



TERMS OF REFERENCE

PROCUREMENT OF ONE-YEAR RENTAL OF TWO (2) MULTI-FUNCTION PHOTOCOPYING MACHINE FOR THE MWSS RO BUILDING

I. PURPOSE

The MWSS RO intends to engage the services of a suitable Service Provider (SP) for the lease and maintenance of two (2) units of multi-function photocopying machines to be used by the Office for a period of one (1) year, as follows:

	Location	No. of Units
1	Office of the Chief Regulator (OCR)	1
2	Commission On Audit (COA)	1

II. SCOPE OF WORKS

1. The **SP** shall supply, deliver and install brand new units of multi-function copier.
2. In case of service breakdown, the **SP**, at its expense, shall send a qualified technician to repair the equipment within twenty-four (24) hours from receipt of notification from the Administration Department.
3. The **SP** shall conduct maintenance service during regular working hours only.
4. The **SP** shall conduct meter readings for all the copiers at the end of every month.
5. The **SP** shall submit to MWSS RO the meter readings for all the copiers after five (5) working days, subject to MWSS RO verification. The said meter readings shall support the billing statements.
6. The **SP** shall deliver the consumables, such as toners, drums, rollers, etc. at no cost within twenty-four (24) hours upon official request by the Office. All consumables shall be branded parts and brand new (not refills).
7. The **SP** shall provide in-house training for the end-users of the MWSS RO.
8. The **SP** shall provide a manual to the Administration Department for quick reference.
9. The **SP** shall provide two percent (2%) spoilage copies of the total copies consumed by the office.
10. Any offer for added feature, material and/or service shall be at no additional cost to the Office.



III. TECHNICAL SPECIFICATIONS

Qty.	Descriptions
2 Units	Brand New Black and White Multi-Function Printer/Photocopier; model year should not be earlier than 2020
	At least 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
	Reversing single pass feeder/ Duplex Module
	Automatic document feeder (ADF)
	With paper tray and bypass
	Resolution of at least 600 x 600 dpi
	Continuous Copy: up to 999 copies
	Print per minute (ppm): 35 ppm
	Copy per minute (cpm): 35 cpm
	Able to store up to 1000 users
	Network colour scanner
	Scan Speed Maximum 30 Spm
	Desktop Application Scanner Utility
	Able to save the file to different types
	Support Ethernet connection (Wi-Fi and LAN)
	Interface port: USB 2.0, Ethernet
	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 7, Windows 10, Windows 11, Mac OS 10.6,10.7,10.8,10.9,10.10,10.11,10.12,10.13,

IV. QUALIFICATIONS OF SERVICE PROVIDER

1. The **SP** must be competent and experienced in the field of leasing and maintenance of copier machines with a minimum of **three (3) years** prior experience on similar projects.
2. The **SP** must submit a company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance
3. The **SP** must be an authorized reseller and/or service provider of the brand at the time of the bid. The **SP** is required to submit a manufacturer's letter certifying the same.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for this Contract (ABC) is Two Hundred Four Thousand Pesos (PhP204,000.00) for one (1) year, inclusive all government taxes and charges.


VI. PROJECT DURATION

The rental shall be for a period of one (1) year from the issuance of the Purchase Order.

VII. TERMS OF PAYMENT

The Terms of Payment for the services rendered by the contractor shall be monthly and within thirty (30) days from acceptance by MWSS RO, subject to the submission of billing statement, duly accomplished meter readings and other documentary requirements.

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☒ **APPROVED** / ☐ **DISAPPROVED**


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