



REPUBLIC OF THE PHILIPPINES  
Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**  
Nueve de Febrero Street, Mandaluyong City, Philippines  
**BIDS AND AWARDS COMMITTEE**



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## SECTION VII TECHNICAL SPECIFICATIONS

**ITB No. CS-06-2024**

**INSTRUCTION:** Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a) (ii) and/or GCC Clause 2.1(a)(ii).

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
<b>19 Units</b>	<b>RENTAL OF 19 UNITS PHOTO COPIER MACHINE CY 2024</b>	
	<b>TERMS OF REFERENCE</b>	
	<p style="text-align: center;"><b>RENTAL OF 19 UNITS PHOTO COPIER MACHINE CY 2024</b></p> <p><b>I. <u>BACKGROUND</u></b> The National Center for Mental Health is seeking to rent 18 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 18 Units Photocopier Machine.</p>	
	<p><b>II. <u>OBJECTIVES</u></b> 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>III. <u>SCOPE</u></b> The scope of this Rental of 19 Units Photocopier Machine includes the following:</p> <ul style="list-style-type: none"> <li>• Providing a fully functional photocopier machine capable of both black and white and color copying and printing.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Supplying necessary consumables, such as toner cartridges and paper, throughout the rental period.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensuring regular maintenance and servicing to keep the machine in optimal working condition.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Providing technical support and troubleshooting services to address any operational issues promptly.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Delivery, installation, and setup of the photocopier machine at _____ as specified by National Center for Mental Health.</li> </ul>	
	<p><b>IV. SPECIFICATIONS</b></p> <p>The Rental of 19 Units Photocopier Machine under this rental agreement should meet the following specifications:</p> <ul style="list-style-type: none"> <li>• Specifications: Multifunction Device</li> <li>• Type: Console</li> <li>• Copy Resolution: 600 x 600dpi</li> <li>• Memory Capacity: 1GB</li> <li>• Hard Disk: 30 – 60 GB</li> <li>• Four (4) trays – 500 sheets / tray and One by pass 250 sheets</li> <li>• Output Size: A3-A5 (tray) A3-B6 (multiple By Pass)</li> <li>• Warm-up Time: at least 45 sec. up to 280 sec.</li> <li>• First Copy Time: 4 seconds or less</li> <li>• Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3)</li> <li>• Zoom / Magnification: 25% - 400%</li> <li>• Paper Capacity: Minimum: 1,250 sheets Maximum: 2,250 sheets</li> <li>• Duplex</li> <li>• Ready to Print, Scan, Copy &amp; Wireless Ready</li> <li>• With interruption function</li> <li>• Including preventive maintenance</li> <li>• (with toner stock for two weeks – 19 toners)</li> <li>• (.80/copy x 12,500 copy / months x 18 units x 12 months)</li> </ul>	
	<p><b>V. RENTAL PERIOD</b></p> <p>The rental period will be January 01, 2024 to December 31, 2024, 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.</p>	
	<p><b>VI. RESPONSIBILITIES</b></p> <p><b>National Center for Mental Health:</b></p> <ul style="list-style-type: none"> <li>• Providing a suitable space for the installation of the photocopier machine.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ensuring proper usage of the photocopier machine in accordance with the manufacturer's guidelines.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Promptly reporting any technical issues or maintenance requirements to the rental provider.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Paying the agreed-upon rental fee on a monthly basis.</li> </ul>																																																							
	<b>Rental Provider:</b> <ul style="list-style-type: none"> <li>• Delivering, installing, and setting up the Rental of 19 Units Photocopier Machine at the designated location(s).</li> </ul>																																																							
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	<ul style="list-style-type: none"> <li>• In the case of any equipment malfunction or breakdown, ensuring timely repairs or replacement.</li> </ul>																																																							
	<b>Photocopier Machine Location:</b> <table border="1" data-bbox="316 689 1136 1357"> <thead> <tr> <th>NO</th> <th>UNIT</th> <th>LOCATION/OFFICE/PAVILION</th> </tr> </thead> <tbody> <tr><td>1</td><td>1</td><td>ACCOUNTING SECTION</td></tr> <tr><td>2</td><td>1</td><td>BILLING – PAVILION 2</td></tr> <tr><td>3</td><td>1</td><td>CASHIER SECTION</td></tr> <tr><td>4</td><td>1</td><td>COMMISSION ON AUDIT (COA)</td></tr> <tr><td>5</td><td>2</td><td>HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)</td></tr> <tr><td>6</td><td>1</td><td>INFIRMARY – ADMIN. OFFICE</td></tr> <tr><td>7</td><td>1</td><td>LABORATORY SECTION</td></tr> <tr><td>8</td><td>2</td><td>MALASAKIT – PAVILION 2</td></tr> <tr><td>9</td><td>1</td><td>MATERIAL MANAGEMENT SECTION (MMS)</td></tr> <tr><td>10</td><td>1</td><td>MEDICAL RECORDS SECTION</td></tr> <tr><td>11</td><td>1</td><td>NURSING SERVICE OFFICE</td></tr> <tr><td>12</td><td>1</td><td>NP SCREENING (PSYCHOLOGICAL) – PAVILION I</td></tr> <tr><td>13</td><td>1</td><td>NUTRITION DIETITICS SECTION (NDS)</td></tr> <tr><td>14</td><td>1</td><td>PAVILION 35 – ADMIN OFFICE</td></tr> <tr><td>15</td><td>1</td><td>PETRO – MTO</td></tr> <tr><td>16</td><td>1</td><td>PHILHEALTH SECTION – PAVILION 2</td></tr> <tr><td>17</td><td>1</td><td>PROCUREMENT SECTION</td></tr> </tbody> </table>	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 I	13	1	NUTRITION DIETITICS SECTION (NDS)	14	1	PAVILION 35 – ADMIN OFFICE	15	1	PETRO – MTO	16	1	PHILHEALTH SECTION – PAVILION 2	17	1	PROCUREMENT SECTION	
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	<b>Approved Budget of the Contract (ABC):</b>  The Total ABC of the Nineteen (19) units for the Rental of Photocopier Machine is <b>TWO MILLION THREE HUNDRED SEVENTY-ONE THOUSAND TWO HUNDRED PESOS only (Php2,371,200.00).</b>																																																							

Conformed by:

\_\_\_\_\_  
**Authorized Representative's  
Signature over printed name**

Date: \_\_\_\_\_