



# National Center for Mental Health

## NOTICE OF AWARD

January 5, 2024

**PRINTCORE OFFICE SYSTEMS INC.**

4 S. Pedracio St., Brgy. Dalig,  
Antipolo City  
Tel No: (02) 8682-4931  
Mobile No. 0975-4518685

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 Nineteen (19) Units of Photocopier Machines CY 2024** and is hereby **awarded** to your company the following:

NO.	ITEM CODE	ITEM DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
1	ITB No. CS- 06- 2024- PB	<p><b>Rental of Nineteen (19) Units of Photocopier Machines CY 2024</b></p> <p><b>BACKGROUND:</b></p> <p>The National Center for Mental Health is seeking to rent 19 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 19 Units Photocopier Machine.</p> <p><b>OBJECTIVES:</b></p> <p>The primary objective of this 19 Units Photocopier Machine arrangement is to ensure efficient and reliable document copying and printing capabilities for National Center for Mental Health. The rented 19 Units Photocopier Machine should meet the organization’s volume and quality requirements while providing timely and responsive technical support.</p> <p><b>SCOPE OF WORKS:</b></p> <p>The scope of this Rental of 19 Units Photocopier Machine includes the following:</p>	1	Lot	<p><b>Computation:</b> 0.45/copy X 13,000 copy/mo. X 19 units x 12 mos. =</p> <p><b>Php1,333,800.00</b></p>	<b>Php1,333,800.00</b>

*“There is no Health without Mental Health”*

- Providing a fully functional photocopier machine capable of both black and white copying and printing only.
- Supplying necessary consumables, such as toner cartridges and paper, 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 machines at the designated locations as specified by the National Center for Mental Health.

**SPECIFICATIONS:**

The Rental of 19 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 150-250 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
- Including preventive maintenance
- (with toner stock for two weeks – 19 toners)
- (.80/copy x 13,000 copy / months x 19 units x 12 months)

**RENTAL PERIOD:**

The rental period will be January 01, 2024 to December 31, 2024, spanning a total of

12months. The rental period may be extended upon mutual agreement between National Center for Mental Health and the rental provider.

**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 19 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.

**Photocopier Machine Location/s:**

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

	<b>Total Bid Offer:</b>				
	1. The Total Bid Offer for the Rental of the Nineteen (19) Units of Photocopier Machines is <b>ONE MILLION THREE HUNDRED THIRTY - THREE THOUSAND EIGHT HUNDRED PESOS only (Php1,333,800.00).</b>				
<b>TOTAL AMOUNT:</b>					<b>Php1,333,800.00</b>

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

- Contract Agreement Form for the **Rental of Nineteen (19) Units of Photocopier Machines CY 2024;**
- Notarized Performance Securing Declaration; or
- 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. 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:**

ANGELICA N. RICA FRETE  
Authorized Representative

Jan. 10, 2024  
Date and Time