

# **NATIONAL HOME MORTGAGE FINANCE CORPORATION**

## **TERMS OF REFERENCE FOR THE RENTAL OF PHOTOCOPYING MACHINES**

### **1. BACKGROUND OF THE PROJECT**

The National Home Mortgage Finance Corporation (NHMFC) was created in December 1977 by virtue of Presidential Decree No. 1267 primarily to develop and operate a viable home mortgage market by purchasing mortgages originated by both private and public institutions that are within government approved guidelines. Said mortgages shall be seasoned, pooled and eventually sold to investors to liquefy the mortgages to provide sustainability of funds to the housing sector.

NHMFC is in need of photocopy machines for rent for its reproduction needs. Its present contract with the current photocopying company will expire on July 13, 2016, thus, the need to conduct a public bidding in compliance with RA 9184 or the Government Procurement Law.

### **2. PROJECT OBJECTIVE**

To engage the services of a company that can provide the Corporation its reproduction needs through rental of photocopying machines for its day-to-day operations.

### **3. SPECIFIC REQUIREMENT**

Minimum of 90,000 copies per month; rate per copy is inclusive of VAT and all applicable taxes;

### **4. TECHNICAL AND OTHER REQUIREMENTS**

Hereunder are the minimum technical requirements required by NHMFC for the rental of photocopying machines:

#### **4.1 Two (2) units Heavy Duty Photocopying Machines**

- 4.1.1 Copy Speed: 60 copies per minute
- 4.1.2 Maximum paper size: 11" x 17"
- 4.1.3 Back to back copying capability
- 4.1.4 Duplex document feeder
- 4.1.5 Sorting and grouping features
- 4.1.6 Automatic paper selection
- 4.1.7 33% to 400% reduction/enlargement

- 4.1.8 1 to 999 continuous copying
- 4.1.9 A3 maximum original size
- 4.1.10 A3 to A5R copy size
- 4.1.11 Front loading paper supply

**4.2 One (1) unit Heavy Duty Photocopying Machine**

- 4.2.1 Copy Speed: 60 copies per minute
- 4.2.2 Maximum paper size: 11" x 17"
- 4.2.3 Back to back copying capability
- 4.2.4 Duplex document feeder
- 4.2.5 Sorting and grouping features
- 4.2.6 Automatic paper selection
- 4.2.7 33% to 400% reduction/enlargement
- 4.2.8 1 to 999 sheets continuous copying
- 4.2.9 A3 maximum original size
- 4.2.10 A3 to A5R copy size
- 4.2.11 Front loading paper supply

**4.3 Two(2) units Medium-End Photocopying Machines**

- 4.3.1 Copy Speed: 35 copies per minute
- 4.3.2 Maximum paper size: 11" x 17"
- 4.3.3 Back to back copying capability
- 4.3.4 Duplex document feeder
- 4.3.5 Sorting and grouping features
- 4.3.6 Automatic paper selection
- 4.3.7 25% to 400% reduction/enlargement
- 4.3.8 1 to 999 sheets continuous copying
- 4.3.9 A3 maximum original size
- 4.3.10 A3 to A5R copy size
- 4.3.11 Front loading paper supply

**4.4 One (1) unit Low-End Photocopying Machine**

- 4.4.1 Copy Speed: 20 copies per minute
- 4.4.2 Maximum paper size: 11" x 17"
- 4.4.3 Back to back copying capability
- 4.4.4 25% to 400% reduction/enlargement
- 4.4.5 1 to 999 continuous copying
- 4.4.6 A3 maximum original size
- 4.4.7 A3 to A5R copy size
- 4.4.8 Front loading paper supply

**4.5 Other Requirements**

- 4.5.1 Five (5) units photocopying machines to be assigned to the following areas:

- 4.5.1.1 Ground Floor (Cashier and Counselling Area)

- 4.5.1.2 Ground Floor (Custodianship Division)
- 4.5.1.3 Third Floor (CSSG, ISTSD, RMD, IAD, and GSD)
- 4.5.1.4 Third Floor (Office of the COA Resident Auditor)
- 4.5.1.5 Taguig Warehouse (Custodianship Division)

4.5.2) One (1) back-up unit photocopying machine;

4.5.3) Provision of at least two (2) machine operators to work eight (8) hours per day from Monday to Friday and to work overtime when necessary;

4.5.4) Provision of replacement unit, in case the repair of the defective machine(s) exceeds six (6) hours;

4.5.5 Supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the winning bidder; and

4.5.6 Supply of all consumables i.e., toner, developer, etc., shall be for the account of the winning bidder excluding copy paper.

## **5. BUDGET**

The Approved Budget of the Contract (ABC) is **Nine Hundred Thousand Pesos (Php 900,000.00)** per annum **inclusive of all applicable taxes.**

## **6. DURATION OF CONTRACT**

The contract for the rental of photocopying machines shall be for a period of three (3) years reckoned from the date of issuance of the Notice to Proceed.

However, a performance evaluation shall be conducted every end of each year in order to determine if the performance of the WINNING BIDDER is found satisfactory. If found satisfactory, the CONTRACT shall remain effective for the following year within the three (3) year period.