

**ANNEX A  
Terms of Reference**

**Procurement of Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops**

**I. Background**  
The Philippine Embassy in Berne, Switzerland intends to procure Eleven (11) All-in-One Personal Computers and Two (2) Portable Laptops for its official use.

**II. Objective**  
To contract a reputable ICT company that could supply the needs of the Embassy.

**III. Scope of Work**

**The Company shall provide the following:**

**Statement of Compliance**

Item Description	Technical Specifications
All-in-One Personal Computer	<ul style="list-style-type: none"> <li>-Intel Core i7 13<sup>th</sup> Gen Processor (or higher);</li> <li>- Windows 11 Pro 64 OS;</li> <li>- At least 32 GB RAM DDR5</li> <li>- At least 1TB SSD M.2 2280 PCIe 4.0</li> <li>-Intel UHD/Iris Xe Graphics</li> <li>-Touch Screen Display diagonal: 27", 300 nits, 14ms</li> <li>-Intel Wifi 6E/Bluetooth 5.3</li> <li>-USB C, HDMI, Gigabit Ethernet, USB 3.2 Type A</li> <li>-FHD webcam, mic, speakers, wireless keyboard and mouse;</li> <li>-3-Year on-site warranty</li> <li>-Microsoft Office Home &amp; Business (perpetual license), Norton Antivirus software</li> </ul>
Portable Laptop	<ul style="list-style-type: none"> <li>-Intel Core i7 13<sup>th</sup> Gen Processor (or higher);</li> <li>- Windows 11 Pro 64 OS;</li> <li>- At least 32 GB RAM LPDDR5</li> <li>- At least 1TB SSD M.2 2280 PCIe 4.0</li> <li>-Integrated Intel Iris Xe Graphics</li> <li>-13" or 14" WUXGA (1920X1200), IPS, matt, non-touch display;</li> <li>-Intel Wifi 6E/Bluetooth 5.3</li> <li>-USB C, SIM, HDMI, Gigabit Ethernet, USB 3.2 Type A, audio jack</li> <li>-FHD webcam, mic, speakers, backlit keyboard, trackpad;</li> <li>-3-Year on-site warranty</li> <li>-Microsoft Office Home &amp; Business (perpetual license), Norton Antivirus software</li> </ul>

<p><b>IV.</b></p>	<p><b>Supplier's Obligations:</b></p> <p><b>The supplier shall:</b></p> <ol style="list-style-type: none"> <li>1. Must be based in Switzerland;</li> <li>2. Must have online presence;</li> <li>3. Accept MWST or VAT exemption;</li> <li>4. Submit the invoice within 7 days after delivery of supplies;</li> <li>5. Payment shall be based on actual transactions/purchase;</li> <li>6. Offer free delivery service (up to the stock room of the Embassy);</li> <li>7. Provide a focal person to handle the account of the Embassy for easy coordination and transaction; and</li> <li>8. Warranty on defects, for both the unit, peripherals and spare parts, and attendant after-sales services.</li> </ol>	
<p><b>V.</b></p>	<p><b>TERMS OF PAYMENT</b></p> <p>The supplier shall submit their bank details together with billing statement/invoice for online banking payment through UBS. For other Commercial Bank, applicable bank charges shall be for the account of the supplier.</p>	