



## TERMS OF REFERENCE

1. **OBJECTIVE AND RATIONALE** – This invitation to Bid is for the purpose of engaging the services of a provider for one (1) Fingerprint Time Attendance and Access Control including software, installation and device setup.
2. **DURATION AND SCOPE** – The contract shall be one-time and shall not be later than 31 October 2021.
3. **DELIVERY** – The provider must deliver, install and setup the fingerprint scanner at the Philippine Embassy. Upon installation and setup, the provider shall train the Embassy personnel on how to use the device for both software and hardware.
4. **BID PRICE** – The Bid Price shall include applicable taxes and insurance payable in Kuwaiti Dinar.
5. **PAYMENT PROCEDURE** – Payment for the services will be for three (3) months payment rent-to-own, in Cheque.