



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



**Section VII. Technical Specifications**

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Chairman

**DEMOSTHENES N. MISTAL**  
Vice-Chairman

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**WIL CHARLOTTE G. OLARTE**  
Member

ITEM	QTY	SPECIFICATION	Statement of Compliance Statements of "Comply" or "Not Comply"
<b>EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES</b>	<b>2</b>	<p><b>I. <u>TECHNICAL REQUIREMENTS</u></b></p> <ol style="list-style-type: none"><li>Multifunction: Copy/Print/Scan</li><li>Copy Type: Monochrome</li><li>Copy Speed: at least 35 copies per minute</li><li>Continuous Copy: 1 to 999 copies</li><li>Resolution: at least 600 x 600 dpi</li><li>Scan Type: Full-color scan</li><li>Scanning Speed: at least 60 images per minute</li><li>Paper Supply: Four (4) paper trays</li><li>With PC connectivity/USB capable</li><li>With network scanning and printing capability</li><li>Paper Size: A4 size Max – A3 (11" x 17") Min – A5R (5 ½" x 8 ½")</li><li>Automatic Document Feeder Reversing</li><li>Auto Paper Size Detection</li><li>Password protection</li><li>Magnification: 25% - 400% reduction/enlargement</li><li>Must comply with the latest version of the International Energy Star requirements</li><li>With User instructions for green performance management</li><li>Capable of using recycled content paper without voiding the manufacturer's warranty</li><li>Spare at least 2 pcs. toners per machine</li></ol> <p><b>II. <u>SUPPLIER/BIDDER REQUIREMENTS AND QUALIFICATIONS</u></b></p> <ol style="list-style-type: none"><li>The supplier/bidder must have been engaged in business for a minimum of one (1) year and shall provide supporting documents for the same, such as a company profile.</li></ol>	



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2. The supplier/bidder must provide a certificate from the manufacturer confirming their status as an authorized local distributor of the machine to be delivered.
3. The supplier/bidder must have accredited/authorized service centers in Metro Manila.
4. The supplier/bidder must have at least one (1) manufacturer certified trained technician of the machine to be delivered.
5. The supplier/bidder must provide a certification that the machine, including its parts and accessories, are brand new and not reconditioned/refurbished.
6. The bidder/supplier must provide free delivery of the machine and free training for the operation of the machine.
7. The supplier/bidder must provide free necessary maintenance and repair services for one (1) year which includes monthly preventive maintenance service.

**III. WARRANTIES**

The supplier shall be obligated to provide the following:

1. Warranties against manufacturing defects of the machine, inclusive of its parts and accessories.
2. Warranty that the machine, including its parts and accessories, are brand new and not reconditioned/refurbished.
3. One (1) year warranty for maintenance and repair including the monthly preventive maintenance service.

Warranty shall commence upon issuance of the Inspection and Acceptance Report (IAR) by the Procurement and Supply Division (PSD).

**IV. DELIVERY**

1. The delivery of the machines shall be completed within 30 calendar days from receipt of the Notice to Proceed.





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2. The place of delivery shall be at the Professional Regulation Commission (PRC) Central Office, P. Paredes cor. Morayta St., Sampaloc, Manila.
3. Delivery shall be consistent with the following requirements:

ITEM	QTY	SUPPORTING DOCUMENTS
Heavy-Duty Photocopier Machines	2 units	Instruction manual, warranty certificate, delivery receipt and Sales Invoice/Billing Statement/Statement of Account

**Delivery Period:**  
Within Thirty (30) Calendar days upon receipt of Notice to Proceed.

**Payment Terms:**  
Payment shall be processed within thirty (30) days upon issuance of Inspection and Acceptance Report (IAR) and submission of all documents, as indicated in the Terms of Reference and other bidding documents, subject to prevailing accounting and auditing rules and regulations.

1. Compliance with the statements must be supported by evidence in 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.
2. 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.
3. 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 4.

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF  
REFERENCE FOR EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND  
DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES**

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY