



## Bids and Awards Committee

### TERMS OF REFERENCE (TOR)

#### LEASE OF PHOTOCOPIERS WITH CONSUMABLES FY 2023 (PR No. 379-04-2023)

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

#### 1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE MILLION ONE HUNDRED FIFTEEN THOUSAND PESOS (Php 1,115,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

#### 2. Specification:

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>	Thirty (30) Calendar days upon receipt of Notice to Proceed.

## TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<p>Brand new multi copier units.</p> <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 units are brand new, unused, and have zero meter reading.</p> <p>Warranty: 4 months 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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June 20, 2023

TECHNICAL WORKING GROUP:

Head:

(ORIGINAL SIGNED)

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:



THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service



MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE  
AND TECHNICAL SPECIFICATIONS FOR THE LEASE OF PHOTOCOPIES WITH  
CONSUMABLES

SIGNATURE OVER PRINTED NAME  
OF THE AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY