



**Bids and Awards Committee**  
**BID BULLETIN No. 01-2023**

**LEASE OF PHOTOCOPIERS WITH CONSUMABLES FOR  
THE PUBLIC ATTORNEY'S OFFICE FOR FY 2023**

**Purchase Request No. 379-04-2023**

**SUBJECT:** AMENDMENTS ON TERMS OF REFERENCE /  
TECHNICAL SPECIFICATIONS

**A: TECHNICAL SPECIFICATIONS**

**FROM:**

No.	Scope of work / Schedule of Requirements	Schedule delivery
1 Lot	<p>1. <b>Lease of Thirty-Four (34) Photocopiers for FOUR (4) months from the date of the contract</b>, and to be delivered by the winning bidder at the PAO Central Office.</p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p><b>FREE TONERS</b></p> <p><b>Thirty-Four (34) pieces of full toners separate from installed in the units</b>, which are Original, and NOT RECYCLED OR STARTER KITS, shall be given to PAO with no additional costs. (7,000 pages per toner)</p> <p>Brand new multi copier units.</p>	Thirty (30) Calendar days upon receipt of Notice to Proceed.

	<p>Copy and Print speed: At least 30 copies per minute</p> <p>Unit includes starter toner</p> <p>Succeeding toners shall be on the expense of the PAO</p> <p>Original Paper Size: Minimum of A6 up to Legal size</p> <p>Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray/ additional cassette trays</p> <p>Print resolution : 600x600dpi to 1200x1200dpi</p> <p>Standard USB 2.0 connection</p> <p>Contract term: 4 months</p> <p>Supplier must issue a certification that it has branches or regional service centers in Luzon, Visayas and Mindanao.</p> <p>Offers free installation of unit and training of end users.</p> <p>Supplier must pull out their photocopiers deployed to different PAO offices thru their nearest branches or service centers at the end of the contract.</p> <p>Supplier shall provide a certificate that the</p>	
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	<p>units are brand new, unused, and have zero meter reading.</p> <p>Warranty: One year free replacement of spare parts and services excluding consumables.</p> <p>Two (2) on-call technician to repair defective machines. Response time shall be within five (5) hours from verbal or written notification</p> <p>Machines that cannot be repaired within forty-eight (48) hours shall be replaced with a new unit</p> <p>Replacement of defective parts, provided the machine is still functional, shall be made within forty-eight (48) hours from response, except justifiable cause</p> <p>Toners can be replaced by the end user without technician intervention, if necessary.</p>	
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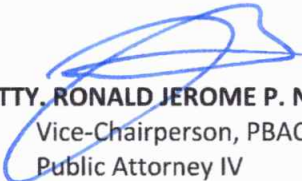
TO:

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Quezon City, Metro Manila  
20 June 2023

  
**ATTY. RONALD JEROME P. NIEVES**  
Vice-Chairperson, PBAC  
Public Attorney IV  
Officer-In-Charge  
Legal Research Service