

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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Other Duties of the Contractor

1. No machines shall be removed from the Embassy without the written express permission of the concerned section of the Embassy, accompanied by a written approval of the Administrative Officer, anytime during the duration of the contract for repairs and/or replacement.
2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.
3. The Contractor shall have in storage in the Embassy at least ten percent (10%) of the consumable items needed.
4. The Contractor shall physically turn over the photocopier's hard disk to the Property or Administrative Officer if the machine has to be pulled out of the Embassy for any reason.
5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.
6. The Contractor shall turnover provide demo-units of all machines for testing before Post-Qualification.
7. The Contractor shall submit, on a quarterly basis, a hard and soft copy of the Embassy's photocopy volume consumption, broken down by month and consumption per Office.
8. The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional machines for the duration of said events or official functions. Charges for the additional technician shall be included in the price breakdown of the bid documents.

Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.

	<p>9. The Contractor shall include in its bid offer the following provisions:</p> <ul style="list-style-type: none"> a) Uniform price per copy for the Embassy and for events. b) No minimum copies imposed on any and/or all machines assigned to the Embassy c) Allowance for two percent (2%) copy spoilage. d) For machines to be used on events, there will be a minimum of 10,000 monochrome copies consumable. 	
V.	<p>Miscellaneous Provisions</p> <p>The Embassy reserves the right to increase or decrease the number of photocopying machines during the contract period and to provide moving services in case of commencement of repairing activities in the Embassy. If requested within the last three (3) months of the contract, the Contractor shall provide a photocopier with same model as provided or higher models that meet the technical specifications, as stated in Item III above.</p>	
VI.	<p>Contractor's Guarantee</p> <p>The Contractor shall guarantee a supply of original toners and other spare parts to be supplied from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p> <p>The Contractor must dispatch a Technician immediately (within an hour or two) upon receipt of request from the Embassy the purposes of troubleshoot, etc.</p>	
VII.	<p>Terms of Delivery</p> <p>All units shall be delivered and functional before the start of the contract.</p>	

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VIII	<p>Contract Duration The lease contract shall be for the period commencing on 01 January 2023 and effective until 30 June 2023.</p>	
IX.	<p>Force Majeure</p> <p>The Embassy reserves the right to amend and revise the contract in the event that the repairing activities in the Embassy commences during the contract period.</p> <p>The Embassy reserves the right to terminate the contract, with or without reason provided to the Contractor, by serving a written one (1) month Notice</p>	
X.	<p>Terms of Payment</p> <p>a. The Contractor shall submit the monthly billing of regular usage to the Administrative Officer within the first ten (10) days of the following month with the Copies of required documents needed for payment requested by the Embassy.</p> <p>b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by the Finance Officer.</p> <p>c. All taxes withheld shall form part of the amount paid to the Contractor.</p>	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

Approved On Behalf of the Philippine Embassy:


JUAN PAOLO G. ALIX
Charge d' Affaires a.i.

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]