



**TERMS OF REFERENCE
FOR THE PROCUREMENT OF CHECK PRINTER/DOT MATRIX
FOR THE PHILIPPINE GUARANTEE CORPORATION**

A. BACKGROUND

The ISSP provides detailed information on the establishment of the infrastructure backbone of the PHILGUARANTEE, on its requirements for ICT equipment, to ensure continuous operation and timely service of the Corporation on its new office location.

The current ICT equipment situation in PHILGUARANTEE showed that current equipment does not meet the current user requirements. To ensure continuous operation and timely service of the corporation, the ICT assets are necessary to protect data loss that may be caused by disasters and minimize business disruption and ensure business continuity.

To provide efficient and reliable delivery of service to the PHILGUARANTEE's stakeholders and the general public, the corporation will acquire new ICT equipment, to aid the different operating units in the performance of its functions.

B. PROJECT DESCRIPTION

This project involves supply and delivery of Check Printers (Laser Printer) and Dot Matrix 24-Pin for the PhilGuarantee.

C. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Sixty Five Thousand Pesos (P65,000.00)**, inclusive of all taxes and charges as stated in the Supplemental PPMP.

D. PROJECT DELIVERABLES

1. Supply and Delivery of two (2) Laser Printers and two (2) Dot Matrix.
2. All components are branded and should be factory installed with corresponding part and number and are verifiable via web.

E. DELIVERY PERIOD AND PLACE OF DELIVERY

The winning bidder shall supply and deliver the set of equipment fifteen calendar days (15 c.d.) upon issuance of the Purchase Order (PO)/Notice To Proceed (NTP) at the PhilGuarantee Office located at 22nd Floor BPI-PhilAm Life Building, Ayala Ave., Makati City.

F. TECHNICAL SPECIFICATIONS

See Annex A "Technical Specifications for the procurement of Check Printer/Dot Matrix"

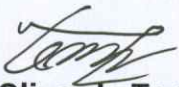
G. ACCEPTANCE

The Philippine Guarantee Corporation has the right to test, and evaluate the software and hardware equipment before acceptance.

H. PAYMENT TERMS

Thirty calendar days (30 c.d.) upon acceptance.

Prepared by:



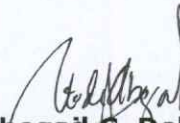
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