



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

Tanggapan ng Manananggol Pambayan  
 Kagawaran ng Katarungan  
 DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF BIOMETRICS FOR THE IMPLEMENTATION OF PUBLIC ATTORNEY'S OFFICE (PAO) HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) PROJECT,**  
 (Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. The Public Attorney's Office (PAO) is authorized to procure Biometrics for the implementation of PAO HRMIS project to be charged against Agency Specific Budget, FY 2021 General Appropriation Act, R.A. No. 11518.
2. HRMIS is intended primarily for the official use of the Public Attorney's Office Human Resource Management and Development Division (HRMDD).

**Approved Budget for the Contract**

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FIVE MILLION NINE HUNDRED SIXTY THOUSAND PESOS ONLY- (Php 5,960,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**TECHNICAL SPECIFICATION**

**Delivery: 15 to 30 calendar days after issuance of notice to proceed.**

**Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.**

ITEM	NO. OF UNITS	MINIMUM SPECIFICATION
Biometrics	400	<p>Multiple Verification Mode, including:</p> <ul style="list-style-type: none"> <li>• Facial recognition               <ul style="list-style-type: none"> <li>➤ Speed ≤ 1s</li> <li>➤ Can recognize face with or without facemask from a distance of .03M to 2M or farther</li> <li>➤ Face Capacity: 3,000 or more</li> </ul> </li> <li>• Finger scanning               <ul style="list-style-type: none"> <li>➤ Finger Capacity: 3,000 or more</li> </ul> </li> <li>• RFID scanning               <ul style="list-style-type: none"> <li>➤ Card Capacity: 10,000 or more</li> </ul> </li> <li>• Password</li> </ul> <p>Processor            At least 900MHz Dual Core CPU or higher</p> <p>Memory            At least 512 RAM / 8G ROM or higher</p> <p>Camera            At least 2MP WDR Low light Camera or higher</p>

	<p><b>Display</b> At least 2.8 – inch TFT Screen or higher Adjustable LED Supplement Lighting</p> <p><b>Connection</b> TCP/IP, WIFI (Optional) and USB Host Integration to Database System of the Office (LAN/VPN;MS-OS;MS-SQL)</p> <p><b>Standard functions</b> At least ADMS, Work Code, DST, Self-service Query, Automatic Status Switch, T9 Input, Camera, at least 10-digit User ID, Multiply Verify Modes, Schedule Bell</p> <p><b>Anti-spoof ability</b></p> <p><b>Transactions</b> 100,000 or more</p> <p><b>Wall mounted ready</b></p> <p><b>Backup battery</b> Optional</p> <p><b>Warranty</b> At least 18 months warranty on parts and labor</p>
--	---

**TECHNICAL WORKING GROUP:**

**Head:**

**ALMA E. DUMAGO – LATOSA**  
Director II  
Financial Planning and Management Service

**Members:**

**THOR ARTHUR B. AVILA**  
Administrative Officer V  
Human Resource Management and Development Division  
Administrative Service

  
**MICHAEL M. MENDOZA**  
Administrative Assistant III  
Cash Section  
Administrative Service

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Procurement of Biometric Machine with Facial Recognition</i></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	
12	The price of the Goods shall be quoted DDP <i>Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount equivalent to not less than two (2) % percent of the ABC of each Lot if bid security is in cash, cashier's manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount equivalent to not less than five (5) %: of the ABC of each lot if bid security is in Surety Bond.</li> </ol>
19.3	<i>See attached Terms of Reference and Technical Specifications</i>
20.2	<ol style="list-style-type: none"> <li>1. Company profile;</li> <li>2. List of existing and previous clients;</li> <li>3. Certification issued by Head of the company or authorized representative, whether the prospective bidder is a manufacturer, supplier or distributor of the above items AND Certification from the manufacturer that the bidder is an authorized seller /distributor/dealer of the subject of the procurement. In case of a reseller, he (reseller company) must present a certification from his distributor that he is an authorized reseller of the subject items along with a certification from the manufacturer that his distributor is an authorized dealer/seller of the subject item;</li> <li>4. Security and Exchange Commission registration or Department of Trade and Industry business permit;</li> <li>5. Valid and current Mayor's permit or business permit;</li> <li>6. VAT registration;</li> </ol>

	<ol style="list-style-type: none"> <li>7. Latest Income Tax Return;</li> <li>8. Audited Financial Statements for Year 2020 (stamped "received" by the BIR);</li> <li>9. Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its agencies/offices;</li> <li>10. Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree;</li> <li>11. Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct;</li> <li>12. Certificate of Registration from <i>PHILGEPS</i>;</li> <li>13. Bid Price;</li> <li>14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.</li> </ol>
21.2	<i>Not applicable</i>