



January 15, 2025

NOTICE OF AWARD

E-COPY CORPORATION

65 Sen Puyat Avenue, Palanan,
Makati City
Tel Nos: (632) 8243-1751 / 8477-1748

Dear Sir/Madam,

Please be advised that as a result of **Public Bidding** conducted by the National Center for Mental Health – Bids and Awards Committee for Contract Services and Consultancy for the **Rental of Twenty-Three (23) Units of Photocopier Machines CY 2025 (Early Procurement Activity)** and is hereby **awarded** to your company the following:

NO	ITEM CODE	ITEM DESCRIPTION	QTY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
01	ITB No. CS-001-2025-PB	<p>Rental of Twenty-Three (23) Units of Photocopier Machines CY 2025 (Early Procurement Activity)</p> <p>I. BACKGROUND The National Center for Mental Health is seeking to rent 23 Units of Photocopier Machine to facilitate its document copying and printing needs. The purpose of this Terms of Reference (TOR) is to outline the requirements, responsibilities, and expectations associated with the Rental of 23 Units Photocopier Machine.</p> <p>II. OBJECTIVES The primary objective of this 23 Units Photocopier Machine arrangement is to ensure efficient and reliable document copying and printing capabilities for National Center for Mental Health. The rented 23 Units Photocopier Machine should meet the organization's volume and quality requirements while providing timely and responsive technical support.</p>	1	Lot	2,691,000.00	2,691,000.00

There is no Health without Mental Health



III. SCOPE

The scope of this Rental of 23 Units Photocopier Machine includes the following:

- Providing a fully functional photocopier machine capable of both black and white and copying and printing.
- Supplying necessary consumables, such as toner cartridges, throughout the rental period.
- Ensuring regular maintenance and servicing to keep the machine in optimal working condition.
- Providing technical support and troubleshooting services to address any operational issues promptly.
- Delivery, installation, and setup of the photocopier machine at the designated Location/Offices as specified by National Center for Mental Health.

IV. SPECIFICATIONS

The Rental of 23 Units Photocopier Machine under this rental agreement should meet the following specifications:

- Specifications: Multifunction Device
- Type: Console
- Copy Resolution: 600 x 600dpi
- Memory Capacity: 1GB
- Hard Disk: 30 – 60 GB
- Four (4) trays – 500 sheets / tray and One by pass 250 sheets
- Output Size: A3-A5 (tray) A3-B6 (multiple By Pass)
- Warm-up Time: at least 45 sec. up to 280 sec.
- First Copy Time: 4 seconds or less
- Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3)
- Zoom / Magnification: 25% - 400%
- Paper Capacity:
 - Minimum: 1,250 sheets
 - Maximum: 2,250 sheets
- Duplex
- Ready to Print, Scan, Copy & Wireless Ready
- With interruption function
- Model (Not more than (4) Four years in the market)

- Meter reading for remanufactured / refurbished machines should not exceed four hundred thousand (400,000) copies.
- Submit a certified meter reading from the Authorized Service Provider.
- Including preventive maintenance twice a month
- (with toner stock for two weeks – 23 toners)
- (0.75/copy x 13,000 copy / months x 23 units x 12 months)

V. RENTAL PERIOD

The rental period will be January 01, 2025 to December 31, 2025, spanning a total of 12 months. The rental period may be extended upon mutual agreement between National Center for Mental Health and the rental provider.

VI. RESPONSIBILITIES:

National Center for Mental Health:

- Providing a suitable space for the installation of the photocopier machine.
- Ensuring proper usage of the photocopier machine in accordance with the manufacturer's guidelines.
- Promptly reporting any technical issues or maintenance requirements to the rental provider.
- Paying the agreed-upon rental fee on a monthly basis.

Rental Provider:

- Delivering, installing, and setting up the Rental of 23 Units Photocopier Machine at the designated location(s).
- Supplying consumables, including toner cartridges, as needed.
- Conducting regular maintenance and servicing to ensure optimal performance.
- Providing technical support for troubleshooting and issue resolution.
- In the case of any equipment malfunction or breakdown, ensuring timely repairs or replacement.
- Response to the needs of the center within two (2) hours upon notice.
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Photocopier Machine Location:

No	Unit	LOCATION / OFFICE / PAVILION
1	1	ACCOUNTING SECTION
2	1	BILLING – PAVILION 2
3	1	CASHIER SECTION
4	1	COMMISSION ON AUDIT (COA)
5	2	HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)
6	1	INFIRMARY – ADMIN OFFICE
7	1	LABORATORY SECTION
8	2	MALASAKIT – PAVILION 2
9	1	MATERIAL MANAGEMENT SECTION (MMS)
10	1	MEDICAL RECORDS SECTION
11	1	NURSING SERVICE OFFICE
12	1	NP SCREENING (PSYCHOLOGICAL) - PAVILION 1
13	1	NUTRITION DIETETICS SECTION (NDS)
14	1	PAVILION 35 – ADMIN OFFICE
15	1	PETRO – MTO
16	1	PHILHEALTH SECTION – PAVILION 2
17	1	PROCUREMENT SECTION
18	1	FEMS
19	1	PLANNING & DEVELOPMENT SECTION
20	1	PAVILION 4 – ADMIN OFFICE
21	1	COLLECTION AND DEPOSIT UNIT – PAVILION 2

Total BID Offer:

The Total bid offer of the Twenty-Three (23) units for the Rental of Photo Copier Machine is **TWO MILLION SIX HUNDRED NINETY-ONE PESOS ONLY (Php2,691,000.00)**.

TOTAL:

Php2,691,000.00

You are hereby required to provide the following within ten (10) calendar days;

- Contract Agreement Form for the **Public Bidding for the Rental of Twenty-Three (23) Units of Photocopier Machines CY 2025 (Early Procurement Activity)**; and
- Performance Security in any forms and amount stipulated below:

A. Cashier's Managers Check Bank Guarantee	Five Percent (5%) of the Total Contract Price
B. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five Percent (5%) of the Total Contract Price
C. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission / GSIS	Thirty Percent (30%) of the Total Contract Price

Failure to provide any of the above shall constitute sufficient ground for cancellation of the Award and forfeiture of the Bid Security.


Truly yours,



NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II



CONFORME:


Authorized Representative

Date and Time: 01-21-2025