



## **TERMS OF REFERENCE**

### **PROCUREMENT OF SERVICE PROVIDER FOR THE 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 a service provider to supply, for lease, and deliver a 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 a multi-function, energy-efficient, high volume colour and black and white network printer/photocopying machine from a reputable supplier/service provider to meet and respond to the needs of the DOT Offices for printing, copying, and scanning. The supplier/service provider shall provide all the requirements of the DOT based on the terms and conditions stipulated in this Terms of Reference (TOR).

#### **III. LEGAL BASIS**

The Revised Implementing Rules and Regulations (IRR) of the 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**

July 01, 2021 to December 31, 2021.

## **V. SERVICE PROVIDER MINIMUM QUALIFICATIONS**

1. Must be PHILGEPS registered.
2. Must have at least rendered a Satisfactory Performance for the Supply, Delivery, Installation, Testing, and Commissioning of Network Equipment Contract from at least three (3) clients other than the DOT within the past three (3) years. The Certificate of Satisfactory Performance will be submitted as part of the technical documents/requirements.
3. Must be an Authorized Distributor of the brand being carried or to be provided and a Certificate of Exclusive or Authorized Distributorship must be submitted as part of the technical documents/requirements. The said Certificate must indicate that the bidder is authorized to leased the equipment.
4. Must be capable of providing the Thirty-three (33) units of Black and White, and Eleven (11) units of Full-color Multi-Function Printer/Photocopier. 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 2015 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 15 calendar upon receipt of Notice to Proceed (NTP).
3. In case of service breakdown, the Service Provider, at its expense, shall provide a qualified technician to repair the equipment within four (4) 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 and/or service unit within 48 hours from the receipt of an official request thru telephone, fax or email from the GSD. The replacement/service unit must have the same specifications or higher than the original unit.
5. The service provider shall conduct regular monthly meter readings of all the MFP, which shall be the basis of the monthly billings.
6. The Service Provider shall submit to the DOT the complete meter readings and the Billing Statement on or before 5<sup>th</sup> day of the succeeding month and will subject to DOT verification. 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 to ensure 24-hours a day and 7-days a week (24/7) immediate response to DOT pertaining to the services being provided.
8. The Service Provider shall also 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 receipt of the official request from the DOT-GSD, thru telephone, fax or email. 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, subject to the schedule to be agreed upon during contract implementation.

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 the DOT.

## VII. MINIMUM TECHNICAL SPECIFICATIONS

Qty	MFP/Photocopier Description
<b>33 units</b>	<b>Brand New or Refurbished Black and White Multi-Function Printer/Photocopier</b>
	Model Year: Not earlier than 2015
	Easy User Interface
	Must Support Active Directory and Single Sign-On
	Must support Document and Data Protection
	With at least 7-inch color LCD touchscreen
	Paper sizes: Short/Letter, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass
	Paper Capacity: at least 100 sheet bypass tray, 500 sheet tray 1 to 4
	Paper weight: at least 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
	Memory capacity: At least 2GB
	HDD Capacity: At least 250GB
	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
	Can store up to 1000 users
	<i>Network Colour scanner:</i>
	Push Scan
	Pull Scan
	Scan Speed Maximum 30 spm
	Desktop Application Scanner Utility
	Mobile Application Scanner Utility
	Can 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

Qty	MFP/Photocopier Description
	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
	Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)
	Fax Function/Feature: Available to at least 9-units of Monochrome MFP

Qty	Descriptions
11 units	<b>Brand New or Refurbished Color Multi-Function Printer/Photocopier</b>
	Model Year: Not earlier than 2015
	Easy User Interface
	Must Support Active Directory and Single Sign-On
	Capable of Remote Device Management
	With at least 10-inch color LCD touchscreen
	Paper size: Short/Letter, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass
	Paper Capacity: at least 100 sheet bypass tray, 500 sheet tray 1 to 4
	Paper weight: at least 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: at least 600 x 600 dpi
	Memory capacity: at least 4GB
	HDD Capacity: at least 250GB
	CPU Processor: at least 1.4Ghz
	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
	<i>Network colour scanner:</i>
	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	

Qty	Descriptions
	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
	Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)
	Fax Function/Feature: Available to all Colour MFP units

**VIII. APPROVED BUDGET FOR THE CONTRACT (ABC) AND SOURCE OF FUND**

The Approved Budget of the Contract is **Four Million Seven Hundred Ninety-Nine Thousand and Twenty-Five Pesos (PhP4,799,025.00)** inclusive of all applicable taxes, chargeable against FY 2021 ASPM-GAE Funds.

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

**X. CONTACT PERSON**



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