



TECHNICAL SPECIFICATIONS

Supply, Delivery, and Installation of Office Productivity Tool (Perpetual) for BAFE

I. RATIONALE/PURPOSE/OBJECTIVE

The acquisition of computer software under this procurement will allow BAFE personnel to view, create, and modify general documents such as spreadsheets, memoranda, presentations, letters, and databases, among others. Compared with the traditional subscription of productivity tools, procurement of perpetual licenses is a one-time upfront payment while the use of the software is indefinite without the need for additional payment which is far more advantageous to the Government. With this, the Bureau of Agricultural and Fisheries Engineering (BAFE) intends to procure Office Productivity Tool (Perpetual).

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the **Supply, Delivery, and Installation of Office Productivity Tool (Perpetual) for BAFE** is **Seventy-Five Thousand Pesos Only (Php 75,000.00)** inclusive of all applicable government taxes and charges, professional fees, and all other costs.

III. PROJECT/DELIVERY SITE

- The project shall cover the Supply, Delivery, and Installation of the **Office Productivity Tool (Perpetual)**.
- All items shall be supplied, delivered, and installed at **BAFE, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**.

IV. PRODUCTION AND/OR DELIVERY SCHEDULE

Goods and services shall be delivered within **One Hundred Twenty (120) calendar days** from the receipt/conformance of the Notice to Proceed (NTP).

V. ITEM SPECIFICATIONS AND COST ESTIMATES

PARTICULAR	QTY	UNIT COST	TOTAL AMOUNT
Office Productivity Software (Perpetual) (features/functions) <ul style="list-style-type: none"> • Word Processing: 	3	25,000.00	75,000.00



<ul style="list-style-type: none">o with Rich text editingo with Document formatting (styles, fonts, etc.)o with Collaboration features (track changes, comments)● Spreadsheet Software:<ul style="list-style-type: none">o with Formula supporto with Data analysis toolso with Chart creationo with Collaboration (multi-user editing, comments)● Presentation Software:<ul style="list-style-type: none">o with Slide creation and formattingo with Slide transitions and animationso with Collaboration features● Collaboration Tools:<ul style="list-style-type: none">o With File sharing and version controlo With Real-time collaborationo With Document commenting and annotation● Security Features:<ul style="list-style-type: none">o With Password protection for documentso With User access controlso With Encryption of sensitive data● Integration Capabilities:<ul style="list-style-type: none">o Compatible with popular file formats (Microsoft Office, PDF, etc.)o With Third-party integrations (cloud storage, project management tools, etc.)● User Interface:<ul style="list-style-type: none">o With an Intuitive and user-friendly interfaceo With Customization options (themes, layouts)● Offline Mode:<ul style="list-style-type: none">o Ability to work offline and sync changes when onlineLicense Management:<ul style="list-style-type: none">o Perpetual licensing model with clear termso Activation and deactivation capabilitiesSupport and Updates:<ul style="list-style-type: none">o Access to customer supporto Regular software updates and patches● One-time purchase for 1 PC or Mac - software● Compatible with Windows 11, Windows 10, or macOS			
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III. INSPECTION AND TEST PROCEDURE

- The inspector and/or Supply Officer can reject any unit or part that fails to pass any test and/or inspection or does not conform to specifications.



- The inspector and/or Supply Officer will issue an Inspection and Acceptance Report (IAR) upon determining that the delivered Various ICT Equipment is usable and in good working condition.

IV. AFTER-SALES SERVICES

A. ORIENTATION/TRAINING REQUIREMENTS

The Winning Bidder shall provide at least **one (1) day** of in-person training/technical updates. This shall include orientation on the use, maintenance, and troubleshooting of the software.

B. WARRANTY REQUIREMENTS

- To secure the usage and operability of the software, the winning bidder shall provide warranty services for **at least One (1) year**.
- The winning bidder must be available for 8x5 technical support for the duration of the warranty/contract with an available response on the **next business day** from the date the end-user reported the issues.

V. PAYMENT TERMS AND CONDITIONS

One-time payment shall be made upon completion of the supply, delivery, and installation and acceptance of Office Productivity Tool (Perpetual) subject to submission of the following documents:

- a. Certificate of Warranty for the software; and
- b. Sales Invoice/Delivery Receipt.

VI. MODE OF PROCUREMENT / AWARDING

The supply, delivery, and installation of the Office Productivity Tool (Perpetual) will be procured through **Negotiated Procurement-Small Value Procurement**.

VII. ADDITIONAL TECHNICAL DOCUMENTS

To protect from unreliable and unproven products the bidders are required to obtain a Satisfactory Performance Certificate from either the BAFE or their previous contracts and clients. This is to ensure that the bidder has a good track record and can provide quality service.





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