



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng ManananggolPambayan
Kagawaran ng Katarungan
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Bids and Awards Committee

TERMS OF REFERENCE (TOR)

LEASE OF PHOTOCOPIERS WITH CONSUMABLES FY 2024 (PR No. 024-01-2024)

(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. Lease of Thirty-Seven (37) Photocopiers from May 2, 2024 to December 31, 2024.</p> <p>2. Winning bidder shall deliver the photocopiers at PAO Central Office.</p> <p>3. The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>FREE TONERS</p> <ul style="list-style-type: none">• Thirty-Seven (37) pieces of full toners separate from installed in the units, which	Thirty (30) Calendar days upon receipt of Notice to Proceed or before start of contract duration, whichever is earlier.

	are BRAND NEW, ORIGINAL, and NOT RECYCLED shall be given to PAO with no additional costs. (7,000 pages per toner)	
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TECHNICAL SPECIFICATIONS
<ul style="list-style-type: none">• Brand new multi copier units.• Copy and Print speed: At least 30 copies per minute• Unit includes starter toner separate from free toners• Succeeding (Original or compatible) toners shall be bought by PAO in accordance with Republic Act No. 9184 and its revised implementing rules and regulations• Original Paper Size: Minimum of A6 up to Legal size• Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray/ additional cassette trays• Print resolution : 600x600dpi to 1200x1200dpi• Standard USB 2.0 connection• Contract period: May 2, 2024 to December 31, 2024• Bidder must issue a certification that it has branches or regional service centers in Luzon, Visayas and Mindanao.• Offers free installation of units and training of end users.• Bidder shall pull out their photocopiers deployed to different PAO offices through their nearest branches or service centers at the end of the contract.• Bidder shall provide a certificate that the units are brand new, unused, and have zero meter reading.• Warranty: Free replacement of spare parts and services during the duration of the contract• Two (2) on-call technicians to repair defective machines. Response time shall be within five (5) hours from verbal or written notification

- Machines that cannot be repaired within forty-eight (48) hours shall be replaced with a new unit.
- Replacement of defective parts, provided the machine is still functional, shall be made within forty-eight (48) hours from response, except justifiable cause
- Toners can be replaced by the end user without technician intervention, if necessary.

January 31, 2024

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II
Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILLA

Administrative Officer V
Human Resource Management and Development Division
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MICHAEL M. MENDOZA

Administrative Assistant III
Cash Section
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