



PURCHASE REQUEST

Date: 03 January 2024

PR No.

24-0007

FORM 6

Item No.	Quantity	Unit	Item Description	Estimated Cost (Php)	Approved Budget for the Contract (Php)
	1	Lot	Centralized Print Services Solution for the GCG covering the period of 01 January 2024 to 31 December 2024 <i>Note: The winning bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</i> <i>(please see attached Terms of Reference for details)</i> xxxxx Nothing Follows xxxxx	1,820,000.00	1,820,000.00
TOTAL:					1,820,000.00

Purpose: *To provide cost-efficient, scalable, and highspeed centralized print services solution for the GCG to cater its voluminous printing needs as part of the agency's daily operations.*

Requesting Party:

Approved by:

Signature:
 Printed Name:
 Designation:

Jaypee O. Abesamis
Jaypee O. Abesamis
 Director IV, SCITO

Atty. Brian Keith F. Hosaka
Atty. Brian Keith F. Hosaka
 Commissioner

GOVERNANCE COMMISSION
 ALLOTTED

Reference: 11975
 Function: () General () Special () Other ()
 Function Code: 100010001
 50229105004 - Rent - Equipment

Fargo

GCG Received by: Zosith
PMD Receipt date: 11 January 2024



Management System
 ISO 9001:2015
 www.tuv.com
 ID 910509109



TERMS OF REFERENCE

**ONE (1) LOT CENTRALIZED PRINT SERVICES SOLUTION FOR THE
GOVERNANCE COMMISSION FOR GOCCs (GCG)
COVERING THE PERIOD OF 01 JANUARY 2024 TO 31 DECEMBER 2024**

1. PHOTOCOPIER MACHINE REQUIREMENTS

- 1.1 The bidder must provide the lease of seven (7) units full colored photocopier machine with complete accessories at minimum specifications:
- 1.1.1 Must have multi-functional digital copier with network printing and full colored scanning.
 - 1.1.2 Must have at least 20 ppm copy and print speed in A4 size for both monochrome and color.
 - 1.1.3 Must have at least 600 x 600 or with total equivalent of 360,000 dots per inch (dpi) copy and scan resolution.
 - 1.1.4 Must have at least 1,800 x 600 or with total equivalent of 1,080,000 dpi print resolution.
 - 1.1.5 Must have printing and scanning mode of color, grayscale, black & white.
 - 1.1.6 Must have at least 2GB memory capacity and at least 1GHz single processor.
 - 1.1.7 Must have a Universal Serial Bus (USB) port for printing and scanning.
 - 1.1.8 Must have a built-in duplex unit and built-in document processor with at least 65 sheets capacity.
 - 1.1.9 Must have at least two (2) main trays with a minimum of 500 sheets paper supply, one (1) bypass tray with minimum 100 sheets paper supply. The bidder must include a table or pedestal per unit if necessary.
 - 1.1.10 Must have LCD display for user navigation with customizable home menu.
 - 1.1.11 Must have manual density control and back-to-back feature.
 - 1.1.12 Must have the following interface: 10/100/1000BASE-T, USB 2.0, and USB host connection.
 - 1.1.13 Must have at least scan to email and USB host.
 - 1.1.14 Must support at least PDF and JPEG file format.
 - 1.1.15 Must support at least Printer Command Language 6 (PCL6), PostScript 3, and PDF emulations.
 - 1.1.16 Must support the following operating systems: at least MS Windows 10 and any flavor of Linux operating system.



2. CENTRALIZED PRINT SERVICES SOLUTION REQUIREMENTS

- 2.1 The bidder must provide one (1) client-server based centralized print management solution that can be integrated in above-mentioned photocopier machines with minimum features:
- 2.1.1 Must have multi-level user authentication and can be integrated in Microsoft Active Directory Services.
 - 2.1.2 Must have the "follow-me" print features. All print jobs are centrally managed into one server whereas a specific print job can be printed in any available connected photocopier machine.
 - 2.1.3 Must have user portal system where actual usage/consumption and job activities history of each user shall be presented.
 - 2.1.4 Must allow the retention period of the end-user's print job.
 - 2.1.5 Must be able to generate the print job reports of all users for audit and tracing purposes.


3. BUDGET REQUIREMENTS

- 3.1 The budget for One (1) Lot Centralized Print Services Solution for the GCG covering the period of 01 January 2024 to 31 December 2024 is One Million Eight Hundred Twenty Thousand Pesos only (₱1,820,000.00).

4. FINANCIAL BID PROPOSAL

- 4.1 The bidder's financial bid proposal must be grounded on the following details and computation. Submissions lower or exceeding the specified number of copies below shall be deemed as non-compliant.

ITEM DESCRIPTION	MAXIMUM COPIES FOR CONTRACT DURATION (A)	PRICE PER PAGE (B)	TOTAL (C) = A x B
Monochrome Copies	600,000		
Full Colored Copies	180,000		
TOTAL BID PRICE			Php 1,820,000.00

- 4.2 In the event that any point type (monochrome or full colored) has been maximized while there is still remaining balance in the Total Contract Price, the GCG shall consume the remaining amount of the Total Contract Price, notwithstanding the print type. Provided, however, that no payment shall be made in excess of the Total Contract Price.
- 4.3 All financial bids should be in Philippine Pesos, inclusive of VAT and other taxes maybe applicable.
- 

5. BIDDER REQUIREMENTS

- 5.1 The bidder must have completed a similar contract for the supply and delivery of centralized print services solution for the past three (3) years from the date of submission and receipt of bids.
- 5.2 Bidder must be a Platinum PhilGEPS registered supplier.
- 5.3 Subcontractors are prohibited.

6. POST-QUALIFICATION REQUIREMENTS

- 6.1 The bidder must provide the demonstration unit of the proposed photocopier machines to further validate and check the compliance with the stated specification and requirements of this Terms of Reference.
- 6.2 Copy of company's latest General Information Sheet (GIS).

7. SERVICE LEVEL AGREEMENT (SLA)

The Winning Bidder (hereafter referred to as simply the "bidder"):

- 7.1 All photocopier machines can produce a total of 600,000 pages monochrome and 180,000 pages full colored at 5% density coverage in A4 size.
- 7.2 All photocopier machines to be supplied can be a brand new or refurbished unit and must be in existence as of the date of submission/opening of bids for only five (5) years or less from the manufacturing date.
- 7.3 The bidder must provide genuine toners and parts used in re-charging supplies.
- 7.4 The bidder must provide all necessary applicable licenses and/or subscriptions needed in the implementation of the proposed Centralized Print Services Solution for the GCG.
- 7.5 The bidder must provide full-time support and managed services as specified:
 - 7.5.1 single point of contact for all hardware and software components;
 - 7.5.2 eight hours by five days (8x5) service desk support via telephone, email or online chat portal;
 - 7.5.3 at least two (2) hours response time upon receipt of issue escalation and four (4) hours for onsite support, if necessary;
 - 7.5.4 service unit for each machine that cannot be repaired within forty-eight (48) hours;
 - 7.5.5 toners and other supplies such as waste toner replacement shall commence once the current supplies threshold reaches the seventy percent (70%);
 - 7.5.6 empty waste materials such as toner containers, imaging units, fuser units, and the likes shall be immediately pull out;
 - 7.5.7 procedures on support and issue escalation;
 - 7.5.8 conduct a monthly preventive maintenance of each photocopier machine during the contract period; and
 - 7.5.9 service report every after the onsite support and preventive maintenance activity.



8. TERMS OF PAYMENT

- 8.1 Terms of payment shall be made on a monthly basis based on the actual pages/consumption with the attached machine/meter reading.
- 8.2 Provided further that payment should be made at least twenty (20) working days from receipt of billing statement/statement of account and proof of meter reading data of copies printed per machine. The bidder must waive the delivery, installation charges, security deposit and interest for overdue unpaid rentals and/or charges.

9. CONFIDENTIALITY

- 9.1 Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the bidder, at any time, disclose items mentioned or enumerated in Section 9.2 or any information it acquires by virtue of the contract which the GCG deems confidential.
- 9.2 Records, documents, reports, and relevant data, such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.

10. DELIVERY AND IMPLEMENTATION SCHEDULE

- 10.1 The bidder must deliver the photocopier machines and the centralized print management solution in the following GCG offices:


GCG OFFICES	DELIVERABLES
10.1.1 GCG Main Office - 3/F BDO Towers Paseo (formerly Citibank Center), 8741 Paseo de Roxas, Makati City	10.1.1.1 four (4) units full colored photocopier machines; and 10.1.1.2 one (1) centralized print management solution
10.1.2 GCG Extension Office - 8/F BDO Towers Paseo (formerly Citibank Center), 8741 Paseo de Roxas, Makati City	10.1.2.1 three (3) units full colored photocopier machines

- 10.2 In case of relocation or additional GCG Extension Office during the service period, the bidder must provision the transfer of photocopier units without additional cost to the GCG.
- 10.3 The bidder must be able to deliver, install, and operationalize the proposed Centralized Print Services Solution on or before 01 January 2024, or 30 calendar days from the receipt of Notice to Proceed (NTP), whichever is later.
- 10.4 The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.


Prepared by:


REGIE BOYA A. PATACSIL
Junior Support Engineer

Reviewed by:


MARK GREGOR M. BENCITO
Information Technology Officer III

Approved by:


JAYPEE O. ABESAMIS
Director IV