

**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 Brand new multi-functional machines 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

- Duplex document feeder up to 50 sheets.
- Machine must be a Laser technology
- Scan Speed (Mono) up to 43 copies per minute – (Color) up to 20 copies per minute
- Scanning resolution: (Color) 600 x 600 ppi – (Mono) 1200 x 600 ppi
- Sorting and grouping features
- Automatic paper selection
- 25% to 400% reduction /enlargement
- 1 to 999 continuous copying
- Function: Copy, Print, Scan, Usb Printing and fax ready.
- Front loading paper supply.

4.2 One (1) unit Heavy Duty Multi-functional Machine (Colored copy/print)

- Copy Speed: Black: 32 ppm / Color: 32 ppm
- Print resolution:(Black): 1200 x 1200 dpi, 4800 Color Quality (2400 x 600 dpi) / Color: 1200 x 1200 dpi, 4800 Color Quality (2400 x 600 dpi)
- Memory: 1024mb& Processor: Dual core or higher
- Display: Color touch screen atleast 7 inches.
- Maximum Paper Size: Legal
- Back to back copying capability
- Duplex document feeder up to 50 sheets
- Scan Speed (Mono and Color) up to 30 copies per minute
- Sorting and grouping features
- Automatic paper selection
- 25% to 400% reduction /enlargement
- 1 to 999 continuous copying
- Function: Copy, Print, Scan, Usb Printing.
- Front loading paper supply.
- Machine must be a Laser technology.

4.3 The winning supplier must ensure the quality of photocopy of documents, otherwise the machine will be considered defective and must be replaced as per 4.6 of this TOR;

4.4 Provision of one (1) operator/technician to work eight (8) hours per day from Monday to Friday and to work overtime if necessary;

- 4.5 Winning supplier will train users who will operate the machines and provide immediate assistance for ;
- 4.6 Provision of immediate replacements in case any of the machines become defective;
- 4.7 Maintenance free program. This includes supply and replacement of all consumable parts, at no additional cost
- 4.8 Winning supplier must have a MONTHLY Schedule Preventive Maintenance to keep the good running condition of the machines;
- 4.9 Winning Supplier must have an assigned technician within the area and has a response time of 3 hours upon receiving the Client's call;

5. BUDGET

The Approved Budget of the Contract (ABC) is **Six Hundred Eight Thousand Pesos (PhP608,000.00)** for nine (9) months to be charged from the 2018 GAA.

6. DURATION OF CONTRACT

The contract shall be for nine (9) months reckoned ten (10) days from receipt of the Notice to Proceed.

Interested persons and entities are invited to submit their quotation, eligibility requirements with Letter of Intent to:

GSD PROCUREMENT SECTION
Administrative Management Service
Contact No. 524-6518
e-mail: gsdprocsec@gmail.com