



# National Center for Mental Health

## TERMS OF REFERENCE RENTAL OF 19 UNITS PHOTO COPIER MACHINE CY 2024

### I. BACKGROUND

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.

### II. OBJECTIVES

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.

### III. SCOPE

The scope of this Rental of 19 Units Photocopier Machine includes the following:

- Providing a fully functional photocopier machine capable of both black and white and color copying and printing.
- 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 machine at the designated Location/Offices as specified by National Center for Mental Health.

### IV. 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 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%

TOR: 19 Units of Photocopier Machine | 1

*"There is no Health without Mental Health"*

- 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)

**V. RENTAL PERIOD**

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.

**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 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.

**Photo Copier 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 DIETITIC SECTION (NDS)
14.	1	PAVILION 35 – ADMIN. OFFICE

15	1	PETRO - MTO
16.	1	PHILHEALTH SECTION – PAVILION 2
17.	1	PROCUREMENT SECTION


**Approved Budget of the Contract (ABC):**

- The Total ABC of the Nineteen (19) units for the Rental of Photo Copier Machine is **TWO MILLION THREE HUNDRED SEVENTY ONE THOUSAND TWO HUNDRED PESOS ONLY (Php. 2,371,200.00).**

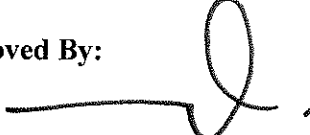
**Prepared by:**

  
**ELMER I. SALE, MGM**  
Warehouseman / End-User

**Noted By:**

  
**JERRY C. RODRIGUEZ, MGM-ESP**  
Chief Administrative Officer - HOPSS

**Approved By:**

  
**DR. NOEL V. REYES, MD, FPPA, MMH<sub>o</sub>A**  
Medical Center Chief II