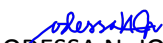


TERMS AND CONDITIONS FOR THE PROCUREMENT OF EQUIPMENT

Name of Project/Contract: Supply of 21 Units of Laptop (as per PR No. 23697)

1. Indicate brand, model and country of origin.
2. Notarized certificate that the product is brand new, not reconditioned/refurbished including parts and accessories.
3. Delivery and installation should be done within thirty (30) calendar days commencing on the date of receipt of Purchase Order and Notice to Proceed. Notification by email and acknowledged by the supplier constitute date of acceptance. The equipment must be delivered ready to use. Cables, connectors, adapters and accessories even not specified but are essential for the unit to function must be provided free by the winning bidder.
4. Certification from at least three (3) government and /or private agencies within Metro Manila or the Philippines that they have been supplied with the same brand being offered.
5. Undertaking to provide product orientation and operations training for end-user and troubleshooting training for technicians/research staff.
6. Warranty should be at least two (2) years for service and on parts.
7. Warranty period shall commence from the date of acceptance by the end-user, testing and commissioning.
8. Provide regular quarterly preventive maintenance and calibration during the warranty period.
9. A notarized certification from the manufacturer that the bidder is an authorized distributor of the equipment.
10. Notarized Certification from the manufacturer and local distributor that in the event of a change of local distributor, preventive maintenance, warranty and services agreed here upon will be honored by the principal manufacturer.
11. Notarized Certification that the local distributor and the manufacturer have been in business relationship of providing that said equipment for at least five (5) years.
12. Notarized certification accompanied with proof that the bidder is in the business of supplying the unit/item for the last five (5) years.
13. Guarantee letter or certificate from the manufacturer and local distributor to ensure the availability of parts, supplies and accessories and will not be discontinued for the next five (5) years.
14. Provide separate quotation for maintenance, repair and replacement of parts after warranty period.
15. Provide operator's & service manual (in English Language) upon delivery.
16. The bidder must submit certification that they have a capability for corrective and preventive maintenance of the unit or have a service center within Metro Manila
17. Must guarantee that diagnostic technician will be able to assess the unit within 24 hours of notification (if applicable).
18. Automatic provision of a functioning service unit (same model or higher) in case repair of more than 3 days/pull out of the purchased unit during the warranty period.
19. The winning bidder will be responsible for all fees for performance testing, delivery, installation and commissioning the unit (if applicable).
20. Specific Place of Delivery: Office of Student Affairs, UP Manila, 3F Student Center, P. Faura cor Ma. Orosa Street, Ermita, Manila. In case of large equipment, the end-user should issue a certification, noted by the Dean/Director, that the identified space is available,
21. Terms of payment: Payment must only be made after the appropriate inspection and acceptance procedures, as mandated by existing government rules and regulations, have been complied with by the Procuring Entity.

Discussed and agreed during the Preprocurement Conference conducted on January 15, 2024

End-user (Probational member): 
ODESSA N. JOSON, MA
 Director, Office of Student Affairs

Technical Working Group: _____

BAC 3 Chairman: _____

University of the Philippines Manila
PROCUREMENT MANAGEMENT OFFICE (PMO)
**CHECKLIST OF REQUIREMENTS FOR PROCUREMENT
OF GOODS FOR PUBLIC BIDDING**

PROJECT TITLE: Computer laptop for OCA.

PURCHASE REQUEST No. 23697

Purchase Request Date: Nov. 23, 2023

END-USER OCA

- ☒ Attachments to the Purchase Request:
Technical Specifications (signed by end-user)
Terms and Conditions, Delivery Terms and Place,
etc. (Signed by the end-user)
- ☒ Purchase Requests should bear the following:
☒ Date of Approval
☒ Signature of the End-user (Project Team
Leader, Principal Investigator)
☒ Approving officer's signature
(VCAF/Chancellor)
☒ Budget clearance:
Amount: (ABC) 776,979.00
Fund Source: PR-UPM Funds-23-044
Validity of funding _____
Project Duration: _____
- ☐ Proof of Market Survey

If for alternative mode of procurement:

☐ Justification approved by the Chancellor

End-user's Representative to attend BAC3 meetings:

Ms. Odesa Jayon

Contact details: _____

MDP: SVP c/o BAC3.

*Note: All the above technical documents should be
submitted to Procurement Office in hard and electronic
copies. PLEASE SECURE THE DOCUMENTS IN A FOLDER
PROPERLY LABELLED.*

Other instructions/remarks:

Projects with incomplete documents will be considered
not yet ready for procurement and will be returned to the
end-user/implementing unit by the Procurement
Management Office/BAC3 Secretariat.

LENETTE LORENA P. CRUCIDO, MBA
Acting Director, PMO

PMO CONTROL NO.

BAC3-2024- 2

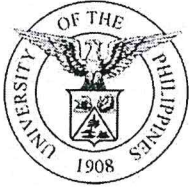
Date: 10 JAN 2024

URGENT

UPM-PMO-F2

Revision: 1

Page 1 of 1



UNIVERSITY OF THE PHILIPPINES MANILA

Taft Avenue, Manila, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00005



2305A-0935

Purchase Request

Entity Name: UP Manila

Fund Cluster: 05

PPMP No.:

Office/Section: UPM Office of Student Affairs	PR No.: 23697 Responsibility Center Code: MA03001001 --	Date: Nov 23, 2023			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Computer Laptop	21	36,999.00	776,979.00
Grand Total					776,979.00
Purpose: Computer Laptop (use of OSA Staff)					

Signature:	Requested by:	Approved by:
Printed Name:	Joson, Prof. Odessa Nuyda	Adevoso-Canal, Dr. Johanna Patricia De Leon, MD, MHA, MSc
Designation:	Director	Vice Chancellor for Administration and Finance

DEC 19 2023

Certified that all items listed in Purchase Request No. 23697 were included in the 2023 Annual Procurement Plan submitted by UP Manila. (Amount: 236,979.00)

Mode of Procurement: MINI VALUE PROCUREMENT

LENETTE LORENA P. CRUCIDO
Acting Director UPM-PMO

12/1/2023

BUDGET CLEARANCE

Fund Source: PR-DPMW FUNDS-23-044
Approved Amount: P 776,979.00

LOVELLE C. SAGUD
Chief Budget Officer, UPM

12/14/23



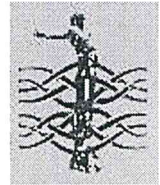
UNIVERSITY OF THE PHILIPPINES MANILA

Information Management Service (IMS)

ITC Building, Joaquin Gonzalez Compound, UP Manila

Padre Faura St., Ermita, Manila 1000, Philippines

Tel: (632) 8-8141 254 to 255 • Email: upm-ims@up.edu.ph



Technical evaluation

Requesting College/Unit:
CAD – Office of the Student Affair

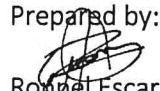
Date: November 22, 2023

Subject: Equipment Purchase
Note: For Reference Purposes Only


Unit	Description	Price
1	<p>Laptop</p> <p>Specifications</p> <p>Processor: i5-1135G7 processor (8 MB Smart Cache, 2.4 GHz with Turbo Boost up to 4.2 GHz or better</p> <p>Memory: 8GB of onboard 3200 MHz DDR4 system memory or higher</p> <p>Video graphics: GeForce MX330 with 2 GB GDDR5 or higher</p> <p>Hard drive: 1 TB NVMe SSD</p> <p>Display: 15.6-inch FHD 1920 x 1080</p> <p>Wireless connectivity: Wireless Wi-Fi 6 802.11 a/b/g/n/ac/ax Wireless LAN Dual Band (2.4GHz and 5 GHz) 2x2 MU-MIMO technology Supports Bluetooth 5.2</p> <p>Operating system: Windows 11</p> <p>I/O Ports:</p> <ul style="list-style-type: none">- 2 USB 3.2 Gen 1 ports with one featuring power-off USB charging.- 1 USB Type-C port: USB 3.2 Gen 1 (up to 5 Gbps)- 1 HDMI 2.0 port with HDCP support- 1 3.5 mm headphone/speaker jack, supporting headsets with built-in microphone.- 1 Ethernet (RJ-45) port <p>With Free MS Office</p>	PHP 36,999.00

With accessories to operate fully.

Prepared by:


Ronnel Escarez
Senior ICT Assistant

Approved by:


Marbert John C. Marasigan MSc
Director, UP-Manila-IMS

Note: This is for technical evaluation and for reference only, and not an assurance for funds availability nor for a recommending approval



UNIVERSITY OF THE PHILIPPINES
MANILA

Taft Avenue, Manila, Metro Manila, NCR
TIN: 000-864-006-00005

SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN
For Non-common use Goods

Contact No.: 8141250
Email Address: lamaraan@up.edu.ph

END-USER/UNIT: UPM Office of Student Affairs
Contact Person: LAWRENCE A. MARAAN

Address: Office of Student Affairs

CODE	GENERAL DESCRIPTION	QTY/	ESTIMATED BUDGET	MODE OF PROCUREMENT	SOURCE OF FUND	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
23684-	Computer Laptop	21 pc	776,979.00	NP-53.9 Small Value Procurement	164											27-NOV-23	

TOTAL AMOUNT: 776,979.00
+10% Provision for Inflation 77,697.90
+10% Contingency 77,697.90
Estimated Total Budget 932,374.80

NOTED AS TO MODE OF PROCUREMENT

LENETTE LORENA P. CRUCIDO
Acting Director UPM, P110
12-11-2023
12/11/2023

NOTE: Technical Specifications for each item/project being proposed shall be submitted as part of the PPM/P

Prepared By:

Venturina, Mr. Elena Mendoza
Senior Scholarship Affairs Officer

Reviewed and recommending approval:

Joseon, Prof. Odessa Noyda
Director

Certified Funds Availability:

Saguid, Ms. Lovelle Carpio
Chief Administrative Officer

PR: UPM FIN/175-123-044
854,636.90
Net of 10% Inflation

Approved:

Adevoso-Canal, Dr. Johanna Patricia De Leon, MD, MH
Vice Chancellor for Administration and Finance

DEC 19 2023

275-3860-972024.0

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