

**TERMS OF REFERENCE
OFFICE OF THE SOLICITOR GENERAL**

Supply & Delivery of Toners with Brand New Printer

I. RATIONALE

The Office of the Solicitor General seeks to procure a managed printing service to gain visibility and control of its printing in order to save money and boost productivity. In using the service, OSG also wishes to improve environmental sustainability and document security.

OSG shall require the BIDDER to provide a brand-new printer and supplied with genuine and OEM consumables.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is Three Million and Five Hundred Thousand Pesos PHP 3,500,000.00 inclusive of all applicable government taxes and service charges.

III. BIDDER'S QUALIFICATION REQUIREMENTS

Item	Specification / Particular	Statement of Compliance
1	The BIDDER warrants that it shall conform strictly with the terms and conditions of the Term of Reference for the project	
2	BIDDERS must be a managed partner, reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.	
3	BIDDERS must be an Authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as an Authorized Service Center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the BIDDER participating in the bidding.	
4	The BIDDER warrants, represents, and undertakes reliability of the services, product updates, and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required to the satisfaction of the OSG . It shall employ well-behaved and honest employees with their IDs displayed conspicuously while working within the OSG compound. It shall not employ OSG employees to work in any category whatsoever.	
5	The PROVIDER shall comply with the laws governing employees' compensation, PhilHealth, Social Security and labor standards, and other laws, rules and regulations applicable to its personnel employed by the PROVIDER on account of the contracted services. The PROVIDER shall pay its personnel with not less than the minimum wage and other benefits mandated by law.	
6	The PROVIDER , in the performance in its services, shall secure and maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The PROVIDER undertakes to pay all fees or charges payable to any instrumentality of government or to any	