



PROCUREMENT OF PORTABLE HARD DRIVES

TECHNICAL SPECIFICATIONS AND REQUIREMENTS

QTY	UNIT	ITEM/S DESCRIPTION
20	Units	PORTABLE EXTERNAL HARD DRIVE <ul style="list-style-type: none">• Storage Capacity: 2TB• Interface: USB 3.0• Connectivity: USB 3.0 & 2.0 (with no AC power cord needed)• Storage Media: 2.5"• Inclusion: USB 3.0 Cable• Certificate: CE/FCC/BSMI• Support: Microsoft Windows 7 / 8 / 10; Mac OS X 10.7 or later; Linux Kernel 2.6.31 or later• Handling: Three-stage shock protection system Military-grade shock resistance• Casing: Durable anti-shock rubber outer case• Software: 256-bit AES file & folder encryption With one-touch auto backup feature With data management and data recovery software

I. TERMS OF DELIVERY

- a. Supply and delivery of the Goods must be made **within fifteen (15) calendar days upon receipt of the Notice to Proceed**, at the Information Technology Department (ITD), 23rd Floor BPI-Philam Life Building, 6811 Ayala Avenue, Makati City.
- b. The above specified period of delivery is subject to change without prior notice and activities may be rescheduled in any of the following or similar circumstances:
 1. Natural disasters or calamities
 2. National security emergencies
 3. Implementation of work suspensions or community quarantine/lockdown due to worldwide/nationwide health emergencies (e.g. plague, pandemic, epidemic, etc.)
 4. *Force majeure* or any unforeseen circumstances that prevent the Supplier from fulfilling the Contract.

In any occurrence of the circumstances noted above wherein the scheduled activity cannot be completed or performed, the activity will be rescheduled and completed or performed immediately after the circumstances mentioned above. In addition, the Supplier will still be paid as scheduled based on the payment terms.

- c. If the Supplier will be unable to deliver the Goods by the delivery date(s) stipulated in the Notice to Proceed, the Supplier shall:
 - 1. Immediately consult with PE to determine the most expeditious means for delivery and;
 - 2. Use an expedited means of delivery, at the Supplier's cost (unless the delay is due to *Force Majeure*), if reasonably so requested by PE.
- d. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.
- e. The Goods shall be delivered according to the requirements specified herein.

II. **TERMS OF PAYMENT**

- a. Payment shall be made **30 days after complete delivery of the items**, and on a one-time basis subject to submission of Documentary Requirements by the Supplier.
- b. All prices shall be VAT inclusive, considered as fixed price, and therefore not subject to price escalation during contract implementation.
- c. All prices shall be denominated and payable in Philippine currency pursuant to the provisions required in Section 61.4 of R.A. 9184 and its IRR.
- d. Payment shall be subject to the "Warranty" provisions in the form of retention money in an amount equivalent to at least one percent (1%) of the Contract Price required in Section 62.1 of R.A. 9184 and its IRR.

III. **APPROVED BUDGET FOR THE CONTRACT**

The ABC is **One Hundred Thousand Pesos Only (Php 100,000.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

IV. **INSPECTION**

- a. The PE, through the End-User representative, shall have reasonable time after delivery of the Goods to inspect them and to reject and refuse issuance of Certificate of Acceptance of Goods not conforming to the Specifications and Requirements enumerated in Annex A.
- b. Inspection of the Goods by the Supplier prior to delivery to the PE does not relieve the Supplier from any of its contractual obligations.
- c. The PE shall have the right to test the Goods to assure their conformity to the specifications.
- d. After conducting inspection and testing, the Supplier shall, within 3 calendar days

from notice, replace all defective/erroneous/expired licenses at no cost to the PE.

V. INSTRUCTIONS/REQUIREMENTS TO BIDDERS

- a. Must be at least five (5) years authorized reseller of the product being offered.
- b. May submit original brochures showing the product being offered.
- c. All quotations shall be written with the Supplier Company's letterhead.

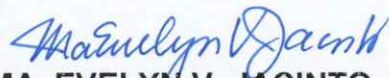
VI. WARRANTY

- a. In order to assure that manufacturing defects, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- b. The PE shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective unit/s and/or related parts thereof without cost to the PE, pursuant to the Generic Procurement Manual.
- c. Warranty shall be for a period of **One (1) year from the date of acceptance** by the PE.

Prepared By:


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LLOYD A. SIOSON
Vice President
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Conforme:

Printed name and Signature of Supplier
Date: