

TERMS OF REFERENCE

PROCUREMENT OF PHOTOCOPYING / SCANNING MACHINE FOR FY 2025

ITEMS	SPECIFICATIONS	
I.	<p>Background</p> <p>The Embassy of the Philippines in Islamabad, Pakistan intends to lease photocopier/scanning services through outsourcing of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p>Objective</p> <p>To provide the Embassy with quality photocopier/scanning services for a period of six months commencing from 01 January 2025 and effective until 30 June 2025</p>	
III.	<p>Technical Specifications</p> <ol style="list-style-type: none"> 1. One brand of photocopying machines to the Embassy (Four Multi-color). 2. All machines must be latest year model and in excellent working condition, and shall render services for the estimated volume of 100,000 copies. 3. Upon delivery, all photocopying machines shall be inspected or checked by the Embassy to ensure that all units passed the standard quality certification. 4. Minimum of four (4) units with the following specifications: <p style="margin-left: 20px;">A. Heavy-duty, copier-based, monochrome photocopier (A5 to A3) for 3 units:</p> <p style="margin-left: 20px;">COPIER SPECIFICATIONS</p> <ul style="list-style-type: none"> ● Black and white photocopier, printer and colored scanner ● Copying process: Electrostatic laser copy, tandem, indirect ● Toner system: Simitri® HD polymerised toner ● Copy/print speed A4: Up to 36 cpm ● Copy/print speed A3: Up to 20 cpm ● Autoduplex speed A4: Up to 36 cpm ● Warm-up time: Approx. 30 sec.¹ ● Copy resolution: 600 x 600 dpi ● Gradation: 256 gradations <p style="margin-left: 20px;">SCANNER SPECIFICATIONS</p> 	<p>STATEMENT OF COMPLIANCE</p>

- Scan Speed: Up to 70/70 opm (300 dpi via opt. ADF) (mono/colour) Up to 42/42 opm (600 dpi via opt. ADF)
- Scan resolution Max.: 600 x 600 dpi
- Scan modes: Network TWAIN scan Scan-to-eMail (Scan-to-Me) Scan-to-FTP Scan-to-SMB (Scan-to-Home) Scan-to-Box Scan-to-WebDAV Scan-to-DPWS Scan-to-USB
- File formats JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; Outline PDF; Searchable PDF (optional); XPS; Compact XPS
- Scan destinations: 2,100 (single + group); LDAP support
- Scan functions: Annotation (text/time/date) for PDF; up to 400 job programs

PRINTER SPECIFICATIONS

- Print resolution: Equivalent to 1,800 x 600 dpi
- Controller CPU: MPC8533E @ 667 MHz
- Page Description Language: PCL 6 (PCL 5e/c + XL3.0) PostScript 3 (CPSI 3016) XPS
- Operating systems: Windows 2000 Windows XP (32/64) Windows VISTA (32/64) Windows 7 (32/64) Windows Server 2000 Windows Server 2003/2008 (32/64), 2008 R2 (64) Macintosh OS X 10.x Unix, Linux, Citrix

FAX SPECIFICATIONS

- Fax standard: Super G3 (optional)
- Fax transmission Analogue i-Fax IP-Fax
- Fax resolution Max.: 600 x 600 dpi (ultra-fine)
- Fax compression MH; MR; MMR; JBIG
- Fax modem Up to 33.6 Kbps
- Fax destinations 2,100 (single + group)
- Fax functions: Polling; time shift; PC-Fax; receipt to confidential box; receipt to email/FTP/SMB; up to 400 job programs

- With automatic back to back copying and printing
- Electronic sorting
- USB-Ready connection
- Scan formats: JPEG, PDF, etc.
- Prints actual usage for billing purposes
- No part of the machine should be exposed or protruding, except bypass trays
- The copiers must be compatible with the Embassy's operating systems, applications and software.

B. 1 unit heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):

- Speed Color/ Black and White: Up to 35 / 35 ppm
- Hard Drive / Processor / Memory: Minimum 250 GB HDD / 1.2 GHz Dual-core / 2 GB system plus 1 GB page memory
- Connectivity: 10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Wi-Fi Direct with Optional Xerox® USB Wireless Adapter
- Copy and Print Resolution: Copy: Up to 600 x 600 dpi; Print: Up to 1200 x 2400 dpi
- Print Features: Print from USB, Encrypted Secure Print, Xerox® Earth Smart Driver Settings, Job Identification, Booklet Creation, Store and Recall Driver Settings, Bi-directional Status, Scaling, Job Monitoring, Xerox® Color By Words
- Standard Features: Destinations: Scan to Mailbox; Scan to USB, Scan to Email, Scan to Network; File Formats: PDF, PDF/A, XPS, JPEG, TIFF; Convenience Features: Scan to Home, Single Touch Scan, Searchable PDF, Single/Multi-Page PDF / XPS / TIFF, Encrypted / Password Protected PDF, Linearized PDF / PDF/A

The copiers must be compatible with the Embassy's computer operating systems, applications, and all relevant hardware and software.

IV.	<p>Contractor's Obligations</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Embassy estimated volume, for the duration of the contract and any extensions thereof; 2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide; 3. Technicians to conduct repairs during machine breakdown and preventive maintenance for units in the Embassy and who also shall be deployed within two (2) hours' notification. <p>If the unit cannot be repaired within the day, the Contractor shall provide a service unit with similar specifications the following working day not later than twelve (12) noon.</p> <p>For notifications after 3:00 p.m., the technician shall be deployed the next working day.</p> <ol style="list-style-type: none"> 4. Replacement machines with the same specifications shall be delivered within two (2) hours., if a unit is withdrawn for repair or because it is broken. Failure to provide the replacement within the required time shall result in a penalty of PKR 1,500.00 per hour of delay except when delay is caused by force majeure. 5. On-call Technicians from 8am to 5pm, (regular working hours, Monday to Friday), including weekends and holidays.; 6. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the units. He will also serve as the liaison officer between the Contractor and the Embassy. 7. "Hot Line" for technical services / assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays. 8. Free end-user trainings to operate the machines upon deployment. 	
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