



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6487320
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider for Network Printing
Area of Delivery Metro Manila

Solicitation Number:	2019-09-0233	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Information Technology	Date Published	21/09/2019
Approved Budget for the Contract:	PHP 999,000.00	Last Updated / Time	21/09/2019 00:00 AM
Delivery Period:	3 Month/s	Closing Date / Time	24/09/2019 10:00 AM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

Description

TERMS OF REFERENCE

MULTI-FUNCTION, ENERGY-EFFICIENT, HIGH VOLUME COLOUR AND BLACK AND WHITE NETWORK PRINTER/PHOTOCOPYING MACHINE

I. INTRODUCTION

The Department of Tourism (DOT) is mandated to primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. It shall instill in the Filipino the industry's fundamental importance in the generation of employment, investment and foreign exchange.

To effectively perform our mandate, the DOT requires Multi-Function (printer, scanner, photocopier and facsimile machine), Energy-Efficient, High Volume Colour and Black and White Network Printer/Photocopying Machine to be used on daily operation.

Obtaining or leasing of office Multi-Function Printer/Photocopying Machine (MFP) will produce a smaller footprint and

provide centralized document management, distribution and production.

II. OBJECTIVE

To lease multi-function, energy-efficient, high volume colour and black and white network printer/photocopying machine from a reputable supplier to meet and respond to the needs of the DOT Offices for printing, copying and scanning. Service will be provided based on the terms and conditions stipulated in this TOR.

III. LEGAL BASIS

Revised implementing rules and regulations of Republic Act No. 9184, otherwise known as the government procurement reform act

Section 46. Lease Contracts

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

IV. PERIOD OF IMPLEMENTATION

October to December 2019.

V. QUALIFICATIONS OF BIDDER

1. The Bidder must be a PhilGEPS registered.
2. The Bidder must have at least three (3) years of experience in supply, delivery, installation, testing and commissioning of network equipment.
3. The Bidder is an authorized distributor of the brand being carried.
4. The Bidder must be capable of providing thirty one (31) units of black and white multi-function printer/photocopier, and ten (10) units of full-color multi-function printer/photocopier as to technical specifications. The required machines will be accepted at the start of the contract with an umbrella billing scheme.

VI. SCOPE OF SERVICES

1. The Service Provider shall supply, deliver and install/configure all units of multi-function printer/photocopier (MFP) to each user.
2. Installation period within two (2) weeks.
3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within two (2) hours from receipt of notification from the General Services Division (GSD).
4. The Service Provider shall replace any faulty equipment with a functional and equivalent equipment within two (2) working days from receipt of an official request thru telephone, fax or email. Replacement and pull out of such shall be at no cost to the procuring office.
5. The Service Provider shall submit to DOT the meter readings for all the copiers subject to DOT verification at the end of every month. Each monochrome unit is capable of producing a maximum of 4,000 copies per month and each color photocopier to produce 1,000 copies per month. Billing shall be based on the total usage of the forty one (41) units.
6. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as focal point persons for official communication pertaining to the services to ensure that there is sufficient back up at all times in case the other person goes on leave. The focal person shall be available at all times during official working hours.
7. 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 as and when required.
8. The Service Provider shall deliver the consumables, such as toner, drum, developer, roller, etc. at no cost within 24 hours upon official request thru telephone, fax, email from DOT at no additional cost. All consumables shall be branded parts and new (not refills).
9. The Service Provider shall provide at least ten (10) sets of consumables for Black and White MFP/Photocopier and five (5) sets of consumables for colored MFP/Photocopier upon execution of the contract and replenish the same upon reaching the 30% of consumed supplies.
10. There must be a conduct of training during installation on the users of procuring entity.
11. The Service Provider shall provide a well-trained and knowledgeable personnel who will train the IT, GSD, and other users on how to operate the machine and conduct basic onsite troubleshooting.
12. The Service Provider shall provide for each copier/printer a quick reference guide/training module to help on basic troubleshooting issues.
13. Billing will start the completion of installation, training with user-acceptance.
14. Any offer for added feature, material and/or service at no additional cost to procuring office.

VI. TECHNICAL SPECIFICATION

A) Black and White MFP/Photocopier

Quantity: 31 units

DESCRIPTIONS :

-Black and White Multifunction Printer/Photocopier:

- Control Panel Display: 7.0- inch color LCD Touchscreen
- Paper Size: Short, Legal, Foolscap ((8.5" X 13"), A6, to A3, A3 max on bypass
- Paper Capacity: 100 sheets bypass tray, 500 sheets tray 1 to 4
- Reversing single pass feeder / Duplex Module
- Automatic back to back copy/print
- Automatic document feeder (ADF)
- With paper tray and bypass
- Resolution of at least 600 X 600 dpi
- Memory Capacity: 2GB RAM
- HDD Capacity: 250 HDD
- With electronic Sorting
- Continuous Copy: up to 999 copies
- Gradation: Scan = 256 levels; print = 256 levels
- Zoom Range: 25% to 400%
- Print per minute (ppm): 31
- Copy per minute (cpm): 31
- Able to store up to 1000 users
- Full-color scanning capability
- Able to save the file to different types
- Supports Ethernet connection (wi-fi and LAN)
- Interface port: USB 2.0, 10Base-T/100Base-TX/1000Base-T
- Built-in Network printing/scanning
- Has scanner utility
- Scan Destinations : Scan to e-mail/desktop/FTP server/network folder (SMB) / USB memory
- Supported OS: Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows server 2003 to Windows server 2012, Mac OS X, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9 and 10.10
- Network protocols: TCP/IP (IPv4, IPv6), IPX/SPX (NetWare), EtherTalk (AppleTalk)
- Fax Function capability

B) Full Color MFP/Photocopier

Quantity: 10 units

DESCRIPTIONS:

- Full - Color Multi-function Printer/Photocopier
- Control Panel Display: 7.0- inch color LCD Touchscreen
- Paper Size: Short, Legal, Foolscap ((8.5" X 13"), A6, to A3, A3 max on bypass
- Paper Capacity: 100 sheets bypass tray, 500 sheets tray 1 to 4
- Reversing single pass feeder / Duplex Module
- Automatic back to back copy/print
- Automatic document feeder (ADF)
- With paper tray and bypass
- Resolution of at least 600 x 600 dpi
- Memory Capacity: 2GB RAM
- HDD Capacity: 250 HDD
- With electronic Sorting
- Continuous Copy: up to 999 copies
- Gradation: Scan = 256 levels; print = 256 levels
- Zoom Range: 25% to 400%
- Print per minute (ppm): 26
- Copy per minute (cpm): 26
- Able to store up to 1000 users
- Full-color scanning capability
- Able to save the file to different types
- Supports Ethernet connection (wi-fi and LAN)
- Interface port: USB 2.0, 10Base-T/100Base-TX/1000Base-T
- Built-in Network printing/scanning
- Has scanner utility
- Scan Destinations : Scan to e-mail/desktop/FTP server/network folder (SMB) / USB memory
- Supported OS: Windows Vista, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows server 2003 to Windows server 2012, Mac OS X, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9 and 10.10
- Network protocols: TCP/IP (IPv4, IPv6), IPX/SPX (NetWare), EtherTalk (AppleTalk)
- Fax Function capability

VII. BUDGET

Approved Budget for the Contract is Nine-hundred ninety-nine thousand pesos (Php999,000.00)

VIII. PAYMENT PROCEDURE:

Government Procedure (Chargeable against GAE)

IX. CONTACT PERSON

ROLANDO A. BAUTISTA
Chief, General Services Division
Department of Tourism
Tel No: 459-5200 to 30 local 110
Telefax: 890-0189

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Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (original or certified true copy)

Kindly submit your quotation for the above requirement in a sealed envelope (indicating the solicitation number) enclosed with the required valid documents addressed to Mr. Felicisimo E. Maximo at the Department of Tourism Building, 4th Floor, PMD Room, # 351 Sen.Gil Puyat Avenue, Makati City.

Created by FELICISIMO EVANGELISTA MAXIMO
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