

**Department of Transportation  
MARITIME INDUSTRY AUTHORITY**

**TERMS OF REFERENCE FOR THE RENTAL OF PHOTOCOPYING MACHINES FOR  
MARINA CENTRAL OFFICE**

**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/multi-functional machine for rent for its reproduction needs. Its present contract with the current provider was about to expire, thus we 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 100,000 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 of photocopying machine.

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

- Copy Speed: at least 45 copies per minute
- Print resolution: at least 1200 x1200 dpi
- Memory: 512 mb& Processor: Dual core or higher
- Display: Color touch screen.
- Maximum Paper Size: Legal
- Back to back copying capability

