

## TERMS OF REFERENCE

### LEASE OF MULTI-FUNCTION PRINTERS FOR PHOTOCOPYING, PRINTING AND SCANNING SERVICES

#### I. INTRODUCTION

1. The Energy Regulatory Commission (ERC) would like to engage the services of a suitable service provider for the lease and maintenance of twenty-six (26) units of multi-function printers described hereunder, together with its accessories, for the use of the Service Units in the ERC Main Office.
2. The winning bidder shall make available of multi-function printers to be distributed to various Service Units that are capable of reproducing copies of documents within a specified time and at an efficient speed.
3. The contract shall include delivery of multi-function printers, maintenance and repair services thereof.

#### II. TECHNICAL SPECIFICATIONS:

The following minimum features/ specifications and capabilities must be met:

- a. **Eight (8) units color multifunction printers with the following specifications:**
  - Copy/Print/Scan/Fax
  - Color networkable laser printer
  - With a Minimum speed (color or bw) of 40 PPM or higher
  - With a minimum 1.5 Ghz processor or higher
  - With standard 3GB Memory
  - Scan to: Email, SMB, FTP, PC, WSD, Box, Cloud Services
  - Scan Compatibility: TWAIN, ICDM, SANE (Linux)
  - Scan Speed: Duplex: up to 60 ipm/ Simplex: up to 40 ipm
  - Color Fax
  - Fax features: Fax forward to email, Broadcasting

- With a minimum 7.0” color touch screen with easy to read interface or higher
- With a confidential printing feature (security printing bundled)
- Page Description Language PCL 6, PCL 5e, PostScript 3 compatible, PDF, TIFF, JPEG, HBPL
- Output:
  - All units of color photocopying machine must be capable of printing Minimum A5 to Maximum Legal Size or better
  - But at least one (1) unit of color photocopying machine must be capable of printing Minimum A5 to Maximum A3 size or better
- Printing resolution: 1200x1200 dpi (dots per inch)
- Tray Capacity: Minimum 550-sheets feeder with 100 sheets multi-purpose tray
- Should have automatic document feeder with 100-sheet paper capacity
- Monthly Duty Cycle: 80,000 Pages per month
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving feature
- Energy Star compliant
- With automatic back to back copying
- ISO Compliant

**b. Eighteen (18) units mono multifunction printers with the following specifications:**

- Copy/Print/Scan/Fax
- Black & White networkable laser printer
- With at Minimum speed of 47 PPM or higher
- Processor minimum 1.0 GHz Dual Core ARM or higher
- Memory 1 GB minimum or higher
- Scan to: Email, SMB, FTP, PC, WSD, Box, Cloud Services
- Scan Compatibility: TWAIN, WIA, ICDM, SANE (Linux)
- Scan Speed: Duplex: up to 60 ipm/ Simplex: up to 35 ipm
- Color Fax
- Fax features: Fax forward to email, Broadcasting
- With a minimum 7.0” color touch screen with easy to read interface or higher
- First Page Out: Less than 6.5 seconds
- Output: all units of monochrome photocopying machines must be capable of printing Minimum A5 size to Maximum Legal Size of better
- Minimum printing resolution: 1200x1200

- Page Description Language PCL 6, PCL 5e, PostScript 3 emulation, PDF Direct V1.7
- Tray Capacity: Minimum 550-sheets & Multi-purpose tray 100 sheets
- Monthly Duty Cycle: 200,000 Pages per month
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving feature
- With automatic back to back printing
- ISO Compliant

**Additional Requirements:**

- 1.) All units should be BRAND NEW. The printers should be unused and completely new.  
The bidders are required to submit a manufacturer's letter certifying units are BRAND NEW
- 2.) All units should be capable of serverless follow-me-print
- 3.) All units can manage up to 2,000 local users
- 5.) Annual Free pages of 2,641,935 **for the monochrome printers**
- 6.) Annual free pages of 189,583 **for the colored printers**
- 7.) Warranty: 1 day on-site next day
- 8.) Supplier must have optional high-capacity toner cartridge with at least 40,000 pages for the Single Function Printer, and at least 9,500 pages for Color MFP
- 9.) Supplier must conduct preventive maintenance at least once a month

### **III. GENERAL SCOPE OF SERVICES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

#### **1. Deployment**

The Service Provider shall provide multi-function printers to each of the following ERC units:

##### **a. Colored Multi-function Printers (1 unit each)**

- a.1 Market Operation Service
- a.2 Consumer Affairs Service
- a.3 Finance and Administrative Service
- a.4 Legal Service
- a.5 Regulatory Operation Service

- a.6 Office of the General Counsel & Secretariat
- a.7 Planning and Public Information Service
- a.8 Office of the Chairman & Commission Members

**b. Mono Multi-function Printers**

- b.1 Market Operation Service
  - one (1) unit for 12<sup>th</sup> Floor
  - one (1) unit for 22<sup>nd</sup> Floor
- b.2 Consumer Affairs Service
  - one (1) unit for 10<sup>th</sup> Floor
  - one (1) unit for 12<sup>th</sup> Floor
- b.3 Finance and Administrative Service
  - one (1) unit for 8<sup>th</sup> Floor
  - one (1) unit for 14<sup>th</sup> Floor
- b.4 Legal Service
  - two (2) units for 15<sup>th</sup> Floor
- b.5 Regulatory Operation Service
  - two (2) units for 17<sup>th</sup> Floor
  - one (1) unit for 21<sup>st</sup> Floor
- b.6 Office of the General Counsel & Secretariat
  - two (2) units for 18<sup>th</sup> Floor
- b.7 Planning and Public Information Service
  - two (2) units for 18<sup>th</sup> Floor
- b.8 Office of the Chairman & Commission Members
  - two (2) units for 16<sup>th</sup> Floor
- b.9 Bids and Awards Committee
  - one (1) unit for Mezzanine

The winning bidder shall deliver and install the multi-function printers to various units according to the above deployment schedule within fifteen (15) days after receipt of the Notice to Proceed (NTP).

**2. Consumables**

The lease shall be inclusive of consumables for the use and maintenance of the multi-function printers.

Each printer shall be provided with one (1) toner and one (1) back up toner. Consumed toners shall be replenished within twenty-four (24) hours from receipt of notice/request (oral/written).

### **3. Replacement of Toners**

The Service Provider must replace defective toners within twenty-four (24) hours from receipt of notice/request (oral/written).

### **4. Repairs and Maintenance**

The Service Provider shall conduct monthly regular maintenance of the multi-function printers as well as the necessary repairs as the need arises.

The replacement of spare parts shall be for the account of the Service Provider.

The Service Provider shall provide technical support through Phone Help Desk or send a representative to check or inspect the multi-function printer not later than the start of the next business day from receipt of notice/request (oral/written).

The Technical Support shall be made available from 8:00 A.M. - 5:00 P.M. from Mondays to Fridays (except holidays).

Any issue/s on any of the multi-function printers, if not resolved within half of the business day, the Service Provider shall provide or deploy a temporary service unit within that same business day.

If a multi-function printer is UNSERVICEABLE or BEYOND REPAIR, it must automatically be replaced by a brand new fully functioning unit that meets the specifications indicated herein within twenty-four (24) hours.

#### **IV. OTHER TERMS AND CONDITIONS**

1. Upon delivery, actual demonstration and familiarization on the features and operation of the multi-function printer shall be conducted by the Service Provider for the benefit of the different units' personnel concerned.
2. An instructions manual shall be provided to the General Services Division of the Financial and Administrative Service, for ready reference.

#### **V. CONTRACT PERIOD**

The lease shall be for a period of one (1) year, to commence on 01 January 2021 to 31 December 2021

#### **VI. SCHEDULE OF REQUIREMENTS**

The total number of free pages shall be as follows:

	Annual Free Pages
Monochrome	2,641,935
Color	189,583

Should there be unconsumed pages at the end of the contract period, the Service Provider commits to retain at least five (5) units of multifunction printer to be used by ERC until such time that the annual free pages are fully consumed.

Monthly payment shall be made based on the Contract price divided by 12 months, within thirty (30) days upon receipt of the company's/supplier's billing statement. ERC shall not be held liable for any delay in the payment under reasonable and acceptable grounds/circumstances.

Accounts shall be payable to the Service Provider within Thirty (30) working days from receipt of the bills, together with acknowledgement receipt of the consumables, spare parts and services signed by FAS-GSD's representative, subject to existing accounting and auditing rules and regulations.

The ERC shall be allowed two percent (2%) spoilage based on the actual monthly meter reading. Such spoilage shall be added to the annual free pages.

## **VII. APPROVED BUDGET FOR THE CONTRACT**

1. The Approved Budget for the Contract is **Five Million Four Hundred Sixty Thousand Pesos (PhP5,460,000.00)**, inclusive of all government taxes and other fees and charges.
2. Funding shall be chargeable against ERC's approved National Expenditure Program for FY 2021
3. The submitted quotation shall not be subject to any change/increase during the implementation of the Contract.

## **VIII. MODE OF PROCUREMENT**

The mode shall be through Public/Competitive Bidding pursuant to Republic Act No (RA). 9184, otherwise known as the Government Procurement Reform Act and its 2016 Revised Implementing Rules and Regulations (IRR).

## **IX. TERMINATION:**

Termination of contract shall be subject to the provisions of RA 9184 and its IRR.

Upon termination or expiration of the contract, the ERC shall return all the units and accessories to the Service Provider by allowing the latter, on a date and time agreed upon by the

parties, to enter the ERC premises for the purpose of retrieving the units.

Prepared by:

A handwritten signature in black ink, appearing to be 'CLG', written over a horizontal line.

Cherry Lynn S. Gonzales  
AOV FAS-GSD