

**TERMS OF REFERENCE  
LEASE OF PHOTOCOPYING MACHINES FOR THE  
MARITIME INDUSTRY AUTHORITY (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 for rent for its reproduction needs. Its present contract with the current service provider was about to expire on April 2019, thus, the need to procure in compliance with RA 9184 or the Government Procurement Reform Act.

**2. OBJECTIVE**

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

**3. SPECIFIC REQUIREMENT**

Minimum of 100,000 combined copies per month (98,500 for monochrome & 1,500 for colored); rates per copy (monochrome & colored) are inclusive of VAT and all applicable taxes;

**4. TECHNICAL AND OTHER REQUIREMENTS**

Hereunder are the minimum technical requirements required by MARINA for the lease of eleven (11) units photocopying machine:

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

- 4.1.1 Copy Speed: at least 45 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 Two (2) units Heavy Duty Photocopying Machine (Colored copy/print)**

- 4.2.1 Copy Speed: at least 20 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
  - 4.2.6 Automatic paper selection
  - 4.2.7 33% to 400% reduction/enlargement
  - 4.2.8 1 to 999 sheets continuous copying
  - 4.2.9 A3 maximum original size
  - 4.2.10 A3 to A5R copy size
  - 4.2.11 Front loading paper supply
- 4.3 Provision of one (1) operator/technician to work eight (8) hours per day from Monday to Friday and to work overtime when necessary;
- 4.4 Provision of replacement unit, in case the repair of the defective machine(s) exceeds six (6) hours;
- 4.5 Supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the winning supplier; and
- 4.6 Supply of all consumables i.e., toner, developer, etc., shall be for the account of the contracted supplier excluding copy paper.

## **5. BUDGET**

The Approved Budget of the Contract (ABC) is **Five Hundred Fifty Thousand Pesos (PhP550,000.00)** for seven (7) months.

## **6. DURATION OF CONTRACT**

The contract for the lease of photocopying machines shall be for the period of seven (7) months reckoned within ten (10) days from receipt of the Notice to Proceed.

## **7. DOCUMENTARY REQUIREMENTS**

1. Letter of Intent;
2. Updated Certificate of Registration to PhilGEPS;
3. Photocopy of valid Mayor's Permit;
4. Copy of latest Income Tax Return and Business Tax Return; and
5. Omnibus Sworn Statement

## **8. PAYMENT TERMS**

MARINA shall pay the supplier within fifteen (15) days upon receipt of the billing statement complete with supporting papers through Advice to Debit Account (ADA).