


TERMS AND CONDITIONS
Supply of IT Equipment and Office Equipment for the University Library
(PR No. 13150 ABC: PhP 715,000.00)
Small Value Procurement

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 45-60 days commencing on the date of acceptance of Notice to Proceed. Notification by email and acknowledged by the supplier constitutes 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 the same brand being offered.
5. Undertaking to provide product orientation and operations training for end-user and troubleshooting training for technicians/research staff within seven (7) days after complete installation.
6. Warranty should be at least 1-2 years for service and 1-2 years 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. 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.
12. Provide separate quotation for consumables and maintenance/repair/replacement of parts after warranty period.
13. Provide operator's and service manual (in English Language) upon delivery.
14. 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
15. The winning bidder will be responsible of all fees for performance testing, delivery, installation and commissioning the unit.
16. Bid price should be inclusive of all applicable taxes.

Discussed and agreed during the Pre-Procurement Conference conducted on 15 March 2021

End-user (Probational member):


MARIA NIMFA V. CASTRO, MLIS

Technical Working Group: _____

BAC 3 Chairman/Presiding Officer: TRISTAN NATHANIEL C. RAMOS, DDM, MPH