

TECHNICAL SPECIFICATIONS

LEASE OF PHOTOCOPIERS / SCANNERS FOR CY 2026

Embassy of the Republic of the Philippines, Islamabad

I. OBJECTIVE

To provide the Embassy of the Republic of the Philippines in Islamabad with reliable, high-quality, and efficient photocopying and scanning services through the lease of multifunctional photocopier/scanner units for Calendar Year 2026, ensuring continuous support for administrative and operational requirements of the Embassy.

II. CONTRACT DURATION

The Contract shall commence on **01 January 2026** and shall remain effective until **31 December 2026**, unless earlier terminated in accordance with the provisions stipulated herein.

III. ADDRESS OF THE EMBASSY

Philippine Embassy Building Complex
Plots 3, 4, and 5, Diplomatic Enclave
G-5, Islamabad, Pakistan

IV. TECHNICAL SPECIFICATIONS

The Contractor shall provide photocopying/scanning equipment and services that meet the following minimum requirements:

A. Machine Requirements

1. Provision of **one brand** of photocopying machines for uniformity (total of **five (5) units: three monochrome and two colored**).
2. All units must be **no more than two years older brand models**, be in **excellent working condition**, and capable of handling an estimated volume of **100,000 copies**.
3. All units shall undergo **inspection by the Embassy upon delivery** to certify compliance with quality and functionality standards.

B. Specifications for Three (3) Heavy-Duty Monochrome Photocopiers (A5–A3)

Copier Specifications

- Black & white copier, printer, and colored scanner
- Electrostatic laser process; tandem, indirect

- Simitri® HD polymerised toner
- Copy/print speed: A4 – up to 36 cpm; A3 – up to 20 cpm
- Auto-duplex speed A4: up to 36 cpm
- Warm-up time: approx. 30 sec
- Copy resolution: 600 × 600 dpi; gradation: 256 levels

Scanner Specifications

- Scan speed: up to 70/70 opm (300 dpi); up to 42/42 opm (600 dpi)
- Max resolution: 600 × 600 dpi
- Scan modes: TWAIN, Scan-to-Email/Me, Scan-to-FTP/SMB/Home, Scan-to-WebDAV, Scan-to-USB
- File formats: JPEG, TIFF, PDF (various formats), XPS
- Up to 2,100 destinations; LDAP supported
- Annotation and job program capability

Printer Specifications

- Resolution: equivalent to 1,800 × 600 dpi
- CPU: MPC8533E @ 667 MHz
- Page description languages: PCL6, PS3, XPS
- Compatible with Windows, MacOS, Unix/Linux, Citrix

Fax Specifications (Optional)

- Super G3 standard
- Ultra-fine resolution: up to 600 × 600 dpi
- Modem: up to 33.6 Kbps

Other Features

- Auto back-to-back copying and printing
- Electronic sorting
- USB-ready
- Scan formats: JPEG, PDF, etc.

- Prints usage for billing
- No exposed/protruding parts (except bypass tray)
- Must be compatible with Embassy systems and software

C. Specifications for Two (2) Heavy-Duty Colored Photocopier/Scanner (A5–A3)

- Speed (Color/BW): up to 35/35 ppm
- HDD: minimum 250 GB; Processor: 1.2 GHz dual-core; Memory: 2 GB + 1 GB page memory
- Connectivity: Gigabit Ethernet, USB 2.0 direct print, Wi-Fi Direct (optional)
- Copy/print resolution: copy up to 600 × 600 dpi; print up to 1200 × 2400 dpi
- Print features: Secure print, booklet creation, job monitoring, Earth Smart, etc.
- Scan features: Scan-to-Mailbox/USB/Email/Network; searchable PDF; multi-page formats; encrypted PDF, etc.
- Must be fully compatible with Embassy operating systems and hardware

V. CONTRACTOR'S OBLIGATIONS

The Contractor shall provide the following:

1. Adequate capability, manpower, equipment, and financial resources to meet the Embassy's photocopying/scanning volume and service requirements.
2. Certification as **exclusive distributor or authorized partner** of the proposed brand.
3. Deployment of technicians for repairs and preventive maintenance **within two (2) hours** of notification.
 - If repair cannot be completed within the day, a **service unit** with equivalent specifications shall be delivered by **12:00 noon of the next working day**.
4. On-call technicians from **8:00 a.m. to 5:00 p.m., Monday to Friday**, including weekends and holidays.
5. Monthly inspection and preventive maintenance by a designated customer service supervisor/technician.
6. Free end-user training during machine deployment.

VI. OTHER DUTIES OF THE CONTRACTOR

1. No units may be removed from the Embassy without written approval from the concerned Section and the Administrative Officer.
2. All costs for repairs, spare parts, and consumables (including toners) shall be borne by the Contractor.
3. The Contractor must keep at least **10% of consumables** in stock at the Embassy.
4. Photocopier hard disks must be turned over to the Administrative/Property Officer when a unit is pulled out.
5. All hard disks must be surrendered for destruction after contract termination.
6. Demo units of all machines must be provided for **post-qualification testing**.
7. Quarterly submission of copy volume reports (hard and soft copies), broken down per office.
8. Provision of technician/operators during Embassy events, with costs included in the bid.
9. Bid must include:
 - a. Uniform price per copy for regular use and events
 - b. No minimum copy requirement
 - c. 2% allowance for copy spoilage
 - d. Minimum of 10,000 monochrome copies for event-use machines

VII. MISCELLANEOUS PROVISIONS

The Embassy reserves the right to increase or decrease the number of photocopier units during the contract period and to request moving services as necessary. If requested within the last **three (3) months** of the contract, the Contractor shall provide a photocopier of the **same or higher model** that meets the technical specifications.

VIII. CONTRACTOR'S GUARANTEE

The Contractor shall guarantee:

1. Supply of **original** toners and spare parts from the manufacturer.

2. Machines do not cause electrical or electronic interference and do not generate harmful power surges.
3. Proper disposal of used toner cartridges and spare parts.
4. Technicians shall be dispatched **within 1–2 hours** for troubleshooting and urgent repairs.

IX. TERMS OF DELIVERY

All machines shall be delivered, installed, and fully operational **before 01 January 2026**.

X. FORCE MAJEURE

The Embassy reserves the right to revise the contract should building repairs or similar activities affect equipment use.

The Embassy may terminate the contract **with or without cause**, upon **one (1) month written notice**.

XI. TERMS OF PAYMENT

- a. The Contractor shall submit monthly billing to the Administrative Officer within the **first ten (10) days** of the succeeding month.
- b. Payment shall be made within **thirty (30) working days** upon receipt of complete billing documents and verification by the Finance Officer.
- c. All taxes withheld shall be considered part of the payment to the Contractor.