

Section VII. Technical Specifications

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

Lease of Multi-Functional Colored Digital Photocopying Machines for the Presidential Communications Office (Early Procurement Activity) (Procurement/Contract No. 2025-EPA-006)			
DETAILED TECHNICAL SPECIFICATIONS			Statement of Compliance
Color Output	:	Colored, Black and White	
Quantity	:	Eleven (11) units	
Duration of Service	:	One (1) year Contract which shall commence not later than fifteen (15) calendar days from receipt of Notice to Proceed.	
Required accumulated number of free copies & and additional billing charges	:	5,000 pages of free monochrome copies and 10,000 pages of free colored copies per multifunction photocopier every month. The additional billing charges shall only apply when the PCO exceeds the accumulated free copies reproduced of 165,000 (15,000 x 11 units) pages. The rate per copy is one peso (PhP 1.00) for monochrome copy and six pesos (PhP 6.00) for colored copy.	
Payment Terms	:	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.	
Machine Specifications			
Wiring	:	Wireless and cabled network printing and scanning with available online driver for ease of configuration and setup	
Printing	:	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	
Print Quality	:	Up to 1,200 x 1,200 dpi for black and colored printing	
Supported Operating System	:	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	
Processor Speed	:	at least 1500 MHz	
Copies	:	at least 50 pages per minute for black and colored copying	
Copy Resolution	:	Up to 600 x 600 dpi for black and colored copying	
Scanned Document	:	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.	
Scan Destinations	:	Scan to E-mail/ Desktop/ FTP Server/ SMB/ USB Drive	
Scan Size	:	128 x 140 mm to 297 x 432 mm	
Scan Speed	:	Up to 80 ppm for black and colored	
Scan Resolution	:	Optical, up to 600 dpi	
Memory	:	At least 6GB, 320 GB HDD	
Paper Capacity	:	100-sheet multipurpose tray, 2 x 520-sheet second input trays, 100-sheet Automatic Document Feeder	
Paper Size	:	Capable of printing and scanning up to A3 paper size	
Number of Print Cartridges	:	4 (1 each black, cyan, magenta, yellow)	
Reduction or Enlargement	:	Magnification: 25% - 400% reduction/enlargement	
Display	:	10.1-in Color Touchscreen Panel (Pivoting)	
Certification/s	:	Certification from the original equipment manufacturer that the Color Laser Multifunction	

		<p>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.</p> <p>Certification should also specify that the units are manufactured in accordance with the latest standards and are brand new (Shall be submitted as post-qualification requirement).</p>	
Maintenance Services			
Supply/Delivery of consumables	:	<p>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.</p> <p>The company shall provide at least four (4) toners and four (4) imaging units on stock for each unit, which is transferable to the other rented units if not fully consumed.</p>	
Replacement Warranty	:	<p>Replacement of defective parts shall be free of charge.</p> <p>Availability and delivery of service units after 48 hours in the event of machine breakdown.</p> <p>Replacement of service unit after four (4) breakdowns.</p>	
Labor Service	:	<p>On-call customer service/technician who shall respond within four (4) hours from the receipt of service calls upon the advice of the end-user, and replacement of defective parts within the next 24 hours.</p>	
Installation Services			
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 weekly schedule for onsite preventive maintenance of all the units during the entire contract duration.			

PHOTOCOPIER ALLOCATION			Statement of compliance
	OFFICE/UNITS ASSIGNED	LOCATION	
1.	Office of the Senior Undersecretary for Digital Media Services (OSUDMS)	Fourth Floor, NEB	
2.	Office of the Undersecretary for Content Production (OUCP)	Fourth Floor, NEB	
3.	Office of the Secretary (OSEC)	Third Floor, NEB	
4.	OSEC Annex	Third Floor, NEB	
5.	Office of the Undersecretary for Operations, Administration, Finance, and GOCCs (OUOAFG)	Second Floor, NEB	
6.	Finance Cluster	Second Floor, NEB	
7.	Press Working Area (PWA)	Ground Floor, Annex, NEB	
8.	Media Accreditation and Relations Office (MARO)	Ground Floor, Annex, NEB	
9.	Records Management Section (RMS)	Basement, NEB	
10.	Commission on Audit (COA)	Basement, NEB	
11.	Property and Supply Management Section (PSMS)	Basement, NEB	

Conforme:

Full Name and Signature of
Bidder/Authorized Rep

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Designation

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Name of Company

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