



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila



Certificate Number: AJA15-0048

TERMS OF REFERENCE

PROJECT : RENTAL OF THIRTY-SIX (36) UNITS MULTI-FUNCTION PHOTOCOPYING MACHINES FOR A PERIOD OF ONE (1) YEAR BY THE DOLE CENTRAL OFFICE

OWNER : DEPARTMENT OF LABOR AND EMPLOYMENT

ADDRESS : INTRAMUROS, MANILA

APPROVED BUDGET FOR THE CONTRACT: P3,000,000.00

I. PURPOSE :

The Department of Labor and Employment (DOLE) desires to engage the services of a contractor for the rental of **thirty-six (36)** units multi-function Photocopying Machines to be used by its offices in the Central Office for a period of one (1) year, as follows:

	OFFICE	NO. OF UNITS
1	Office of the Secretary	1
2	OSEC-Records	1
3	Undersecretary for Employment and General Administration (Usec. Ebarle)	1
4	Undersecretary for Regional Operations, Labor Standards and Special Concerns (Usec. Dione)	1
5	Undersecretary for Legal and Overseas Operations (Usec. Arellano)	1
6	Undersecretary for Labor Relations, Social Protection and Policy Support (Usec. Benavidez)	1
7	Assistant Secretary for Employment and General Administration (Asec. Alquiza and Asec. Tutay)	2
8	Assistant Secretary for Labor Relations, Social Protection and Policy Support (Asec. Avila)	1
9	Assistant Secretary for Regional Operations, Labor Standards and Special Concerns (Asec. Cucueco)	1
10	Assistant Secretary for Legal and Overseas Operations (Asec. Paredes)	1
11	Assistant Secretary for Department Legislative Liaison Office (House of Representatives) (Asec. Abuan)	1
12	Assistant Secretary for Department Legislative Liaison Office (Senate of the Philippines) (Asec. Del Rosario)	1

	OFFICE	NO. OF UNITS
13	International Labor Affairs Bureau (ILAB)	1
14	DOLE Command Center	1
15	Bureau of Working Conditions (BWC)	1
16	Bureau of Workers with Special Concerns (BWSC)	2
17	Bureau of Labor Relations (BLR) <ul style="list-style-type: none"> • Office of the Director • Union Registration Workers Empowerment Division 	2
18	Bureau of Local Employment (BLE)	1
19	Planning Service (PS)	1
20	Legal Service (LS)	2
21	Human Resource Development Service (HRDS)	2
22	Financial and Management Service (FMS) <ul style="list-style-type: none"> • Accounting Division • Budget Division • OD-Provident Fund • Management Division 	4
23	Information Publication Service (IPS)	1
24	Internal Audit Service (IAS)	1
25	Administrative Service (AS) <ul style="list-style-type: none"> • General Services Division • Property Division • Cash Division 	3
26	Commission on Audit (COA)	1
TOTAL		36

II. GENERAL CONDITIONS:

1. The responsibilities of the **CONTRACTOR** shall be, as follows:

- a. Provide thirty-six (36) units multi-function photocopying machines including consumables and accessories with the following features and capabilities:
 - 3 in 1 Multi-function (copier, network printer/scanner)
 - Minimum speed: copy/print (36ppm)
 - Resolution: Scan (600dpi) Print (1,800dpi)
 - Memory: 2GB
 - HDD: 250GB
 - Multi-Method: Scan to Email, FTP, SMB, etc.
 - Compatible from Mac x 10.3.9 or later and (Windows 7 or higher)
 - Automatic back-to-back copying
 - Automatic document feeder
 - Built in electronic sorting
 - Capable of password features
 - Network printer
 - Can print up to A3 size paper
- b. Conduct inspection and adjustments as maintenance services twice (2x) a month to ensure that the machines are in good working conditions;

- c. Respond to repair/trouble shooting/check-up of the machine/s within the day upon receipt of request and replace necessary parts if needed free of charge;
 - d. Continuous upgrading of copier models for the duration of the contract;
 - e. Conduct of maintenance service during regular working hours only;
 - f. Train personnel assigned by the DOLE to operate the machine/s free of charge;
 - g. Install and relocate the machines at a place approved by the DOLE and the Contractor;
 - h. Provide knowledgeable and equipped technicians who will undertake the repairs;
 - i. Provision of one (1) spare machine as temporary replacement for machine that needs repair;
 - j. Provide two percent (2%) spoilage copies of the total copies consumed by the DOLE offices.
2. The responsibilities of DOLE shall be, as follows:
- a. May increase or decrease the number of machine/s through a written request from DOLE;
 - b. Use only consumables recommended by the Contractor. Any damaged caused on the machine/s due to the use of unauthorized consumables not supplied by the Contractor shall be for the account of and shall be paid by the DOLE;
 - c. Due diligence and care shall be exercised in handling the machine/s and only authorized personnel shall be allowed to operate said machine/s. Any damage to the machine/s due to improper operation by unauthorized person shall be charged to and paid by the DOLE;
 - d. Prior to the relocation of the machine/s in case it is needed, communicate beforehand with the Contractor who shall carry out the relocation. All expenses for such relocation shall be borne out and paid for by the DOLE. Should the DOLE opt to transport the machine/s by itself, the DOLE shall be liable for the damage or loss of the machine/s including the parts, consumables and accessories therein.
3. The agreement shall commence upon installation of said equipment at the location set forth by the DOLE, and for a period of one (1) year. Either party reserves the right, however, to terminate the Agreement before its expiration subject to the following conditions: