

**Section VII. Technical Specifications**

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

<b>RENTAL/LEASE OF MULTI-FUNCTIONAL COLORED DIGITAL PHOTOCOPIING MACHINES FOR THE PRESIDENTIAL COMMUNICATIONS OFFICE</b>	
<b>Complies with the following minimum requirements:</b>	
<b>DETAILED TECHNICAL SPECIFICATIONS</b>	
<b>Color Output</b>	: Colored, Black and White
<b>Quantity</b>	: <b>Eleven (11)</b> units
<b>Duration of Service</b>	: One (1) year Contract which shall commence not later than fifteen (15) calendar days from receipt of Notice to Proceed.
<b>Required accumulated number of free copies &amp; and additional billing charges</b>	: <b>5,000 pages of free monochrome copies</b> and <b>10,000 pages of free colored copies</b> per multifunction photocopier every month. The additional billing charges shall only apply when the PCO exceeds the accumulated free copies reproduced of <b>165,000</b> (15,000 x 11 units) pages. The rate per copy is <b>one peso (PHP 1.00)</b> for a monochrome copy and <b>six pesos (PhP 6.00)</b> for a <b>colored copy</b> .
<b>Payment Terms</b>	: Fixed monthly rental payment based on the actual unit price per photocopier machine provided in the accomplished financial offer.  Total billing charges are computed by multiplying the actual total number of copies reproduced less 1% spoilage and test copies by the rental rate.
<b>Machine Specifications</b>	
<b>Wiring</b>	: Wireless and cabled network printing and scanning with available online driver for ease of configuration and setup
<b>Printing</b>	: Capable of Back-to-Back Printing, Automatic/ Electronic Sorting, and in good operating condition.  Capable of wireless printing from a supported operating system  Capable of Reverse Automatic Document Feeder (RADF, optional)  Laser Printing
<b>Print Quality</b>	: Up to 1,200 x 1,200 dpi for black and colored printing
<b>Supported Operating System</b>	: Capable of printing documents from MS Office Applications and other applications/formats for documentary printing (e.g., JPEG, PDF, etc.)

		Compatible and able to support Windows 7/8/10/11 and other operating systems including iOS 10.6 and/or higher OS
<b>Processor Speed</b>	:	at least 1500 MHz
<b>Copies</b>	:	at least 50 pages per minute for black and colored copying
<b>Copy Resolution</b>	:	Up to 600 x 600 dpi for black and colored copying
<b>Scanned Document</b>	:	Flatbed, ADF; Machine can be used as a scanner and printer with no additional cost for the needed accessories/ programs.  Scanned Document output files must be in PDF, JPG, TIFF, XPS, Searchable PDF, Compact PDF, PDF/A, PDF Encryption, Digital Signature in PDF format and can be saved/stored directly to desired location, network PC/Server/Laptop, with Lightweight Directory Access Protocol (LDAP) Support.
<b>Scan Destinations</b>	:	Scan to E-mail/ Desktop/ FTP Server/ SMB/ USB Drive
<b>Scan Size</b>	:	128 x 140 mm to 297 x 432 mm
<b>Scan Speed</b>	:	Up to 80 ppm for black and colored
<b>Scan Resolution</b>	:	Optical, up to 600 dpi
<b>Memory</b>	:	At least 6GB, 320 GB HDD
<b>Paper Capacity</b>	:	100-sheet multipurpose tray, 2 x 520-sheet second input trays, 100-sheet Automatic Document Feeder
<b>Paper Size</b>	:	Capable of printing and scanning up to A3 paper size
<b>Number of Print Cartridges</b>	:	4 (1 each black, cyan, magenta, yellow)
<b>Reduction or Enlargement</b>	:	Magnification: 25% - 400% reduction/enlargement
<b>Display</b>	:	10.1-in Color Touchscreen Panel (Pivoting)
<b>Certification/s</b>	:	Certification from the original equipment manufacturer that the Color Laser Multifunction Printer was remanufactured by them or a certificate from the original manufacturer that the company is authorized to remanufacture the units to be supplied to the PCO.  Certification should also specify that the units are manufactured in accordance with the latest standards and are brand new (Shall be submitted as a post-qualification requirement).
<b>Maintenance Services</b>		
<b>Supply/Delivery of consumables</b>	:	Regular supply/delivery of consumables regardless of operating time/number of copies free of charge. Toners and fusers drums can be replaced by the end-user without technician intervention, if necessary.  The company shall provide at least four (4) toners and four (4) imaging units in stock for each unit, which is transferable to the other rented units if not fully consumed.
<b>Replacement Warranty</b>	:	Replacement of defective parts shall be free of charge.

		Availability and delivery of service units after 48 hours in the event of machine breakdown.  Replacement of service unit after four (4) breakdowns.
<b>Labor Service</b>	:	On-call customer service/technician who shall respond within two (2) hours from the receipt of service calls upon the advice of the end-user, and replacement of defective parts within the next 24 hours.
<b>Installation Services</b>		
a. Supplier's Representative/Technician shall configure/ setup the equipment to make it operational in the presence of representatives from the Property and Supply Management Section (PSMS), ICTD tech staff, and respective End-User Units		
b. Supplier's Representative/Technician shall conduct orientation and basic troubleshooting for the representatives from the Property and Supply Management Section (PSMS), ICTD tech staff, and respective End-User Units		
c. Supplier's Representative/Technician shall conduct a twice-a-week schedule for onsite preventive maintenance of all the units during the entire contract duration.		

PHOTOCOPIER ALLOCATION		
	OFFICE/UNITS ASSIGNED	LOCATION
1.	Office of the Senior Undersecretary for Digital Media Services (OSUDMS)	Fourth Floor, NEB
2.	Office of the Secretary (OSEC)	Third Floor, NEB
3.	OSEC Annex	Third Floor, NEB Annex
4.	Office of the Undersecretary for Operations, Administration, Finance, and GOCCs (OUOAFG)	Second Floor, NEB
5.	Media Accreditation and Relations Office (MARO)	Ground Floor, NEB Annex
6.	OSAPIA	Second Floor, NEB Annex
7.	Information and Communications Technology Division (ICTD)	Fourth Floor, NEB
8.	Budget Division (BD)	Second Floor, NEB
9.	Accounting Division (AD)	Second Floor, NEB
10	Procurement Division (PD)	Basement, NEB
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11	Human Resource Development Division (HRDD)	Second Floor, NEB
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Conforme:		
Full Name and Signature of Bidder/Authorized Rep	:	
Designation	:	
Name of Company	:	