

## MARITIME INDUSTRY AUTHORITY (MARINA)

### TERMS OF REFERENCE FOR THE RENTAL OF PHOTOCOPYING MACHINES

#### 1. BACKGROUND OF THE PROJECT

The MARINA, was created in June 1974 by virtue of Presidential Decree No. 474, is in need of photocopying machines for rent for its reproduction needs. It's present contract with the current photocopying company was already expired, thus, the need to procure in compliance with RA 9184 or the Government Procurement Law.

#### 2. PROJECT OBJECTIVE

To engage the services of a company that can provide MARINA its reproduction needs through rental of photocopying machines for its day-to-day operations.

#### 3. SPECIFIC REQUIREMENT

Minimum of 75,000 combined copies per month; rate per copy is inclusive of VAT and all applicable taxes;

#### 4. TECHNICAL AND OTHER REQUIREMENTS

Hereunder are the minimum technical requirements required by MARINA for the rental of ten (10) units photocopying machine:

##### 4.1 Nine (9) units Heavy Duty Photocopying Machine (Monochrome copy)

- 4.1.1 Copy Speed: 60 copies per minute
- 4.1.2 Maximum paper size: 11" x 17"
- 4.1.3 Back to back copying capability
- 4.1.4 Duplex document feeder
- 4.1.5 Sorting and grouping features
- 4.1.6 Automatic paper selection
- 4.1.7 33% to 400% reduction/enlargement
- 4.1.8 1 to 999 continuous copying
- 4.1.9 A3 maximum original size
- 4.1.10 A3 to A5R copy size
- 4.1.11 Front loading paper supply

##### 4.2 One (1) unit Heavy Duty Photocopying Machine (Colored copy/print)

- 4.2.1 Copy Speed: 60 copies per minute
- 4.2.2 Maximum paper size: 11" x 17"
- 4.2.3 Back to back copying capability
- 4.2.4 Duplex document feeder
- 4.2.5 Sorting and grouping features

