



## MARITIME INDUSTRY AUTHORITY STCW OFFICE

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

#### 1. SCOPE OF THE PROJECT

The Maritime Industry Authority (MARINA), Standard of Training, Certification and Watchkeeping wishes to receive quotation from Suppliers for the rental of Photocopying Machines to address the reproduction of various documents in accordance with the Government Procurement Policy Board (GPPB) 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 **Three Hundred Thousand Pesos (P300,000.00)** from 2018 General Appropriations Act (GAA).

#### 3. SPECIFIC REQUIREMENT

Rental of three (3) units Photocopying Machine (Monochrome copy). Each photocopying machine has a minimum duty cycle of 20,000 pages per month or combined copies of 60,000 per month.

#### 4. TECHNICAL REQUIREMENTS

- 4.1 Clear copy of photocopied documents
- 4.2 Copy Speed: 60 copies per minute
- 4.3 Maximum paper size: 11"x17"
- 4.4 Back to back copying capability
- 4.5 Duplex document feeder
- 4.6 Sorting and grouping features
- 4.7 Automatic paper selection
- 4.8 33% to 400% reduction/enlargement
- 4.9 1 to 999 continuous copying
- 4.10 A3 maximum original size
- 4.11 A3 to A5R copy size
- 4.12 Front loading paper supply
- 4.13 Minimum copy resolution: 600x600 dpi
- 4.14 Standard Paper Capacity: 500 sheets by 2 trays and 100 sheets bypass trays

**5. OTHER REQUIREMENTS**

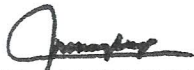
- 5.1 Winning supplier will train the user to operate the machine;
- 5.2 Provision of replacement of unit in case the unit is defective;
- 5.3 Repairs and replacement of parts of the copier machine shall be the account of the winning supplier; and
- 5.4 Supply of consumables i.e. toner, developer, etc. 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 ten (10) months, reckoned from the date of Notice to Proceed.

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Prepared by:



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