

**DEPARTMENT OF ENERGY
VISAYAS FIELD OFFICE**

**MANAGED PRINTING SERVICES
TERMS OF REFERENCE**

I. GENERAL OBJECTIVE

The Department of Energy – Visayas Field Office (DOE-VFO) intends to procure a managed printing services for ease of monitoring and control of its printing works to enhance overall efficiency and productivity in using the service as well as improve environment sustainability and document security.

The DOE-VFO shall require the Bidder to provide “free use of brand-new printers” and supply consumables (toners and ink) to the herein printer specifications stated in Item V Requirements and will charge DOE-VFO based on the actual consumption of consumables (toners).

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract (ABC) is Php 150,000.00

III. BIDDERS QUALIFICATION REQUIREMENTS

- a) Bidder must have at least three (3) years experience in printer services business.
- b) Bidder must be PhilGeps registered.

IV. SCOPE OF WORK/DELIVERABLES

- a) Supply, delivery and installation of brand new four (4) units Color All-in-one Printers and six (6) brand new Monochrome Printers for “free use” of DOE-VFO.
- b) Supply and delivery of toners for the specified printers to be provided.
- c) Provision of monthly utilization report for the four (4) units Color All-in-one Printers and six (6) Monochrome Printers to DOE-VFO.

V. REQUIREMENTS AND SPECIFICATIONS

- 1. Four (4) units Colour All-in-one Printers Minimum Requirement

Printer Technology	All-in-one Color Laser Printer
Function	Copy, Scan, Print, Fax
Display	4.3-inch e-task color touch screen
Time to first page	As fast as 8.5 seconds (B/W)
Print Speed (A4)	33ppm Black; 33ppm Color
Print Resolution	1200 x 1200 dpi, 600 x 600 dpi, 4800 Image Quality
Memory	At least 2048MB
Processor	1.2GHz Quad Core
Paper Handling Standard	Integrated Duplex, Single-Sheet Manual Feed, 150-Sheet Output Bin, 250-Sheet Input
Standard Connectivity	Gigabit Ethernet (10/100/1000), Front USB 2.0, Hi-Speed USB 2.0 (Type A/B)

Scanner Type / ADF Scan	Flatbed scanner with ADF RADF (Reversing Duplex)
ADF	50-Sheet Automatic Document Feeder
A4/Ltr Simplex Scan Speed	Black: 47 / 50 sides per minute Color: 30 / 32 sides per minute
Optical Scanning Resolution	600 X 600 ppi (black) up to 600 X 600 ppi (color)
Modem speed	33.6 Kbps transmission
Copy Speed	Black: 35 cpm , Color: 35 cpm
Reduce /Enlarge Range	25 - 400 %
Monthly Duty Cycle	85,000 pages

2. Six (6) units Monochrome Printers Minimum Requirement

Technology	Laser
Printing Output Type	Monochrome
Print Speed	Up to 30 ppm - B/W - Letter A Size (8.5 in x 11 in)
Connectivity Technology	Wired
Interface	USB, LAN
Image Enhancement Technology	Automatic Image Refinement
Automatic Duplexing	Yes
First Print Out Time B/W	6 sec
Media Handling	250-sheet paper cassette, 50-sheet multipurpose tray
Type	workgroup printer
Media Type	envelopes, heavy-weight paper, index cards, labels, plain paper, transparencies
Total Media Capacity	300 sheets
Networking	Print Server
Data Link Protocol	Ethernet, Fast Ethernet
Connectivity Technology	Wired
Max Resolution B/W	30 ppm
Automatic Duplexing	Yes
Output Trays Capacity	150 Sheets
OS Required	Microsoft Windows 2000, Microsoft Windows 7, Microsoft Windows Server 2003, Microsoft Windows Server 2008, Microsoft Windows Vista, Microsoft Windows XP
Media Load Type	Automatic, Manual

VI. TERMS AND CONDITIONS

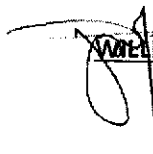
1. The winning bidder shall supply and deliver toners and ink for the specified Printers.
2. The bidder shall conform strictly with all the terms and conditions of this Terms of Reference.
3. The bidder shall provide free on-site maintenance and technical support within the contract period.
4. All printers and toner units delivered to DOE-VFO which had been found defective shall be replaced by the winning bidder within three (3) working days upon receipt of report from DOE-VFO. Replacement printer shall be of the same specifications with that of the replaced printer.
5. The winning bidder shall be responsible for the disposal of empty cartridges.

6. Within the contract implementation, winning bidder shall ensure that the Four (4) units Color All-in-one Printers and Six (6) brand new Monochrome Printers are always in good working condition.
7. Winning bidder shall be responsible for the conduct of troubleshooting/repair of all printing equipment.
8. The winning bidder shall not charge the DOE-VFO on the replacement of parts and repair/troubleshooting of the printers.

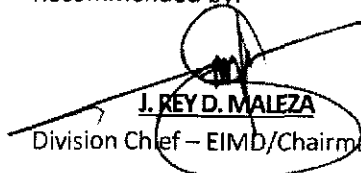
VII. DURATION AND TERMS OF PAYMENT

1. The duration of the contract shall be for the remaining months of 2021, specifically June to December 2021. The supply and delivery of toners shall be based on actual consumption or until such time that the Total Contract Price (TCP) has been fully consumed. However, in the event that the TCP has been consumed prior to end of the contract period, the winning bidder shall continue to supply and deliver the toners to the DOE-VFO on a per request basis and shall be billed accordingly.
2. The winning bidder shall bill the DOE-VFO based on the actual toners delivered.
3. The winning bidder agrees to supply additional printer/s when the need arises as requested by the DOE-VFO.
4. Payment shall be processed by the DOE-VFO upon receipt of the billing statement from the winning bidder.
5. The winning bidder shall deliver the toners as per request of the DOE.
6. The contract implementation shall commence 30 days upon receipt of Notice to Proceed.

Prepared by:


WILLIAM M. CARIDO
Supv. SRS

Recommended by:


J. REY D. MALEZA
Division Chief – EIMD/Chairman IT Committee

Approved by:


ATTY. RUSS MARKT. GAMALLO
OIC Director, DOE-VFO

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]