



**TECHNICAL SPECIFICATIONS AND TERMS OF REFERENCE FOR THE
RENTAL OF PHOTOCOPYING MACHINES, STCW OFFICE**

1. SCOPE OF THE PROJECT

The Maritime Industry Authority (MARINA) wishes to receive quotation from Suppliers for the rental of Photocopying Machines to address the reproduction of various documents of the STCW Office in accordance with the Government Procurement Policy Board (GPBB) and Republic Act No. 9184 and its Revised Implementing Rules and Regulations.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **Sixty Seven Thousand Five Hundred Pesos (P67,500.00)**.

3. SPECIFIC REQUIREMENT

Rental of three (3) units Photocopying Machine (Monochrome copy) with a minimum of 20,000 copies per month.

4. TECHNICAL REQUIREMENTS

- 4.1 Copy Speed: 60 copies per minute
- 4.2 Maximum paper size: 11"x17"
- 4.3 Back to back copying capability
- 4.4 Duplex document feeder
- 4.5 Sorting and grouping features
- 4.6 Automatic paper selection
- 4.7 33% to 400% reduction/enlargement
- 4.8 1 to 999 continuous copying
- 4.9 A3 maximum original size
- 4.10 A3 to A5R copy size
- 4.11 Front loading paper supply

5. OTHER REQUIREMENTS

- 5.1 Winning supplier will train the user who will operate the machine;
- 5.2 Provision of replacement of unit in case the unit is defective;
- 5.3 Repairs and replacement of parts of the copier machine shall be the account of the winning supplier; and
- 5.4 Supply of consumables i.e. toner, developer, etc. shall be the account of the winning supplier.

6. DURATION OF CONTRACT

The contract for the rental of three (3) units photocopying machines shall be for a period of three (3) months reckoned from the date of issuance of Notice to Proceed.

Prepared by:



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