



## TERMS OF REFERENCE

### Supply, Delivery, Installation, and Testing of Dual Card Printer and Consumables (MWSS-2021-DCP)

#### A. OBJECTIVE

The Metropolitan Waterworks & Sewerage System-Corporate Office (MWSS-CO) contracts with Third-Party ID Printing Services every time employee identification cards (ID) must be printed which is subject to numerous documentations as required in the Commission on Audit (COA) auditing procedures. To make this process more efficient and ensure good quality of ID cards for its employees, the Human Resource and Organizational Development and Learning (HRODL) Department intends to procure a Dual Card Printer and its consumables.

#### B. MODE OF PROCUREMENT

The mode of procurement shall be small value as prescribed under Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

#### C. MINIMUM SPECIFICATIONS

ITEM	DESCRIPTION	QUANTITY/UNIT
1	<b>PVC ID Card Printer</b>	1 Set
	<i>Print Technology:</i>	Direct Dye-sublimation and Thermal Transfer Technology
	<i>Print Resolution:</i>	300 dpi
	<i>Print Capability:</i>	Dual- Sided; Edge-to-Edge printing; Full Colored (YMCKO) printing; Auto-Flip
	<i>Supported OS:</i>	Microsoft Windows 7 and up (32/64 bit)
	<i>Connectivity / Interfaces:</i>	Ethernet and USB Connectivity Options With Smart Printer Lock Authentication
	<i>Capacity/Flipper:</i>	Input: Automatic Card Feeder (300 Cards minimum) Output: Receiving Tray (100 Cards minimum) With Automatic Flipper Technology for Dual-Sided Printing ; Drawer Type Film Cartridge
2	<b>Consumables / Inclusions</b>	
	<i>Ribbon Cartridges</i>	
	1. Full Colored Ribbon (YMCKO) / with cleaning roller and 250 prints minimum per roll capacity	12 Rolls
	2. White PVC Cards, 30 mil	2,000 cards
	3. Software Application License and Installer (Both ID Printing, ID Capturing and Layout)	

**Note to Bidders:** Technical brochure for **PVC ID Card Printer** shall be provided. Non-submission of technical brochure shall be ground for non-compliance.



The warranty period shall be one (1) year from the date of acceptance of delivered products/items. The warranty shall include repair, replacement of parts, and free services on-call basis.

#### **D. DELIVERABLES**

The Supplier shall ensure that all materials/equipment to be supplied are in good condition, brand new and free from defects and must conform to the specifications. The Supplier shall deliver the items within thirty (30) calendar days from receipt of Notice to Proceed (NTP).

In addition, the Supplier shall:

1. Provide free setup-assistance and on-site training to HRODL and IT Services Division (ITSD) Personnel on basic troubleshooting and free ID Design Services.
2. Respond within four (4) hours from verbal, written, phone call, and email notification upon receipt of request for technical support from the authorized representative of HRODL or ITSD Personnel during the warranty period at no cost to MWSS.
3. Replace the unit if it is deemed beyond repair but within the valid warranty period.
4. Present a company identification along with a written instruction specifying the nature of the repair to be done when responding to requests.
5. Have an adequate knowledge and skills in troubleshooting and maintaining ID/Card Printer.

#### **E. PAYMENT SCHEME**

Payment shall be made within fifteen (15) calendar days upon delivery, inspection by the Final Inspection and Acceptance Committee and submission of the required documents for request for billing subject to the usual government accounting and auditing rules and regulations. The items shall be subject to inspection by the Final Inspection and Acceptance Committee. Items found defective during inspection shall be immediately replaced within seven (7) calendar days from date of inspection.

To assure performance of the obligations in the warranty clause, 5% will be deducted from the billing pursuant to RA9184 section 62.1.

#### **F. WARRANTY**

The Supplier warrants MWSS-CO that the delivered equipment should be free from all defects in material and workmanship for a period of one (1) year after issuance of Certificate of Satisfactory Acceptance.

#### **G. OTHER DOCUMENTS REQUIRED FOR SUBMISSION**

1. Proof of PhilGEPS Registration
2. Mayor's or Business Permit
3. Income/Business Tax Return (Latest Calendar Year)
4. Duly Notarized Omnibus Sworn Statement, and if applicable, with Special Power of Attorney or Secretary's Certificate
5. Quotation Sheet