

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**TERMS OF REFERENCE  
PURCHASE OF IT EQUIPMENT PROJECT  
for CY 2020**

**1. Background**

The National Home Mortgage Finance Corporation (NHMFC) was created in 1977 by Presidential Decree No. 1267. It is mandated to increase the availability of affordable housing loans to finance the Filipino homebuyer's acquisition of housing units through the development and operation of a secondary market. As a primary secondary mortgage institution, NHMFC was mandated to operate a viable home mortgage market by purchasing mortgages originated by both private and public institutions that are within NHMFC's approved guidelines. These mortgages will be seasoned, pooled and securitized to recycle funds to provide liquidity for housing.

In compliance with Republic Act. No. 9184 known as "**Government Procurement Act**", NHMFC will be conducting a public bidding for the Purchase of IT Equipment Project.

**2. Objective**

This project aims to purchase the following hardware and software to be delivered and installed at NHMFC-Makati Head Office:

	<b>Qty</b>	<b>Item Description</b>
<b>Hardware:</b>		
a.)	10 Units	Laptop with Numeric Keypad and Operating System(OS)
b.)	137 Units	Laptop with OS
c.)	60 Units	All-in-One Inkjet Tank Printers
<b>Software:</b>		
d.)	147 Licenses	Latest version of MS Office Home and Business
e.)	147 Licenses	Latest Version of Antivirus Software

### 3. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is **Ten Million Seven Hundred Thirty Four Thousand Pesos (PHP 10,734,000.00)**, inclusive of all applicable taxes and will be sourced from corporate funds for CY 2021.

### 4. Technical Specifications

a.) Ten (10) Units – LAPTOP with Numeric Keypad

Ten (10) Units Laptop with numpad:	Minimum Technical Specifications	
		<b>Processor:</b>
<ul style="list-style-type: none"> <li>● Bundled and pre- loaded with Windows 10 Professional 64bit</li> <li>❖ Three (3) Years Warranty on Parts and Services</li> </ul>	<b>Memory:</b>	At least 8 GB DDR4
	<b>Hard Disk:</b>	At least 128GB SSD + 500 GB HDD or 500 GB SSD
	<b>Display Screen:</b>	At least 15.6", Full HD (1920 x 1080), IPS
	<b>Keyboard</b>	With numpad
	<b>Pre-loaded Operating System:</b>	At least Windows 10 Professional 64 bit
	<b>Camera:</b>	At least 720p HD with dual-array mic
	<b>Connectivity</b>	At least Wifi: 1 x 1 WiFi 802.11 ac 2 x 2 WiFi 802.11 ac 4, Bluetooth
	<b>I/O Ports</b>	HDMI, USB 3.1, with rj45 port, headphone jack
	<b>Mouse</b>	Wireless Optical Mouse
	<b>Battery:</b>	Integrated battery, supports fast Charging technology
	<b>Back Pack</b>	with
<b>Warranty:</b>	At least three (3) Years on Parts and Labor	

b.) One hundred thirty seven (137) Units - LAPTOP

<b>One hundred thirty seven (137) Units Laptop with:</b>	<b>Minimum Technical Specifications</b>	
	<ul style="list-style-type: none"> <li>● Bundled and pre-loaded with Windows 10 Professional 64bit</li> <li>❖ Three (3) Years Warranty on Parts and Services</li> </ul>	<b>Processor:</b>
<b>Memory:</b>		At least 8 GB DDR4
<b>Graphics:</b>		Integrated Graphics
<b>Hard Disk:</b>		At least 256 GB SSD
<b>Display Screen:</b>		At least FHD 1920x1080
<b>Pre-loaded Operating System:</b>		at least Windows 10 Professional 64 bit
<b>Camera:</b>		At least 720p HD with dual array mic
<b>Display and Graphics:</b>		not more than 14" display
<b>I/O (Input/Output) Ports</b>		At least Two(2) USB 3.1 , HDMI, Headphone jack, with rj45
<b>Connectivity</b>		At leastWifi:1 x 1 WiFi 802.11 ac 2 x 2 WiFi 802.11 ac4, Bluetooth
<b>Mouse</b>		Wireless Optical Mouse
<b>Battery:</b>		Integrated battery, supports fast Charging technology
<b>Back Pack</b>		with
<b>Warranty:</b>	At least three (3) Years on Parts and Labor	

**c.) Sixty (60) Units – All-in-One Inkjet Tank Printers**

<b>Particulars</b>	<b>Minimum Specifications/Requirements of NHMFC</b>
Type	Print, Scan, Copy, Fax with ADF
Functions	Must have at least Print, Scan and Copy
Product Dimension(With/Depth/Height)	375 mm x 347 mm x 237 mm
<b>Paper Handling:</b>	
No. of Paper Trays	1
Paper Hold Capacity	Input Capacity: Up to 100 sheets-A4 / Letter Plain paper (80 g/m <sup>2</sup> ), Up to 20 sheets-Premium Glossy Photo Paper, 10 sheets-Envelope, 30 sheets-Postcard Output Capacity: 30 sheets A4 Plain Paper, 20 sheets Premium Glossy Photo Paper
Paper Size	Legal, 8.5x13", Letter, A4, 5x7", 4x6", Envelopes #10
<b>Print Speed:</b>	
Draft, A4(Black/Colour)	Up to 33 ppm/15 ppm
First Page Out Time from Ready Mode (Black/Colour)	Approx. 10 sec/16 sec
<b>Scan Function:</b>	
Scanner Type	Flatbed colour image scanner
Sensor Type	CIS
Optical Resolution	1200 dpi x 2400 dpi
Max. Scan Area	216x297 mm(8.5"x11.7")
Scanner Bit Depth (Colour)	48-bit input, 24-bit output
Scanner Bit Depth (Grayscale)	16-bit input, 8-bit output
Scanner Bit Depth (Black & White)	16-bit input, 1-bit output
Scan Speed (Flatbed/ADF(Simplex))	Scan Speed (Flatbed/ADF(Simplex))

<b>Copy Speed :</b>	
Max. Copy Resolution	600 x 600 dpi
Maximum Copies from Standalone	99 sheets
Maximum Copy Size	Legal
<b>ADF Specifications:</b>	
Support Paper Thickness	64-95 g/m2
Paper Capacity	30 pages (A4), 10 pages (Legal)
<b>Fax Functions:</b>	
Type of Fax	Walk-up black-and-white and colour fax capability
Fax Speed(Data Transfer Rate)	Up to 33.6 kbps, Approx. 3sec/page
Transmission Paper Size(ADF)	A4, Letter, Legal
Fax Resolution:	Up to 200 x 200 dpi
<b>Interface:</b>	
USB	USB
Network	Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct, Ethernet
Supported OS	At least Windows 10 or higher, Mac OS x 10.6.8 or later
<b>Weight:</b>	
Weight	At least 5.0 kg
<b>Warranty:</b>	
Warranty	One (1) year warranty on parts and labor

**d.) Software Licenses**

Qty	Software
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147 Licenses	Latest version of MS Office Home and Business
147 Licenses	Latest Version of Antivirus Software for three(3) years

**e.) One Hundred Forty Seven (147) Licenses Latest Version for Anti-Virus for three (3) years**

**Anti-Virus Software Specifications**

The NHMFC is looking for an anti-virus software (Enterprise Edition) that will deliver a multi-layer anti-malware protection for workstations and servers with end-point controls and unified management console (UMC). It shall also support for **one hundred forty seven (147 ) laptops** with the following features:

1) Anti-Malware

- Automatic and On-Demand Scanning
- Active Disinfection
- Signature-Based Protection
- Urgent Detection System
- Behavioral Analysis
- Cloud-Based Protection
- Host-Based Intrusion Prevention System (HIPS) with Personal Firewall
- Network Attack Blocker
- Ransomware Protection

2) Endpoint Controls

- Application Control
- Device Control
- Web Control
- USB Port Control

3) Unified Management Console

**5. BIDDER'S SUPPORT SERVICES**

5.1) Delivery

All items must be delivered within sixty (60) working days upon receipt of purchase order.

## 5.2) Software Installation and Hardware Maintenance

### 5.2.1) Software Installation

The bidder is responsible for the installation/configuration of the MS Office and Antivirus delivered at NHMFC – Makati Office in compliance with the technical requirements specified in the technical specifications of the Terms of Reference (TOR).

### 5.2.2) Hardware Maintenance

During the warranty period the bidder is required to provide the following:

5.2.2.1) Response time of not more than one (1) day after receipt of call.

5.2.2.2) Mean Time to Repair (MTTR) of not more than one (1) day. In the event that repair exceeds two (2) days, the vendor must provide a back-up and/or replacement unit during the warranty period.

## 5.3. Documentation

The bidder shall document (hard/soft copy) the hardware and software installation procedures and submit copies to NHMFC.

## 6. Payment Terms

The payment shall be done within thirty (30) working days after delivery and acceptance.

**APPROVED:**

**BIDS AND AWARDS COMMITTEE(BAC)**

**MARIA LUISA M. FAVILA**  
**Member**

**CAROLINA C. CORTEZ**  
**Member**

**ATTY. DANTE M. PATAPAT**  
**Member**

**MA. VICTORIA L. ALPAJARO**  
**Member**

**ROMEO S. ROLDAN**  
**Vice-Chairperson**

**LIVIA ALICIA R. RAMOS**  
**Chairperson**