

TERMS OF REFERENCE

PROCUREMENT FOR THE RENTAL SERVICES OF MULTI-FUNCTION PHOTOCOPIER MACHINE OF PPA PMO-BATAAN/AURORA BASEPORT, LAMAO, LIMAY, BATAAN

I. INTRODUCTION

The Philippine Ports Authority – Port Management Office Bataan/Aurora (PMO BNA) requires the supply, by way of lease, of multi-function energy efficient photocopier/printer machines which is essential and necessary to its day-to-day operation.

The lease service is covered under the PMO Bataan/Aurora approved Annual Procurement Plan and shall be procured pursuant to Republic Act No. 12009 or the New Government Procurement Act.

II. OBJECTIVE

To lease four (4) photocopier machines with minimum specification provided in this Terms of Reference from a reputable supplier/ service provider that respond to the needs of the PMO BNA.

III. CONTRACT DURATION

The period of contract is twelve (12) months from receipt of the Notice to Proceed.

IV. APPROVED BUDGET FOR CONTRACT

The Approved Budget for the Contract is P1.50 per copy inclusive of Value Added Tax (VAT).

V. SCOPE OF SERVICES

The SUPPLIER shall:

1. Shall supply, deliver, and install a multi-function photocopier machines in good condition and its consumable to be deployed to the following area/offices:

Area/Office	Number of Units
Ground Floor, Port Operation Building	1
Office of the Port Manager (OPM)	1
Administrative Services	1
Baseport Terminal Office	1

2. Must complete the installation of all the required units within three (3) days upon receipt of the Notice to Proceed.
3. Send a qualified technician to repair the equipment at its own expense within two (2) days from receipt of notification from the Administrative Services of the PMO BNA in case of service breakdown.

4. Conduct meter readings for all copiers every end of the month subject to validation of Administrative Services. The said meter readings shall support the billing statements.
5. Provide the maintenance and repair of the photocopier machine in case of damage/defective unit.
6. Provide replacement of unit in case of **major recurring problem** within three (3) days from notice.
7. Assign a specific person who will be responsible for the regular monthly maintenance of the equipment both in terms of service as well as supply and replacement of consumables and spare parts.
8. Conduct of training/orientation in operating the unit to **authorized end-users of PMO BNA**.
9. Provide PMO BNA the copies of a quick reference/guide module to help with basic troubleshooting issues.
10. Any offer for added features, material, and/or service shall be at no cost to PMO BNA.

VI. TECHNICAL SPECIFICATIONS

1. For **one (1) unit of Photocopier Machine with service life of at least three (3) years** to be deployed at Ground Floor, POB, PMO BNA.

Speed	At least 42 pages per minute (ppm)
Print Resolution	1800 x 600 dpi
Paper Tray/Bypass Tray	Standard 1,150 sheets with an optional higher capacity
Paper Size	Up to A3 (11" x 17" inches)
Printer/Scanner	Scan and save (A5 to A3 paper size) capability
Feeder	Automatic duplex unit (back to back copying)
Connectivity	With USB Interface
Zoom Range	25%-400% reduction/enlargement function

2. Provide **three (3) units of a Multifunction Photocopier Machine** to be located at Office of the Port Manager (OPM), Administrative Division and Baseport Terminal Office.

Speed	At least 30 pages per minute (ppm)
Print Resolution	2400 x 600 dpi
Paper Tray	250-sheet capacity adjustable tray
Paper Size	A4 to Legal (11" x 14") copy size
Printer/Scanner	Print, Scan and Copy (A4 to legal paper size) capability
Feeder	Automatic document feeder
Connectivity	Ethernet, USB, Wi-Fi
Zoom Range	25%-400% reduction/enlargement function

- VII. The Service Provider shall bill an aggregate minimum number of eight thousand (8,000) copies per month as fixed charge. In excess of minimum copies rendered, the PMO BNA shall pay the amount of ₱1.50 per copy.

VIII. The PPA PMO-BATAAN/AURORA shall:

1. In consideration with the rental of the service rendered, the PPA shall pay the SUPPLIER in the form of Company's Check;
2. All transactions are subject to applicable withholding taxes of creditable Value Added Tax (VAT);

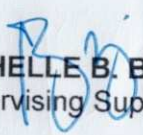
IX. ADDITIONAL DOCUMENTARY REQUIREMENTS

1. Company Profile
2. Manual Brochure of the Photocopier Machine
3. Valid Mayor's Permit / Business Permit
4. PhilGEPS Registration Number
5. Omnibus Sworn Statement (GPPB issued format)
6. Copy of Official Receipt/Sales Invoice or proof of purchase of the photocopier machine to be deployed at Ground Floor, POB, PMO BNA

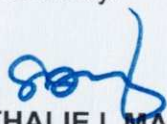
X. EFFECTIVITY

This agreement shall be for a period of twelve (12) months and shall take effect upon signing of the contract of both parties.

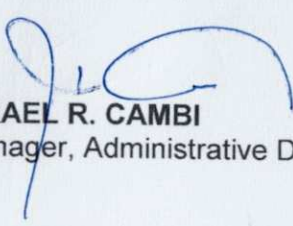
Prepared by:


MICHELLE B. BORJA
Supervising Supply Officer

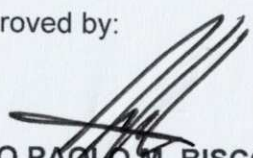
Reviewed by:


NATHALIE I. MACING
Supervising Admin. Officer (AO IV)

Recommended by:


ISRAEL R. CAMBI
Manager, Administrative Division

Approved by:


NIÑO PAOLO M. BISCOCHO
Port Manager