

**TERMS OF REFERENCE**  
**ONE (1) YEAR RENTAL OF SIX (6) MONOCHROME AND**  
**TEN (10) COLOR MULTIFUNCTION COPY MACHINES**

1. The Contract shall cover the period May 16, 2017 – May 15, 2018 and shall provide for the rental of six (6) monochrome and ten (10) color multifunction copy machines with the following minimum technical specifications:

Technical Specifications	
Type	Digital
Speed	Monochrome: minimum of 55 copies per minute Color: minimum of 40 copies per minute
Stocking Capacity	3,500 sheets/ per machine
Maximum Output Capacity	150,000 copies per multifunction copy machine / month  <i>(This is not the actual regular monthly projected output. The requirement is to ensure that the multifunction copy machine offered is capable to handle the said maximum output when the need arises)</i>
Throughput Capacity	Paper Size: Maximum A3; Minimum A6; Mailing Envelope (size: 9 1/2" x 4 1/8 "; thickness: 180gsm)
Feeder	2 sided Automatic Reversing
Dimension	39" (W) x 69" (L) x 48" (H)  <i>(maximum overall machine size including accessories such as trays, finishers, power transformer, etc.)</i>
Others	With network printing capability; With network scanning capability; With finisher; With reduction/enlargement capacity; With per user usage report generation capability; Free monthly maintenance service, parts and consumables.

2. The approved Budget for the Contract (ABC) is Php 2,400,000.00 for one (1) year.
3. Bid proposal shall be on a per sheet basis, and shall not exceed the following rates:

*Monochrome* - *Php 0.70*  
*Color* - *Php 6.05*

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 Chief Administrative Officer  
 BCDIA Records Office

As guide in the evaluation of bids, the bid proposal shall be multiplied by the following projected outputs of the machines:

*Monochrome* - *proposed rate per sheet x 2,200,000 sheets*  
*Color* - *proposed rate per sheet x 142,000 sheets*

The total bid amount should not exceed P2,400,000.00.

*The projected output shall only serve as guide in the evaluation of bids. The total machine output shall still depend on the actual usage on all the multifunction copy machines within the contract period.*

*ah*

*3* *Wm*

Sample Bid Proposal Presentation:

Type of Machine	Proposed Rate per Sheet (inclusive of VAT)
Monochrome	Php _____
Color	Php _____

4. The Contract shall include all supplies, consumables, spare parts (excluding copy paper) and services needed to keep the machines being rented in satisfactory working condition without cost to BCDA. The services shall refer to:
- Machine inspections on a monthly basis, and other services such as adjustment and repair whenever required to keep the machines in good working conditions on normal business days and working hours.
  - “On-call” repair services which should be provided within the day or not later than the following day the request is made, even on Saturday, Sunday and when necessary even on a holiday since BCDA sometimes require multifunction copy services on said days.

Should there be a need to pull out the multifunction copy machine for repair (no more than 3 days of machine breakdown), temporary replacement should have the same or better functional specifications as the unit for repair even if it is of a different model or make.

5. As part of its service package, the following shall be provided by the service provider:
- Training of BCDA personnel to operate the Equipment shall also be provided within twenty-four (24) hours from the date of delivery of the machine at no cost to BCDA; and,
  - Configuration/set-up of scanning and network printing features of the machines.
6. Notwithstanding the estimated volume of reproduction, the billing statement as well as the payment shall be based on the actual consumption of BCDA
7. Machines shall be deployed in the following BCDA offices:

Location	Function	Number of Machine/s
a. BCDA Office, Taguig	Photocopying Services	4 Monochrome 1 Color
	Network Printing	1 Monochrome 8 Color
b. BCDA – Clark	Photocopying Services and Network Printing	1 Monochrome 1 Color
<b>TOTAL NUMBER OF MACHINES</b>		<b>16</b>

8. Should there be need for extension of services of the provider, the contract shall be extended in writing by the BCDA.


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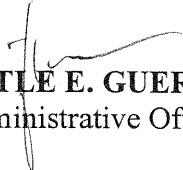
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9. Should there be need for additional units, service units shall be provided upon request of BCDA at the same cost per copy.
10. As part of the post qualification, BCDA reserves the right to inquire or secure a Certificate of Satisfactory Completion issued by former clients of the first ranked proponent.

Prepared by:

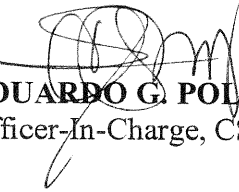
  
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