



**MARITIME INDUSTRY AUTHORITY
STCW OFFICE**

**TECHNICAL SPECIFICATIONS AND TERMS OF REFERENCE FOR THE RENTAL
OF PHOTOCOPYING MACHINES, STCW OFFICE
FY 2020**

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 **One Hundred Twenty Thousand (P120,000.00) pesos** from 2020 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 10,000 pages per month or combined copies of 30,000 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.

4.15 Capacity of copier: minimum of 15,000 copies/machine/month.

5. OTHER REQUIREMENTS

5.1 Winning supplier shall orient the user on how to operate the machine;

5.2 Provision of back-up unit in case the assigned unit breaks down;

5.3 Repairs and replacement of parts of the copier machine shall be the account of the winning supplier; and

5.5 Straight billing (cost of actual consumption).

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.

PURCHASE REQUEST					
Office: STCW OFFICE			PR No. : <u>2020-02-021 S FOUR</u>		
Division/Section: Administrative Service			SAI No. : <u>FEB 07 2020</u>		
Date Request: 16 January 2020					
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Lease of three (3) units Photocopying Machine (Minimum of 30,000 combined copies per month)			P195,000.00 120,000.00
		-x-x-x-nothing follows-x-x-x			
		Period covered: March to December 2020			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>INCLUDED IN THE APP for FY <u>2020</u></p> <p>Signature: <u>[Signature]</u></p> <p>Printed Name: <u>CONSUELO T. L. CRUZ</u></p> <p>Designation: <u>Administrative Section</u></p> </div> <div style="width: 55%; text-align: center;"> <p>Requisitioning Officer</p> <p><u>[Signature]</u></p> <p>ATTY. VERA JOY S. BAN-EG</p> <p>Deputy Executive Director, STCW Office</p> </div> </div>					
Purpose: For the official use of STCW Office					
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p><input checked="" type="checkbox"/> FUNDS AVAILABLE</p> <p><input type="checkbox"/> NO FUNDS AVAILABLE</p> </div> <div style="width: 55%; text-align: center;"> <p>CERTIFICATION</p> <p><u>[Signature]</u></p> <p>RALPH A. NARVAEZ</p> <p>Officer-In-Charge, Budget Division</p> </div> </div>					
<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved </div>					
PR Approver					
Signature:		<u>[Signature]</u> VADM NARGISO A VINGSON JR Officer-In-Charge Office of the Administrator			
Printed Name:					
Designation:					
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					