

## TERMS OF REFERENCE

### LEASE OF MULTI-FUNCTION AND ENERGY-EFFICIENT NETWORK PRINTERS AND COPYING MACHINES

#### I. INTRODUCTION

The Department of Tourism (DOT) is mandated as the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities.

To effectively perform its mandate, the DOT requires the services of multi-function (*printer, scanner, photocopier, and facsimile machine*), energy-efficient, high volume colour and black and white network printer and photocopying machines to be used on daily operation.

Leasing of office Multi-Function Printer/Photocopying Machine (MFP) will produce a smaller footprint and provide centralized document management, distribution, and production.

#### II. OBJECTIVE

To lease multi-function, energy-efficient, high volume colour and black and white network printer/photocopying machine from a reputable supplier to meet and respond to the needs of the DOT Offices for printing, copying, and scanning. Service will be provided based on the terms and conditions stipulated in this TOR.

#### III. LEGAL BASIS

The revised implementing rules and regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act (GPRA), provides that:

Section 46. Lease Contracts

*“The lease of construction and office equipment, including computers, communication, and information technology equipment, are subject to the same public bidding and to the processes prescribed under the Act and this IRR. The lease may also cover lease purchases or lease-to-own and similar variations.”*

#### IV. PERIOD OF IMPLEMENTATION

April 01, 2021 to December 31, 2021.

#### V. QUALIFICATIONS OF BIDDER

1. The Bidder must be PHILGEPS registered.
2. The Bidder must have at least three (3) years of satisfactory performance from past clients for the past three (3) years and must secure at least 3 certificate of satisfactory performance in supply, delivery, installation, testing, and commissioning of network equipment.
3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided.
4. The Bidder must be capable of providing the thirty-one (33) units of black and white multifunction printer/photocopier, and ten (11) units of full-color multi-

function printer/photocopier as to technical specification. The required machines will be accepted at the start of the contract with an umbrella billing scheme.

## **VI. SCOPE OF SERVICES**

1. The Service Provider shall supply, deliver and install/configure brand new or refurbished units with model years not earlier than 2019 of multi-function printer/photocopier (MFP) to each user office identified by the DOT.
2. The Service Provider must complete the installation of all the required units within two (2) weeks upon receipt of Notice to Proceed (NTP).
3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within (2) hours from receipt of notification from the General Services Division (GSD).
4. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of an official request thru telephone, fax or or eMail. The replacement unit or the service unit must have the same specifications or higher than the original unit.
5. The service provider shall conduct meter readings for all the copiers at the end of every month.
6. The Service Provider shall submit to DOT the meter readings for all the copiers after five (5) working days, subject to DOT verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of the thirty-one (33) units of monochrome and ten (11) units of colored multi-function printer. However, no billing shall commence unless the installation and training with user-acceptance, are completed.
7. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal point persons for official communication pertaining to the services to ensure that there is sufficient back up at all times in case the other person goes on leave or is unavailable. The focal person shall be available at all times during official working hours.
8. The Service Provider shall assign a specific person who will be responsible for regular monthly maintenance of the equipment both in terms of service as well as supply and replacement of consumables and spare parts, when required.
9. The Service Provider shall deliver the consumables, such as toner, drum, developer, roller, etc. at no cost within 24 hours upon official request by the GSD, thru telephone, fax or eMail at no additional cost. All consumables shall be branded parts and brand new (not refills).
10. The Service Provider shall provide at least ten (10) sets of consumables for Black and White MFP/Photocopier and five (5) sets of consumables for colored MFP/Photocopier upon execution of the contract and replenish the same upon reaching the 30% of remaining stocks/supply.
11. The Service Provider must conduct training for the end-users of the DOT.
12. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, GSD, and other users on how to operate the machine and conduct basic onsite troubleshooting.
13. The Service Provider shall provide for each copier/printer a quick reference guide/training module to help on basic troubleshooting issues.
14. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.

## VII. TECHNICAL SPECIFICATION

### 1. Black and White MFP/Photocopier

Qty	Descriptions
33 units	Brand New or Refurbished Black and White Multi-Function Printer/Photocopier; model year should not be earlier than 2019
	Easy User Interface
	Must Support Active Directory and Single Sign-On
	Must support Document and Data Protection
	Atleast 7-inch color LCD touchscreen
	Paper size: Short, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass
	Paper Capacity: 100 sheet bypass tray, 500 sheet tray 1 to 4
	Paper weight: 55 g/m <sup>2</sup> to 200 g/m <sup>2</sup>
	Reversing single pass feeder/Duplex Module
	Automatic document feeder (ADF)
	With paper tray and bypass
	Resolution of at least 600 x 600 dpi
	Atleast Memory capacity: 2 GB
	Atleast HDD Capacity: 250 GB
	With electronic sorting
	Continuous Copy: up to 999 copies
	Gradation: equivalent to 256 levels
	Zoom range: 25% to 400%
	Print per minute (ppm): min 30 ppm – max 35 ppm
	Copy per minute (cpm): min 30 cpm – max 35 cpm
	Able to store up to 1000 users
	Network colour scanner:
	Push Scan
	Pull Scan
	Scan Speed Maximum 30 Spm
	Desktop Application Scanner Utility
	Mobile Application Scanner Utility
	Able to save the file to different types
	Support Ethernet connection (wifi and LAN) through DOT wireless router
	Interface port: USB 2.0, 10 Base-T 100Base-TX/100Base-T
Built-in Network printing/scanning	
Has scanner utility	
Scan Destinations: Scan to e-mail/desktop/FTP server/network folder(SMB)/USB Memory	
Supported OS: Windows Server 2008, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13	

Qty	Descriptions
	Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)
	Fax Function capacity

## 2. Full-Color MFP/Photocopier

Qty	Descriptions
11 units	Brand New or Refurbished Color Multi-Function Printer/Photocopier; model year should not be earlier than 2019
	Easy User Interface
	Must Support Active Directory and Single Sign-On
	Capable of remote device management
	Atleast 10.1-inch color LCD touchscreen
	Paper size: Short, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass
	Paper Capacity: 100 sheet bypass tray, 500 sheet tray 1 to 4
	Paper weight: 60 g/m <sup>2</sup> to 300 g/m <sup>2</sup>
	Reversing single pass feeder/Duplex Module
	Automatic back to back copy/print
	Automatic document feeder (ADF)
	With paper tray and bypass
	Resolution of at least 600 x 600 dpi
	Atleast Memory capacity: 5 GB
	Atleast HDD Capacity: 500 GB
	CPU Processor: 1.8 Ghz
	With electronic sorting
	Continuous Copy: up to 999 copies
	Gradation: equivalent to 256 levels
	Zoom range: 25% to 400%
	Print per minute (ppm): min 30 ppm – max 35 ppm
	Copy per minute (cpm): min 30 cpm – max 35 cpm
	Able to store up to 1000 users
	Network colour scanner:
	Push Scan
	Pull Scan
	Scan Speed Maximum 80 Spm
	Desktop Application Scanner Utility
	Mobile Application Scanner Utility
	Able to save the file to different types
	Support Ethernet connection (wifi and LAN) through DOT wireless router
	Interface port: USB 2.0, 10 Base-T 100Base-TX/100Base-T
	Built-in Network printing/scanning
	Has scanner utility
	Scan Destinations: Scan to e-mail/desktop/FTP server/network folder(SMB)/USB Memory

Qty	Descriptions
	Supported OS: Windows Server 2008, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13
	Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)
	Fax Function capacity

**VIII. BUDGET**

The Approved Budget of the Contract is Three Million Fifty-Five Thousand Six Hundred Thirty-Five pesos (3,055,635) for the period 1 April to 31 December 2021.

Source of funds: ASPM-GAE for FY 2021

**IX. PAYMENT PROCEDURE:** Government Procedure.

**X. CONTACT PERSON**



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