

TECHNICAL SPECIFICATIONS

Lease of Photocopying / Scanning Machines for the Department of Foreign Affairs from 01 May to 31 December 2025

ABC: PhP14,868,133.33

I T E M S	SPECIFICATIONS	
I.	<p>Background</p> <p>The Department of Foreign Affairs (DFA) intends to lease photocopying/scanning machine services through outsourcing of good quality, quick, multifunctional, and dependable machines.</p>	
II.	<p>Objective</p> <p>To provide the Department with good-quality photocopying/scanning services for a period of one year from 1 May to 31 December 2025.</p>	
III.	<p>Technical Specifications</p> <ol style="list-style-type: none"> 1. Photocopying machines for the DFA Temporary Headquarters at DoubleDragon Tower, the DFA OCA-Aseana, all Consular Offices (COs) including TOPS, as indicated in Annex A. 2. All machines must be either certified brand new or certified remanufactured / refurbished, in excellent working condition, or a combination of both, and shall render services for the estimated volume of 13,700,000 copies, 700,000 for colored and 13,000,000 for monochrome. <p>a. If brand new, it must be supported by any of the following:</p> <ol style="list-style-type: none"> i. Manufacturer's Certificate ii. Official Receipt iii. Delivery Receipt iv. Any importation document indicating the date of entry in the Philippines. <p>b. If remanufactured / refurbished, the machines must have undergone processing [1] in accordance with the international standards in a copier and/or printer remanufacturing facility. For this purpose, the Certification shall be coming from an ISO 9001 and ISO 14001 certified copier and/or printer manufacturing facility with an indication of the machine's maximum duty life in</p>	<p>STATEMENT OF COMPLIANCE</p>

	<p>number of pages and date of remanufacturing. In addition, the remanufactured machines must have an adequate and remaining duty life sufficient to provide the total volume requirement of 13,700,000 copies for the duration of the contract and <u>at least not older than 2 years.</u></p> <p>[1] <i>International Standards for Remanufacturing, as defined in ANSI RIC001.1-2016, or equivalent</i></p> <p>3. Upon delivery, all photocopying/ scanning machines shall be inspected or checked by OAMSS and OFMS-FRMD to ensure that all units pass the standard quality certification.</p> <p>4. A minimum of two hundred nine (209) units with the following specifications:</p> <ul style="list-style-type: none"> • One hundred forty-eight (148) units heavy-duty, copier-based, monochrome photocopier (A5 to A3): • Black and white photocopier, printer and colored scanner • Digital, network, and multi-function copier, printer and scanner • Capable of wireless network connection for various operating system (Windows/ MacOs) • Copy Speed: minimum of 45 paper sheets per minute (ppm), specifically, "A4" paper size • Printing Speed: minimum of 45 ppm, specifically for "A4" paper size • Scanning Speed: minimum of 70 opm/ ipm, specifically for "A4" paper size • Document Feeder capacity: minimum of one hundred (100) originals • Can scan and copy multiple sizes at once. • Can continue scanning and copying the current loaded page in case of paper jam, once cleared. • Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches) • Output: A5 to A3 • Reduction and enhancement: 25% - 400% • Customizable scanning resolution: within 100 – 600 dpi • Customizable printout and copying resolution: 600x600 – 1200x1200 dpi • Continuous copying or printing: 1-999 sheets • Warm-up time: less than 35 seconds • First copy time: less than 10 seconds • Power requirement: 220-230VAC, 50-60 Hz • Energy efficient / energy saving features • 2 paper trays (500 sheets each) + bypass tray (100 sheets) • GSM minimum 70 	
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	<ul style="list-style-type: none"> • With security lock or password operation • With reversible automatic document feeder (capable of multiple page originals) • With automatic back-to-back copying and printing • Electronic sorting • ISO compliant • USB-Ready connection • Scan formats: JPEG, PDF, etc. • With Optical Character Recognition (OCR) capability • Prints actual usage for billing purposes • No part of the machine should be exposed or protruding, except bypass trays • Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM • The copiers must be compatible with the Department's operating systems, applications and software. <p>A. Sixty-one (61) units heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):</p> <ul style="list-style-type: none"> • Colored heavy-duty photocopier, printer and scanner. • Digital, network and multifunction colored copier, printer and scanner. • Capable of wireless network connection for various operating system (Windows/MacOs) • Copy Speed: minimum of 45 paper sheets per minute (ppm), specifically "A4" paper size • Printing Speed: minimum of 45 ppm, specifically for "A4" paper size • Scanning Speed: minimum of 70 opm/ipm, specifically for "A4" paper size • Document Feeder capacity: minimum of one hundred (100) originals • Can scan and copy multiple sizes at once. • Can continue scanning and copying the current loaded page in case of paper jam, once cleared. • Accepted feed originals: A5 (5.8 x 8.3 inches) to A3 (11.69 x 16.53 inches) • Reduction and enhancement: 25% - 400% • Customizable scanning resolution: within 100 – 600 dpi • Customizable printout and copying resolution: 600x600 – 1200x1200 dpi • Continuous copying or printing: 1-999 sheets • Warm-up time: less than 35 seconds • First copy time: Color 10 seconds or less, black and white 7 seconds or less • Power requirements: 220-230 V AC, 50-60Hz • Energy efficient / energy saving features • 2 paper trays (500 sheets each) + bypass tray (100 sheets) 	
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	<ul style="list-style-type: none"> • GSM minimum 70 • With security lock or password-protected • With reversible automatic document feeder (capable of multiple page originals) • With automatic back-to-back copying • Electronic sorting • ISO-compliant • USB-Ready connection • Scan formats: JPEG, PDF, etc. • With Optical Character Recognition (OCR) capability • Default to black and white printing and photocopying • Prints actual usage for billing purposes • Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM • No part of the machine should be exposed or protruding, except bypass trays • The copiers must be compatible with the Department's operating systems, applications, and software. 	
IV.	<p>Contractor's Obligations</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Department and all its offices nationwide (DFA Temporary Headquarters at DoubleDragon Tower, DFA-OCA Aseana, Consular Offices, including other offices that maybe created and/ or opened that can meet the minimum estimated volume, for the duration of the contract and any extensions thereof); 2. A certification that it is the authorized dealer/ distributor of the brand it will provide; 3. Technicians who conduct repairs during machine breakdown and preventive maintenance for units in the DFA Temporary Headquarters at DoubleDragon Tower and DFA-OCA Aseana shall be deployed within two (2) hours' notification. <p>The Contractor shall deploy technicians within three (3) hours to Consular Offices (COs) in Metro Manila without in-house technicians and shall repair the unit within the day. If the unit cannot be repaired within the day, the Contractor shall provide a service unit with similar specifications the following working day, which shall not be later than 12 noon. The Contractor shall be liable for liquidated damages for every day of delay for</p>	

	<p>failure to comply with the delivery of the service unit.</p> <p>For notifications after 3:00 p.m., the technician shall be deployed the following working day.</p> <ol style="list-style-type: none"> 4. Replacement machines with the same specifications shall be delivered within six (6) hours for COs within Metro Manila and three (3) working days for COs outside Metro Manila if a unit is withdrawn for repair or because it is broken. Failure to provide the replacement within the required time shall result in a penalty of Php 500.00 per day. 5. Three (3) in-house technicians shall be available for preventive maintenance for an eight (8)-hour daily schedule, Mondays to Fridays, at the DFA Temporary Headquarters in DoubleDragon Tower and DFA- Aseana. 6. Two (2) standby monochrome machines shall be made available at all times as replacement for any machine breakdown. 7. Technicians shall be "on call" basis for all COs. 8. A customer service supervisor/ technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Department, with OAMSS-PSSD as the action office. 9. "Hotline" for technical services/ assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays. 10. Free to the end-user and offices Personnel training to operate the machines upon deployment. <p>Other Duties of the Contractor</p> <ol style="list-style-type: none"> 1. No machines shall be removed from the DFA Temporary Headquarters at DoubleDragon Tower, DFA-OCA Aseana, or COs without the express permission of the concerned office, accompanied by a written approval of the Head of OAMSS-PSSD, anytime during the duration of the contract for repairs and/or replacement. 2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, 	
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	<p>shall be exclusively on the account of the Contractor.</p> <ol style="list-style-type: none"> 3. The Contractor shall have in storage in the Department at least ten percent (10%) of the consumable items needed. 4. The Contractor shall surrender the photocopier's hard disk to OAMSS-PSSD if the machine is to be pulled out from the Department for repair. 5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract. 6. The Contractor must provide demo-units of all machines for testing before Post-Qualification. 7. The Contractor shall submit, on a quarterly basis, a hard and soft copy of the Department's photocopy volume, broken down by month and consumption per Office. 8. The Contractor shall provide the Department, upon request, machines according to specifications required for special events, whether held within or outside the DFA premises, in addition to those provided in the offices or official functions. OAMSS shall submit to the Contractor a written request for additional machines at least two (2) days before the date of intended use. The machines provided need not be brand new. 9. The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional machines for the duration of said events or official functions. Charges for the additional technician shall be deemed included in the total contract price. <p>Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.</p> <ol style="list-style-type: none"> 10. The Contractor shall include in its bid offer the following provisions: <ol style="list-style-type: none"> a) Uniform price per copy for the DFA Temporary Headquarters at DoubleDragon Tower, DFA–OCA Aseana, COs and for events. b) No minimum copies imposed on any and/or all machines assigned to the Department. 	
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	c) Allowance for two percent (2%) copy spoilage.	
V.	<p>Miscellaneous Provisions</p> <p>The Department reserves the right to increase or decrease the number of photocopying machines during the contract period. If a request is made within the last three (3) months of the contract, the Contractor shall provide a photocopier with the same model as provided or higher models that meet the technical specifications.</p>	
VI.	<p>Contractor's Guaranty</p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VII.	<p>Terms of Delivery</p> <p>All units shall be delivered and functional before the start of the contract.</p> <p>During the delivery of all Photocopying/ Scanning Machines to all DFA offices (DFA Temporary Headquarters at DoubleDragon Tower, DFA-OCA Aseana, Regional and Metro Manila Consular Offices), third (3rd) party personnel may be allowed in the logistics of delivery.</p> <p>However, it shall be understood that only bona fide personnel of the Contractor shall be allowed in the installation of Photocopying/ Scanning Machines, including connections and access to said units from desktop and laptop computers of the Department.</p> <p>In cases where the winning bidder has no sufficient number of brand-new units during the bidding process and would be required to procure brand new/ latest-model units, original proof of order made before the start of the contract should be presented to OAMSS-PSSD.</p> <p>The three (3) back-up units to stay as remanufactured/refurbished throughout the contract as these units do not generate regular revenue and are often stocked for emergency purposes only.</p>	

VIII.	<p>Transitory Provision</p> <p>The winning Contractor shall coordinate with the previous Contractor for the Lease of Photocopying/ Scanning Machines to allow continuity of usage of the previous Contractor's photocopying machines and supplies until the incoming photocopying machines are delivered, deployed, and configured by the winning Contractor, which are a combination of new and remanufactured units, during the transitory period, as seen in the table below:</p> <table><tr><th></th><th>Machine Condition</th><th>Location</th><th>Quantity</th><th>No. of weeks/months</th></tr><tr><td rowspan="2">Transitory Period</td><td>Re-manufactured/ Refurbished</td><td>DFA Main Office, , DFA Mindanao OCA-ASEANA Selected Consular Offices (COs)</td><td>104 + 1 + 3 7 + 20 + 3 back-ups = 165 units</td><td rowspan="2">On or before start of contract and within transitory period of one (1) year</td></tr><tr><td>Brand New</td><td>COs</td><td>44 units</td></tr><tr><td rowspan="4">Replacement to re-manufactured/ refurbished machines</td><td rowspan="4">Brand New</td><td rowspan="4">DFA Main Office OCA-ASEANA, COs</td><td>42 units</td><td>Jul. – Aug.</td></tr><tr><td>40 units</td><td>Aug. – Sep.</td></tr><tr><td>40 units</td><td>Sep. – Oct.</td></tr><tr><td>40 units</td><td>Oct. – Nov.</td></tr><tr><td rowspan="2">Back-up units</td><td rowspan="2">Re-manufactured/ Refurbished</td><td>DFA Main Office</td><td rowspan="2">3 units</td><td rowspan="2">On or before start of contract and within transitory period of one (1) year until project completion</td></tr><tr><td>OCA Aseana</td></tr><tr><td colspan="5">Note:* DFA Mindanao is added to the count (+1 unit). Total count will be 209 units.</td></tr></table>		Machine Condition	Location	Quantity	No. of weeks/months	Transitory Period	Re-manufactured/ Refurbished	DFA Main Office, , DFA Mindanao OCA-ASEANA Selected Consular Offices (COs)	104 + 1 + 3 7 + 20 + 3 back-ups = 165 units	On or before start of contract and within transitory period of one (1) year	Brand New	COs	44 units	Replacement to re-manufactured/ refurbished machines	Brand New	DFA Main Office OCA-ASEANA, COs	42 units	Jul. – Aug.	40 units	Aug. – Sep.	40 units	Sep. – Oct.	40 units	Oct. – Nov.	Back-up units	Re-manufactured/ Refurbished	DFA Main Office	3 units	On or before start of contract and within transitory period of one (1) year until project completion	OCA Aseana	Note:* DFA Mindanao is added to the count (+1 unit). Total count will be 209 units.					
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IX.	<p>Contract Duration</p> <p>The lease contract shall be for the period starting from 01 May to 31 December 2025.</p>																																				
X.	<p>Reservation Clause</p> <p>The Department reserves the right to:</p> <ul style="list-style-type: none">▪ amend the contract for reasons agreeable to both parties or in case unforeseen/fortuitous events occur during the contract period that would affect its implementation; and▪ extend the contract subject to applicable laws, rules and regulations.																																				
XI.	<p>Terms of Payment</p> <p>a. The Contractor shall submit the monthly billing of regular usage to OAMSS-PSSD within the</p>																																				

	<p>first ten (10) days of the following month with the Certified True Copy (CTC) of required documents needed for payment requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).</p> <p>b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by OFMS-FRMD, through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>c. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</p>	
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Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

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)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

Annex A: Photocopying/Scanning Machines from 01 May 2025 to 31 December 2025

A. DFA MAIN OFFICE, Double Dragon Tower

Office	Monochrome	Monochrome and Colored	Total Number of Units
OSEC			

(including Special Project Unit)	3	3	6
UA (including BAC)	3	1	4
UBRAA	-	1	1
UCSCA	1	-	1
UMAIER	3	1	4
DFA Spokesperson	1	-	1
UMWA	5	1	6
ASEAN	1	1	2
ASPAC	1	1	2
BFSE	1	-	1
DLLU	-	1	1
HRMO (including Clinic and Day Care)	11	4	15
IAS	1	-	1
ISU	1	-	1
MOAO	2	1	3
OAA	2	-	2
OAMSS	12	5	17
OCS	1	-	1
OEA	2	-	2
OFMS (including COA)	13	2	15
OMEAA	2	1	3
OP	2	1	3
OCD	-	1	1
OPD	1	1	2
OPPC	-	2	2
OTLA	2	1	3
OVS	1	1	2
UNIO	1	1	2
TOTAL	73	31	104

Back-up at DFA Double Dragon = 2 units

B. DFA Mindanao

Office	Monochrome	Monochrome and Colored	Total Number of Units
DFA Mindanao	1	-	1
TOTAL	1	-	1

C. OCA – ASEANA

Office	Mono chro me	Mono chro me and Color ed	Tota l Nu mbe r of Unit s
Office of the Assistant Secretary			
Assistant Secretary's Office 4/F	1	-	1
Diplomatic and Official Passport Section (DOPS) 3/F	1	-	1
Office of the Executive Director			
Executive Director's Office 3/F	1	-	1
Consular Affairs Public Assistance Center (CAPAC) 1/F	1	-	1
Consular information Center (CIC) 4/F	1	-	1
Passport Division			
Passport Director's Office 1/F	1	-	1
Passport Division 4/F	3	-	3
Courtesy Lane G/F	2	-	2
Individual Processing 2/F	1	-	1
Passport Enrollment Center (PEC) 2/F	1	-	1
Passport Integrity and Fraud Management Unit (OIFMU) 3/F	1	-	1
Releasing (Double Dragon)	1	-	1
Records Verification Unit (RVU) 4/F	1	-	1
Watchlist Database unit (WDU) 4/F	1	-	1
Records Verification Unit//Suspended Applications Unit (SAU)/Watchlist Database Unit (WDU) 4/F	1	-	1
Authentication Division			
Authentication Admin 4/F	1	-	1
Authentication 4/F	1	-	1
Authentication 1/F	4	-	4
Consular Office Coordinating Division (COCD)			
COCD 3/F	1	-	1
Consular Records Division			
CRD 4/F	2	-	2
CRD – Double Dragon	1	-	1
VISA Division			
Visa 3/F	1	-	1
Finance and Administrative Division (FAD/ASU)			
Administrative Services Section 3/F	1	1	2
Procurement/Finance 3/F	1	-	1
Property 3/F	1	-	1

Projects and Information Technology Section (PITS) 4/F	1	-	1
Other Offices			
Engineering 5/F	1	-	1
PRF 2/F	1	-	1
EPC Lima	1	-	1
TOTAL	3 6	1	37

Back-up at OCA-ASEANA = 1 unit

D. CONSULAR OFFICES

Office	Mono chrom e	Monoch rome and Colored	Total Numbe r of Units
Consular Offices (Metro Manila)			
NCR Central (Robinsons Galleria)	2	-	2
NCR East (SM Megamall)	1	1	2
NCR North (Robinsons Novaliches)	1	-	1
NCR Northeast (Ali Mall)	1	1	2
NCR South (Alabang)	2	-	2
NCR West (SM Manila)	1	1	2
Consular Offices (Regional)			
CO Angeles City	-	1	1
CO Antipolo, Rizal	1	-	1
CO Antique	1	-	1
CO Bacolod City	-	1	1
CO Baguio	-	1	1
CO Balanga, Bataan	1	-	1
CO Butuan	-	1	1
CO Cagayan de Oro	-	1	1
CO Calasiao	-	1	1
CO Candon, Ilocos Sur	1	-	1
CO Cebu	-	1	1
CO Clarin, Misamis Occidental	1	-	1
CO Dasmariñas, Cavite	2	-	2
CO Davao	1	-	1
CO Dumaguete	1	-	1
CO General Santos	-	1	1
CO Iloilo	-	1	1

CO Kidapawan	-	1	1
CO La Union	-	1	1
CO Legazpi	-	1	1
CO Lipa	-	1	1
CO Lucena	-	1	1
CO Malolos, Bulacan	-	1	1
CO Olongapo	1	-	1
CO Paniqui, Tarlac	1	-	1
CO Pagadian	-	1	1
CO Puerto Princesa	-	1	1
CO San Fernando, Pampanga	1	1	2
CO San Nicolas, Ilocos Norte	-	1	1
CO San Pablo, Laguna	1	1	2
CO Santiago, Isabela	-	1	1
CO Tacloban	-	1	1
CO Tagbilaran	1	-	1
CO Tagum, Davao Del Norte	1	1	2
CO Tuguegarao	-	1	1
CO Zambales	-	1	1
CO Zamboanga	-	1	1
New COs to be opened in 2025	12	-	12
TOTAL	35	29	64

SUMMARY:

For Monochrome Units:

A. DFA Main Office	-	73 + 2 backup	=	75
B. DFA Mindanao	-			1
C. DFA ASEANA	-	36 + 1 backup	=	37
D. RCOs & MMCOs	-			35
SUB-TOTAL:				148

For Colored Photocopier Units:

A. DFA Main Office	-	31
B. DFA Mindanao	-	0
C. DFA ASEANA	-	1
D. RCOs & MMCOs	-	29
SUB-TOTAL:		61

Grand Total Units:

- Two hundred nine (209) units of Photocopier Machine for FY 2025
from 01 May 2025 to 31 December 2025