central support hotline and email.
- 5.2 Quality assurance is expected from the vendor, such that any error or fault in any hardware, peripherals, pre-installed mandatory software and installation tools delivered during the implementation shall be acted upon, resolved, mitigated and/or replaced accordingly at no cost to the organization. Likewise, upon final project vendor acceptance, the vendor is required to aftersales service and assurance that all equipment and installation are accurate, complete, operable, uncompromised, and error-free during warranty period.

**6. WARRANTY AND SUPPORT**

- 6.1 Three (3) years which includes technical support, parts, labor and services.
- 6.2 Maximum of one (1) day response time from the time the supplier receives the concern through email or phone.
- 6.3 8AM to 5PM technical/costumer support for their equipment, during office hours five (5) days a week, excluding holidays.
- 6.4 Item replacement after receipt of report through email, phone call or SMS messages for defective scanner from ICT Infrastructure Division upon unboxing, installation and configuration.

**7. DEVIATION FROM REQUIREMENTS**

The vendor will be allowed to deviate from the requirements of this TOR provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.

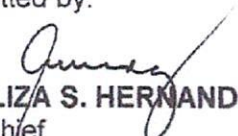
**8. LIQUIDATED DAMAGES**

Where the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is thereby in default under the Contract, The Contractor shall pay the DOJ for Liquidated Damages pursuant to implementing rules and regulations of R.A. 9184.


Prepared by:

  
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Recommending Approval:

  
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Veto  
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SERIALNUMBER=0010010015915,  
OU=Planning and Management Service,  
O=Department of Justice, GP=1  
Date: 2024.04.14 17:42:29  
**MARIA LUISA DV. OLITOQUIT**  
Director IV, Planning and Management Service

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