



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM
Camp General Emilio Aguinaldo Quezon City

TERMS OF REFERENCE

**PROCUREMENT OF
LEASE OF PHOTOCOPYING MACHINES**

1.0 Introduction :

The intent of this document is to outline the requirements of this procurement activity and to solicit full-service proposals for the **PROCUREMENT OF LEASE OF TWO (2) PHOTOCOPYING MACHINES FOR THE AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM (AFPRSBS)**, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulation.

2.0 Photocopying Rental Services :

The SYSTEM needs the services of a photocopying service provider with a qualified machine operator that can supply a fast, clear and accurate copies of documents to all offices and departments of the System.

3.0 General Requirements of the Procurement Activity :

The following are the general requirements of this Procurement activity:

a)	EQUIPMENT/MACHINES	One (1) photocopying machine in good working condition with the following capabilities: <ul style="list-style-type: none">• Multi Function Copier/ Network Scanner/ Network Printer• Duplex Single Pass Feeder• Print Speed: Minimum 62 copies per minute• Print Size: Max 11" x 17"; Min. 5.5" x 8.5"• Paper Capacity: Three (3) 500-sheet paper cassettes• Copy Times: 4.8 seconds• Zoom Range: 25% - 400% zoom magnification• Continuous Copy: 1 to 999 copies• Duplex Unit for back to back copying• With Finisher/Electronic Finishing• With User Password
b)	SUPPLIES/PARTS	Toner, Drum, Developer, etc. Spare Parts replacement
c)	MINIMUM COPIES	25,000 copies per month
d)	REPAIR OR REPLACEMENT OF EQUIPMENT	In the event that any of the two (2) photocopying machines break-down, the Service Provider shall upon due notice from AFPRSBS, either repair or if repair is not feasible, immediately replace the defective copying machine so as not to unduly hamper the operations of AFPRSBS

e)	AVAILABILITY	The services for the photocopying shall be available 24/7.
f)	MACHINE OPERATOR	One (1) well trained and uniformed Machine Operator.
g)	BASIC QUALIFICATION	<ul style="list-style-type: none"> • Must be physically and mentally fit. • Must be literate both in oral and written communication in Filipino and English. • Trained with adequate training and experience. • Must be courteous, honest and trustworthy. • With good moral character and reputation and without any criminal and/or police records.
h)	REGULAR DUTY OF MACHINE OPERATOR	Should be available from Monday to Friday from 8:00 am to 5:00 pm. In case of his absence, an immediate reliever shall be provided by the OWNER. In exigency of the service, the SYSTEM has also the option to ask the machine operator on to render service during weekends, Saturdays and Sundays, or during holidays, upon proper request or notice to the OWNER.
i)	RIGHT OF INSPECTION	Service provider shall allow AFPRSBS or its authorized representatives to inspect the assigned machine operator on duty and on detail at AFPRSBS Compound and may recommend relief of personnel for reasons of doubtful trustworthiness, dependability and efficiency.
j)	STATEMENT OF LIABILITY	Service Provider shall be liable for the payment of the repairs on damaged equipment as well as payment for the replacement of lost equipment or property of the AFPRSBS during its service, should the investigation conducted by the Service Provider and AFPRSBS show the culpability of the machines operator.
k)	RETENTION	Service Provider shall allow AFPRSBS to retain a minimum of five percent (5%) of the monthly billings based on the contract amount as guaranty for the payment of losses or damages that may be incurred from AFPRSBS.
l)	PERFORMANCE SECURITY	Within ten (10) calendar days from receipt of the Notice of Award but in no case later than the signing of contract by both parties, the supplier shall furnish the performance security equivalent to (5%) percent of the total contract price.

4.0 Approved Budget for the Contract (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is **Three Hundred Thousand Pesos (PHP 300,000.00)**. The ABC is inclusive of service provider's fee, value added tax, withholding tax, and other forms of taxes that may be imposed by the government in relation to the Procurement of Lease of Photocopying Machines for the AFPRSBS.

5.0 Contract Duration

- 5.1** The services to be provided by the Service Provider shall be for a period of one (1) year to commence from the issuance of the Notice to Proceed.
- 5.2** The contract duration may be subject to extension if deemed necessary and warranted by the AFPRSBS; however, the extension shall be in writing duly conformed and signed by the authorized representatives of the AFPRSBS and the Service Provider.

6.0 Terms of Payment

- 6.1** Payments for lease of photocopying machines and services rendered shall be made on a monthly basis.
- 6.2** All payments shall be subject to five percent (5%) retention, which shall be released by the AFPRSBS upon submission by the Service Provider of a Statement of No Liability after a period of at least three (3) months.