

TERMS OF REFERENCE

Activity	LEASE OF OFW E-CARD Equipment with Consumables
END-USER	OWWA Head Office
PURPOSE	<p>Chapter IV Section 11 of Republic Act No. (R.A) 10801, otherwise known as the Overseas Worker’s Welfare Administration Act” mandates that upon payment of membership contribution, an OWWA OFW E-Card shall be provided to the OFW contributing member by the Overseas Worker Welfare Administration as proof of membership and as valid identification of the OFW.</p> <p>The OWWA OFW E-Card provides basic biological data and photograph of the OFW OWWA member, based on the data supplied by the OFW through his/her membership registration as contained in the OWWA Membership Processing System.</p> <p>The OWWA OFW E-Card serves as identification and reference document in the following instances, among others:</p> <ul style="list-style-type: none"> - In availing OWWA programs and services in all OWWA offices region-wide and overseas - In securing passport and other documents with the Department of Foreign Workers - In transacting with other related government agencies such as Pag-Ibig, SSS, LTO and PhilHealth - In transacting with and as registration requirement in the various Philippine Embassies and Consulates <p>The OWWA OFW E-Cards were initially printed in APO printing facilities, and as of August 8, 2023, 272,232 have been produced and distributed to OWWA OFW members. There is an immediate need to re-produce the E-Cards for the following purposes:</p> <ul style="list-style-type: none"> - Updating of OFW member data in the Membership Processing System, necessary as reliable reference for programs and services access, including in repatriation and reintegration - Membership promotion considering the pandemic return to the country and vice-versa post pandemic - Distribution of the OFW E-Cards mainly at the worksites overseas for the E-Cards to be immediately useful and prevent accumulation of unclaimed E-Cards
PRODUCTION AND POINTS OF DISTRIBUTION	<p>The OWWA OFW E-Cards shall be produced and pre-printed using an approved template design. The data in the E-Cards shall be supplied and printed by the issuing officers/staff in issuing offices/units using equipment, supplies and data management software to be procured for the purpose. Once an OFW applies for an OFW E-Card, it will be immediately printed and issued. This will streamline the current system and procedures of E-Card application, which OWWA supports under the mandate of the government for ease in doing business in the delivery of service.</p> <p>The E-Cards, equipment and supplies shall be used in</p> <ul style="list-style-type: none"> - OWWA Collecting Counters in DMW and in NAIA Terminals

- All Regional Welfare Offices (17)
- All Overseas Posts (32)
- Other issuing units as deemed necessary

Storage vaults or similar devices will be procured for proper safekeeping and inventory.

Lease of OWWA e-CARD Equipment Specifications

Item Requirement	Quantity	Specification
ID Card Printer	3 units	<p>Printing Capability Requirements</p> <ul style="list-style-type: none"> • The printer will utilize the DTC® (Direct-to-Card) dye-sublimation/resin thermal transfer print method. The printer should be capable of at least 300 dpi (11.8 dots/mm) print resolution. The printer should be capable of full-color and black resin printing: Up to 16.7 million colors and 256 shades per pixel. • The printer system should be capable of printing with a throughput rate of at least 225 cards per hour when printing YMCKO in batch mode – not exceeding 16 seconds per card in batch mode when printing YMCKO, 24 seconds per card in batch mode when printing YMCKO. • The printer must include a Resin Threshold feature that allows for the manual setting and adjustment of precisely when the resin K pane is utilized based on color concentration. • The printer must be dual-sided printing – field upgradable via RFID technology. • The printer must be upgradable for a lamination module. <p>Security Requirements</p> <ul style="list-style-type: none"> • The printer system must have AES-256 data encryption capabilities or equivalent. • The printer system must offer resin scramble data protection. • The printer system must include a built-in custom watermark function that allows for the application of a customized, transparent security image such as a logo, symbol, or text – to be integrated within the printed card overlay panel. • The printer must allow for password-protected printer operation <p>Environmental Features</p> <ul style="list-style-type: none"> • Green Circle® Certified for efficient energy consumption and support green initiatives. <p>Accessories</p> <ul style="list-style-type: none"> • Printer Bag • Card Storage Vault

		<p><u>Sales Service</u> Training and 2 Re-training Provide complete user and installation guide Conduct technical training during installation Complete hands-on, coaching/instructing Basic troubleshooting</p>
Database Management Software	3 units	<p><u>Security</u> License Verification Key – Hardware Key to prevent unauthorized printing. Definable User privileges Auto Log out Option Audit Trail Log Option Password Expiry Option</p> <p><u>Database and Network Support</u> MS Access Real Time Access to multi active database Flexible image storage –images inside or outside the ID database</p> <p><u>Reports</u> Print History Database Report Cards Printed and Not Printed Missing data report Audit Trail report</p>
Webcam with Tripod	3 sets	High resolution (for photo capture) 1080 Full HD resolution With tripod ready for universal clip for laptop or LED monitors USB 2.0 (USB 3.0 ready) Autofocus
Signature Pen tablet	3 units	Pen Type Rugged, passive pent and tether Patented, battery-less Resolution & Conversion rate Exceeds industry standards Programmable PPI Authentication Capability
Colored Ribbon	21 rolls	full-color with two resin black panels and clear overlay Ribbon panel, 500 images per roll
DELIVERY	The delivery of the expected output shall be within thirty (30) calendar days after receipt of the Notice to Proceed from OWWA.	
MODE OF PAYMENT	Quarterly = Php 249,795.79 x 4 = Php 999,183.15	
FUND SOURCE	OWWA E-card for membership and promotion	

Requested By:

plc
[Signature]
JOCELYN O. HAPAL
Dir. IV PPDO

Certified Funds Available:

[Signature]
MARIA GIEZI T. LANUZA
OIC, Accounting Division
Amount: ₱999,183.15

Recommending Approval:

[Signature]
EMMA V. SINCLAIR
Deputy Administrator *[Signature]*

Approved By:

[Signature]
ARNALDO A. IGNACIO
Administrator *[Signature]*

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