



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT



**TERMS OF REFERENCE FOR THE PROCUREMENT OF RENTAL
SERVICES FOR PHOTOCOPIER MACHINES FOR THE PRESIDENTIAL
COMMISSION ON GOOD GOVERNMENT (PCGG) FOR FY 2025**

I. INTRODUCTION

The Presidential Commission on Good Government (PCGG), a national government agency created pursuant to Executive Order No. 1, series 1986, requires the supply by way of lease, of multi-function energy-efficient photocopying machines (with features such as network printer, scanner, high-volume, colored, and black and white) for daily use.

II. OBJECTIVE

To lease five (5) units of multi-function, energy-efficient, high-volume, and black-and-white network printer/photocopying machines from a reputable supplier to meet and respond to the needs of the PCGG for printing, copying, and scanning of documents, in accordance with the terms and conditions stipulated in this TOR.

III. LEGAL BASIS

The revised implementing rules and regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act (GPRA), provides that:

Section 46. Lease Contracts

“The lease of construction and office equipment, including computers, communication, and information technology equipment, are subject to the same competitive bidding and to the processes prescribed under the Act and this IRR. The lease may also cover lease purchases or lease-to-own and similar variations.”

IV. PERIOD OF IMPLEMENTATION

The period of contract is from February 01 to December 31, 2025.

V. DEPLOYMENT

The photocopying machines will be deployed at the PCGG Office, 21st and 22nd floor, JMT Building, 27 ADB Ave., Ortigas Center, Pasig City.

VI. QUALIFICATIONS OF BIDDER

1. The Bidder must be PHILGEPS registered.
2. The Bidder must have at least three (3) years of satisfactory performance from past clients for the past three (3) years and must secure certificates of satisfactory performance in supply, delivery, installation, testing, and commissioning of network equipment.
3. The bidder must be an authorized distributor of the brand being carried or its offers to be provided.
4. The Bidder must be capable of providing the five (5) units of black and white multifunction printer/photocopier.

VII. SCOPE OF SERVICES

1. The Service Provider shall supply, deliver, and install/configure brand new or refurbished units with model years not earlier than 2022 of multi-function printer/photocopier (MFP) to each user office identified by the PCGG.
2. The Service Provider must complete the installation of all the required units within two (2) weeks upon receipt of the Notice to Proceed (NTP).
3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within (2) days from receipt of notification from the Administrative Services Division (ASD) of the PCGG.
4. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull out and provide a replacement or service unit within the next business day from receipt of an official request through telephone or e-mail. The replacement unit or the service unit must have the same specifications or higher than the original unit.
5. The service provider shall conduct meter readings for all the copiers every 15th and 30th of the month.
6. The Service Provider shall submit to PCGG the meter readings for all the copiers after five (5) working days, subject to PCGG verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of the five (5) heavy-duty photocopiers. However, no billing shall commence unless the installation and training with user-acceptance, are completed.
7. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal point person for official communication about the services to ensure that there is always sufficient backup in case the other person goes on leave or is unavailable. The focal person shall be always available during official working hours.

8. The Service Provider shall assign a specific person who will be responsible for regular monthly maintenance of the equipment both in terms of service as well as supply and replacement of consumables and spare parts, twice a month or when needed.
9. The Service Provider shall deliver the consumables, such as toner, drum, developer, roller, etc. at no cost within 24 hours upon official request by the ASD, thru telephone, or eMail at no additional cost. All consumables shall be branded parts and brand new (not refills).
10. The Service Provider shall provide at least two (2) sets of consumables for Black and White MFP/Photocopier upon execution of the contract and replenish the same upon reaching the 30% of remaining stocks/supply.
11. The Service Provider must conduct training for the end-users of the PCGG
12. The Service Provider shall provide for each copier/printer a quick reference guide/training module to help with basic troubleshooting issues.
13. Any offer for added features, material, and/or service shall be at no additional cost to the procuring office.

VIII. TECHNICAL SPECIFICATIONS

Speed	At least 45ppm 55ppm
First output	At least 3.1 secs, Warmup: 30 secs
Print Resolution	2400 dpi or equivalent x 600 dpi
Memory Hard Disk	At least 4GB 160GB
Paper Tray Bypass Tray	At least 4 x 500 sheets 1x 95 sheets
Paper Size	From A5 to A3
Printer/Scanner	Built-in PCL, Mono Print, Color Scan

Other specifications:

- Print and copy at a blazing 55 sheets/minute*1
- Scan in color or monochrome
- with developed DADF at 80 pages/minute (single-sided) *2 and 140 pages/minute (double-sided).

- After printing, produce beautiful Z-fold and Tri-fold booklets with the optional finisher (optional)
- Simpler Operations
- Printable from Any Machine on Demand
- Print in different environments
- Offices Using Five or More Devices
- Various File Formats and Processing Supported
- Conversion to Editable Word and Excel Files
- Leverage of Timely Information with Paperless Fax (if applicable)
- Save/Print Using a USB Memory
- Google Cloud Print, Airprint, and/or Print Utility for iOS / Android

IX. BUDGET

The Approved Budget of the Contract (ABC), which shall be sourced from the PCGG MOOE under the FY 2025 GAA, is One Peso per copy (1.00) or an estimated Six Hundred Thousand Pesos only (Php 600,000.00) for the period of 01 February to 31 December 2025.

X. PAYMENT PROCEDURE

The payment shall be in accordance with existing government procedures.

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