

## **TERMS OF REFERENCE RENTAL OF PHOTOCOPYING MACHINES**

### **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. It's present contract with the current photocopying company was already expired, thus, the 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 lease of photocopying machines for its day-to-day operations.

### **3. SPECIFIC REQUIREMENT**

Minimum of 75,000 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 eleven (11) units photocopying machine:

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

- 4.1.1 Copy Speed: 60 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: 60 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 at 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 winning supplier excluding copy paper.

## **5. BUDGET**

The Approved Budget of the Contract (ABC) is **Five Hundred Sixty-Nine Thousand One Hundred Pesos (P569,100.00)**.

## **6. DURATION OF CONTRACT**

The contract for the rental of photocopying machines shall be for a period of ten (10) months reckoned from the date of issuance of the Notice to Proceed.

## **7. DOCUMENTARY REQUIREMENTS**

- a. Letter of Intent and quotation;
- b. Updated PhilGEPS Registration;
- c. Valid Business Permit;
- d. Tax Clearance; and
- e. Omnibus Sworn Statement.

## **8. PAYMENT TERMS**

Within fifteen (15) days upon receipt of the billing statement, complete with supporting papers, through Advice to Debit Account (ADA).

*Interested entities are invited to submit their quotation, together with documentary requirements to:*

General Services Division- Procurement  
Management, Financial and Administrative Service  
Contact No. 8524-6518  
Email: [gsdprocsec@gmail.com](mailto:gsdprocsec@gmail.com)



## PURCHASE REQUEST

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