



REPUBLIC OF THE PHILIPPINES
Department of Science and Technology
Philippine Atmospheric, Geophysical and
Astronomical Services Administration (PAGASA)
Science Garden, Agham Road, Diliman, Quezon City 1100

TERMS OF REFERENCE
For

SUPPLY AND DELIVERY OF 1 LOT COMPUTER AUXILIARY SOFTWARE

1. MITHI ICT Refresh Program through DICT office provided to PAGASA in the purchase of auxiliary softwares for office productivity supplies.
2. **Approved Budget for the Contract:** Two Million Sixty Thousand Pesos(**Php 2,060,000.00**) inclusive of Value Added Tax (VAT, custom duties, and other government taxes
3. **Qualifications of Bidders** – (Please refer to Instructions to Bidders, the Bid Data Sheet and Checklist of Eligibility Requirements)
4. **Bid Validity** - The bid shall remain valid for a period of 120 calendar days from the date of bid.
5. **Bid Proposal Contents** - The prospective bidder is expected to comply and respond in accordance with the specific instructions of bidders and submit the document requirements under checklist of Eligibility, technical and financial requirements. The submission of documentary requirements must be properly arranged in order and with label.
6. **Submission of Bids** - All bids must be submitted not later than the certain date and time scheduled by the PAGASA-BAC or as agreed upon by the PAGASA-BAC and the bidders, whichever is applicable
7. **Place and Delivery Period** - The winning bidder shall complete the Supply, Delivery at PAGASA central office within 30 days from the date of issuance of the Notice to Proceed.

8. List of Deliverables

8.1 Compliance Matrix for Software

Unit	Item Descriptions	Qty.
pcs.	Microsoft Windows Professional – single license	22
Pcs.	Microsoft Office Professional (2016) – single license	22
Pcs.	Antivirus – Single License	37
Pcs.	Microsoft Visio 2016 Pro	3
Pcs.	Adbobe Acrobat Pro DC	25
Pcs.	Adobe Photoshop CS6	2

Prepared by:

Veronica A. Chin
ETSD/METTSS

Noted by:

EDWIN F. MANRESA
Chief, ETSD

Recommending Approval:


CATALINO L. DAVIS
DA for Admin. & Eng'g Services


Approved by:

VICENTE B. MALANO, Ph. D.
Administrator

"tracking the sky... helping the country"

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 Postal Address: P.O. Box 3278 Manila

 Tel No. (63-2) 929-4865 (w/Fax) & 434-9040