BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR THE LEASE, PREVENTIVE MAINTENANCE, AND TECHNICAL SUPPORT OF DIGITAL MULTIFUNCTION PHOTOCOPYING MACHINES FOR THE PPA PMO NCR-SOUTH

1. INTRODUCTION

1.1. The Philippine Ports Authority (PPA), Port Management Office NCR-South (PMO NCR-South), seeks to procure a qualified and duly authorized Service Provider for the lease, operation, and full technical maintenance of ten (10) high-performance Digital Multifunction Photocopying Systems (DMFPs), inclusive of consumables, accessories, and technical services.

1.2. The lease period shall cover twelve (12) months, during which the Service Provider shall ensure uninterrupted, efficient, and environmentally responsible operation of the DMFP units across various Responsibility Centers (RCs).

1.3. This engagement forms part of PMO NCR-South's commitment to Integrated Management System (IMS) principles, covering ISO 9001 (Quality), ISO 14001 (Environmental Management), and ISO 45001 (Occupational Health & Safety Management).

1.4. The procurement shall be undertaken through Small Value Procurement in accordance with Section 34.1 of the IRR of Republic Act No. 12009 (New Government Procurement Act), and subject to applicable GPPB environmental and sustainability requirements.

2. TECHNICAL SPECIFICATIONS

The Service Provider shall supply, configure, deploy, and maintain ten (10) fully functional digital photocopying systems, consisting of nine (9) monochrome DMFPs and one (1) full color DMFP, with models released within the last four (4) years.

2.1. Minimum Performance Requirements

2.1.1. **Print/Copy Speed**: Minimum 30 page per minute (ppm)

2.1.2. **Print Resolution**: Minimum 600 x 600 dots per inch (dpi), upgradeable to 1200 x 1200 dpi

2.1.3. **Scanning**: Duplex scanning ≥ 80 images per minute (ipm); PDF/A compliant; Scan to FTP/ Email/ USB/ Network Folder; LDAP authentication

2.1.4. **Connectivity**: Gigabit Ethernet NIC; Wi-Fi Direct (optional); Windows 7 and above driver support

2.1.5. **Supported Media**: A3/A4/Legal/Short; minimum two (2) trays + one bypass tray; minimum 500-sheet capacity each.

2.1.6. **Print Function**: Automatic duplexing, secure print release, electronic collation, zoom 25%-400%

2.1.7. **Energy Efficiency**: Energy Star certified or equivalent low-emission standards (0.075 mg/m^3 for dust, 0.02 mg/m^3 for ozone).

2.2. Enhanced Mechanical and IT Features (Required: Brochure of Unit)

2.2.1. Reverse Automatic Document Feeder (RADF)
2.2.2. Secure User Box/Document Server functionality
2.2.3. HDD overwrite and encryption
2.2.4. User authentication and audit logs
2.2.5. Firmware upgradability without service interruption.
2.2.6. Automatic power-saving mode
2.2.7. Low-ozone emissions
2.2.8. Recyclable components

3. GENERAL SCOPE OF SERVICES AND SUPPLIER RESPONSIBILITIES

3.1. Distribution of Machines
The Service Provider shall deploy the machines to the designated RCs

3.1.1. Monochrome Units:
- 3.1.1.1. Office of the Port Manager (OPM)
- 3.1.1.2. OPM Legal
- 3.1.1.3. Records – Administrative Section
- 3.1.1.4. Finance Section
- 3.1.1.5. Marine Section
- 3.1.1.6. Port Police Division
- 3.1.1.7. Manila International Container Terminal (MICT)
- 3.1.1.8. Terminal Management Office (TMO) – Pasig
- 3.1.1.9. Commission on Audit (COA)

3.1.2. Color Unit:
- 3.1.2.1. Real Estate Management Division (REMD)

3.2. Delivery and Installation

3.2.1. Delivery and full installation shall be completed within seven (7) calendar days upon receipt of the Notice to Proceed (NTP).

3.2.2. Installation must comply with IMS safety requirements, including electrical safety inspection and ergonomic positioning.

3.2.3. Upon delivery, the Service Provider shall submit a Certification stating that each deployed unit:

3.2.3.1. Is a model released within the last four (4) years

3.2.3.2. Is not previously decommissioned beyond standard

3.2.3.3. Is fully supported by manufacturer firmware updates and parts availability.

3.3. Consumables Provision

3.3.1. All consumables except paper (including toner, developer, drums, and other wear-and-tear parts) shall be supplied at no additional cost.

3.3.2. Delivery of consumable shall be completed within one (1) business day from notification.

3.4. Preventive Maintenance and Repairs

3.4.1. Preventive maintenance at least twice a month.

3.4.2. Technician response time for repairs: within four (4) hours of notification.

3.4.3. After forty-eight (48) hours if the identified issue remains unsolved, the unit shall be due for replacement within three (3) days. Failure to comply shall result to contractual remedies, including termination.

3.4.4. Replacement of defective units is mandatory after three (3) operational malfunctions recorded within one (1) month.

3.5. IMS-Aligned Responsibilities

The Service Provider shall:

3.5.1. Demonstrate compliance with ISO 9001 Quality controls for service delivery (Maintain documented service procedures, maintain service logs and incident reports, participate in performance monitoring and evaluation).

3.5.2. Use consumables and components compliant with ISO 14001 environmental controls (non-hazardous, reduced waste, recyclable materials). Ensure energy-efficient equipment, retrieve and recycle used cartridges and components, and prevent toner waste contamination.

3.5.3. Ensure maintenance activities observe ISO 45001 safety standards (deploy trained technician, observe lock-out/tag-out procedure, use appropriate PPE, safe handling of chemicals, ergonomic servicing).

3.5.4. Onsite repair or maintenance works shall be done on the designated area by the PMO.

4. TESTING, ACCEPTANCE AND DEMONSTRATION

Upon installation, the Service Provider shall:

4.1. Conduct operational testing and verification.
4.2. Provide user familiarization, orientation, and basic troubleshooting training.
4.3. Secure signed acceptance certification.

PPA reserves the right to inspect and reject non-compliant units.

5. LEASE PAYMENT TERMS

5.1. Lease Duration: Twelve (12) months from receipt of NTP.

5.2. Charging Scheme
- 5.2.1. Maximum cost per copy:
  - 5.2.1.1. Monochrome: ₱0.90 per copy.
  - 5.2.1.2.Colored: ₱8.50 per copy.
- 5.2.2. No minimum copy requirement.

5.3. Billing and Payment
- 5.3.1. Billing is based on actual monthly consumption, inclusive of VAT.
- 5.3.2. Payment within fifteen (15) working days following invoice submission, subject to existing accounting and auditing rules.
- 5.3.3. Spoilage rate of 2% shall be automatically deducted.

6. LEGAL AND CONTRACTUAL PROVISIONS

6.1. Authority and Qualification
The Service Provider must:
- 6.1.1. Be an authorized distributor of the photocopier brand, evidenced by manufacturer certification.
- 6.1.2. Have completed at least one similar contract equal to or exceeding the ABC.

6.2. Warranty on Equipment Condition
All machines must:
- 6.2.1. Be in good operating condition
- 6.2.2. Be free from defect
- 6.2.3. Not exceed four (4) years from model release

6.2.4. Be fit for continuous government use.

6.3. Breach of Contract

6.3.1. Resolve technical issues within prescribed periods.
6.3.2. Deliver consumables timely
6.3.3. Maintain equipment in functional condition.
6.3.4. Comply with equipment age certification

shall constitute material breach and may result in termination.

7. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Three Hundred Fifty Thousand Pesos (₱350,000.00), inclusive of all applicable government taxes, duties, and incidental service charges.

Approved:

AMBROCIO O. ILAO
RMD Manager

Noted:

CATHERINE R. ESTO
Port Manager/Head of Procuring Entity