

Republic of the Philippines
COMMISSION ON HUMAN RIGHTS
Diliman, Quezon City

TERMS OF REFERENCE

Procurement of Rental Services for Copying Machines

I. BACKGROUND

The Commission on Human Rights is looking for a qualified and competent manufacturer/supplier who can provide rental service of copying machines which can help the former to prolifically provide services for the public in a day to day basis.

II. OBJECTIVES

The objective of this contract is to obtain **RENTAL SERVICES FOR SIXTEEN (16) - UNITS COPYING MACHINES** from a legitimate, reputable, and experienced manufacturer/supplier who can provide for a cost-efficient rental of copying machines, as set below in the Scope of Services.

III. SCOPE OF SERVICES

- The rental service shall include the following:
- a. Supply, delivery, and installation of **sixteen (16) units** copying machine and its Accessories
 - b. Provision of consumable supplies
 - c. Training for personnel assigned to operate the equipment
 - d. Inspections and adjustment as required to keep the machines in good condition

IV. TECHNICAL SPECIFICATIONS

Copier Specifications		
No. of Units	Five (5) Units	Eleven (11) Units
Machine Condition	BRAND NEW	BRAND NEW
Function	Multifunction Device: Monochrome/ color ready	Multifunction Device Monochrome
Type	Console Multifunction Device (4 universal trays)	Console Multifunction Device (4 universal trays)
Copy Speed	55 cpm	35 cpm
Memory Capacity	2GB	2GB RAM
HDD	160 GB	160 GB
Output Resolution		
Copy	600 x 600 dpi	600 x 600 dpi
Scan	600 x 600 dpi; 300 x 300 dpi;	600 x 600 dpi; 300 x 300 dpi;
Print	1,200 dpi x 1,200 dpi; 600 x 600 dpi	1,200 dpi x 1,200 dpi; 600 x 600 dpi
Warm –up Time	30 seconds or less	30 seconds or less
Original & Print Size	A5/A4/Folio/ Legal/A3/SRA3/SRA3+	A5/A4/Folio/ Legal/A3/SRA3/SRA3+
Reverse Automatic Document Feeder	Up to 130 originals; A6-A3, 35-128 gsm	Up to 100 originals; A6-A3, 35-128 gsm

Paper Weight	Up to 256 gsm	Up to 215 gsm
First Print Output Time	5.2 seconds	4.0 seconds
Continuous copies	Up to 999	Up to 999
Paper Capacity	2,010 sheets; 4 universal trays (500-sheets)+ Bypass Tray (90 sheets)	2,010 sheets; 4 universal trays (500-sheets)+ Bypass Tray (90 sheets)
Output Tray capacity	500 sheets	500 sheets
Output	Electronic Sorting, Grouping, Offset	Electronic Sorting, Grouping, Offset
Power Source	AC 220-240 V +/- 10%, 50/60 Hz	AC 220-240 V +/- 10%, 50/60 Hz
Power Consumption	220V:60 watts on low power mode	220V:60 watts on low power mode

V. MAINTENANCE AND TECHINICAL SUPPORT

- The supplier shall make inspection and adjustment as required to keep the copying machines in good condition.
- Repairs and replacement of parts shall be provided by the supplier.
- Supply/replenishment of inks shall be done within twenty-four (24) hours from the time of request either through call or in writing.
- On-call support shall be made available during the regular working hours, from Monday to Saturday.
- The supplier must be ready and willing to address request(s) for additional unit(s), as may be needed.
- Requests for application of additional features shall be done free of charge ie; internet wireless connection of the said machine.

VI. TERMS AND CONDITIONS

- The rental services shall be for a period of twelve (12) months (January to December 2020);
- Respective representatives from the CHR and the Supplier shall, in a monthly basis, enter and certify the meter reading in the meter card;
- Charges for each unit is based on the number of the net copies as reported in the meter reading card; and,
- The CHR, upon presentation to the Supplier's representative, shall be allowed with a maximum copy spoilage of 2% of gross copies per month or actual spoiled copies, whichever is lesser.

VII. DELIVERY PERIOD

Delivery and installation shall be within ten (10) calendar days from receipt of Notice to Proceed (NTP).

VIII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for this procurement project is TWO MILLION PESOS (Php 2,000,000.00.)

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IX. TERMS OF PAYMENT

Payable within fifteen (15) calendar days from receipt of billing.

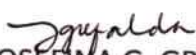
X. EXECUTION AND PRE-TERMINATION OF THE CONTRACT

- a. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
- b. In case of pre-termination by the Commission, the latter through its representative shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination.
- c. In case of pre-termination the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual, and the Performance Security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other projects of the CHR.

XI. "EXTENSION CLAUSE"

Except as otherwise provided in the Contract, and subject to provisions of R.A. 9184, otherwise known as "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Programs", the parties shall extend the Contract in a month-to-month basis under the same applicable terms and conditions especially as to scope of services and quality of work, in the event no new Contract is awarded after expiration of the present Contract. The extended term shall automatically terminate upon effectivity of the new contract.

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