



## MEMORANDUM

For : **ATTY. CARLOS M. BORJA JR.**  
Vice-Chairperson, Bids and Awards Committee

From : **BHABY EDLYN V. ZAMORA** *ES*  
Officer-In-Charge, Administrative and Finance Division

Subject : **LEASE OF PHOTOCOPYING MACHINE**

Date : 03 April 2024

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### I. REFERENCE

1. This has reference to the lease of photocopying machine for the period of 01 May to 31 December 2024.

### II. REQUESTED ACTION

2. In view of the above-mentioned, the undersigned respectfully request for the inclusion of the attached Purchase Request, coming from the above procurement project for BAC deliberation.

Thank you.

BIDS and AWARDS COMMITTEE  
Date: 4/5/24 /2:46  
Received by: *SAVANA*

**SURVIVE #105C THRIVE**

6<sup>th</sup> Floor, First Residences, 1557 J.P. Laurel Street, Malacañang, San Miguel, Manila, Philippines 1005  
info@climate.gov.ph | www.climate.gov.ph



PURCHASE REQUEST

Fund Cluster: \_\_\_\_\_

Office/Section : AFD PR No.: 2024- 02-028A Date: 03 April 2024  
Responsibility Center Code : \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	<b>Lease of Photocopying Machine</b>	5	44,000.00	220,000.00
		<b>Inclusive of the following:</b>			
		*repair and maintenance			
		*toner refill			
		*maximum of 10,000 copies per unit per month (in excess of 10,000 copies Php 0.55 per copy per print)			
		Contract duration: 01 May to 31 December 2024			
		(Attached Terms of Reference)			
		*** NOTHING FOLLOWS***			
					-
					-
					220,000.00

Purpose: For official use of Climate Change Commission-Climate Change Office employees.

Signature :	Requested by:	Approved by:
	<b>JENNIFER JOY D. TUYCO</b>	<b>BHABY EDLYN V. ZAMORA</b>
Printed Name :	Administrative Officer IV	Officer-In-Charge, Administrative and Finance Division
Designation :		

APP Code: **APP-24-060**

Certified funds available based on the APP:

Keith Angela A. De Leon  
Budget Officer

BIDS and AWARDS COMMITTEE  
Date: 4/5/24 12-46  
Received by:



## TERMS OF REFERENCE

PROJECT : LEASE OF PHOTOCOPYING MACHINE  
OWNER : CLIMATE CHANGE COMMISSION-CLIMATE CHANGE OFFICE  
LOCATION : NATIONAL CAPITAL REGION

### I. PURPOSE

To lease photocopying machine and related services from reputable supplier to meet and respond to the needs of operations and services of the CCC-CCO, located at 6<sup>th</sup> Floor, First Residences Bldg., 1557 J.P Laurel St., corner Matienza St., San Miguel, Manila. Service will be provided based on the terms and conditions stipulated in this TOR.

### II. MINIMUM QUALIFICATION REQUIRED

The Service Provider should be duly licensed and engaged in trade or business of selling or leasing photocopying machine and other related services.

### III. SPECIFICATION

- Copy Speed: 40-45 copies per minute
- Multi-functional paper copier device, digital type, with back-to-back copying capability
- Model (with LCD display, user friendly, and with capability to deliver clear high-quality copies)
- Warm up time is 30 seconds or less
- Paper Handling: minimum of 500 sheets/tray; 1 by-pass tray with minimum capacity of 95 sheets
- Paper handling trays must be able to accommodate A3 to A5 sizes.
- Paper Tray: Two (2) Tray minimum (500 sheets per tray)
- Bypass Tray: One Hundred (100) sheet minimum
- Must have a locking mechanism supplied i.e., manual key lock, coding pin lock, etc.
- Continuous copying; 1 to 999 copies
- Output paper size: A3 to A5
- Maximum Original size and maximum scan area: A3
- Refurbished but latest model (2022-2023)
- Maximum of 10,000 copies per unit per month (in excess of 10,000 copies Php 0.55 per day)

BIDS and AWARDS COMMITTEE

Date: 4/5/24 12:46

Received by: SADAN

**SURVIVE #105C THRIVE**

#### IV. DELIVERY TERMS

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Refurbished and or latest model (2022-2023) paper copier device, digital type, with back-to-back feature.	5	5	<b>Within fifteen (15) calendar days upon receipt of Notice to Proceed</b>
2	Minimum number of back-up cartridge for each machine (excluding the ones installed on the machine upon delivery)	2	10	<b>Within fifteen (15) calendar days upon receipt of Notice to Proceed</b> and must be replenished no longer than 5 days after report
3	On-site training on the operation and administration of the machine	(As may be required by the Lessee)	(As may be required by the Lessee)	(As may be required by the Lessee)
4	Pedestal of copying machine per unit	5	5	Must be delivered at the same time of unit

In the event that the CCC-CCO transfers to its new office within Quezon City, five (5) units of photocopying machine that are currently contracted by the office should be locate at the new location.

#### V. MAINTENANCE AND SERVICE REPAIR

The service provider or supplier or its duly authorized representative/s, shall make such inspection and adjustment whenever it deems is necessary to keep the copying machine in good condition, on regular business days and working hours.

Automatic replacement of machine (in case unit is for repair).

#### VI. APPROVED BUDGET FOR THE CONTRACT

The price quotation should not exceed the Approved Budget for the Contract (ABC) of **Two Hundred Twenty Thousand Pesos (Php 220,000.00)** inclusive of VAT and all other applicable taxes and charges.

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

The price quotation must be valid for one hundred twenty (120) days from submission and should not be subject to change/increase during the implementation of the contract.

## VII. TERMS OF PAYMENT

Monthly payment shall only be made upon receipt of the company/supplier's billing statement based on the actual number of photocopies produced.

The CCC-CCO not be held liable for any delay in the payment under reasonable and acceptable circumstances.

Any amount under this Agreement of Terms of Reference is inclusive of all applicable taxes and charges.

## VIII. DURATION OF SERVICE

The service contract shall be for a period of eight (8) months commencing on **01 May 2024 and will end on to 31 December 2024**. Delays are subject to liquidated damages pursuant to Section 68 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

## IX. TERMINATION

The agreement between the CCC-CCO and the Supplier shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date and completion of issues to be delivered.

Either party may terminate the agreement upon notice in writing if the other committed breach of any material obligation contained in this Terms of Reference, which is not remedied (if it is capable of being remedied) within thirty (30) days of written notice from the other party so to do.

Prepared by:



**JENNIFER JOY D. TUYCO**  
Administrative Officer IV

Checked by:



**BHABY EDLYN V. ZAMORA**  
Officer-In-Charge  
Administrative and Finance Division

## DISTRIBUTION LIST OF PHOTOCOPYING MACHINE

01 May to 31 December 2024

DIVISION/OFFICE/UNITS	PROPOSED
<b>Administrative and Finance Division</b> <i>Human Resource Management Section and General Services Section</i>	1
<b>Administrative and Finance Division</b> <i>Finance Unit</i>	1
<b>Commission on Audit</b>	1
<b>Common Use</b>	2
<b>TOTAL</b>	<b>5</b>

BIDS and AWARDS COMMITTEE

Date: 4/5/24 12:46

Received by: SAM

**S U R V I V E # 1 0 5 C T H R I V E**

6<sup>th</sup> Floor, First Residences, 1557 J.P. Laurel Street, Malacañang, San Miguel, Manila, Philippines 1005  
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