



11 August 2022

INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of reputable photocopying machine supplier for the office photocopying machine rental requirements.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 19 August 2022 to:

Philippine Department of Tourism-Taiwan
2F., No. 55/57, Zhouzi Street, Neihu District
Taipei 114, Taiwan
Fax : +886 2 2658-2836
Email: philtour@ms57.hinet.net

HAZEL HABITO-JAVIER
Tourism Attache



菲律賓觀光部—台灣分處 DOT-TAIWAN
台北市內湖區洲子街 55 號 2 樓
TEL: (02) 2658-2851/61/71 FAX: (02) 2658-2836
E-MAIL: philtour@ms57.hinet.net
WEB: www.itsmorefuninthephilippines.com.tw

TERMS OF REFERENCE

I. REQUIREMENT

Photocopying Machine Rental for Two (2) Years

II. Description/Specification

General	
Type	Desktop
Engine Speed	A4 35 copies/minute
Control Panel Display	7.0-inch Color LCD Touchscreen
Paper Size	A3 – A6
Paper Capacity	Standard 1100 sheets
Warm-up Time	20 seconds
Memory	Standard: 2GB (copy/print shared)
Power Requirement	AC110V, 50/60Hz
Dimensions (W*D*H)	620*617*830mm
Weight (approx.)	51 Kg
Copier	
Original Paper Size	Max. A3
Continuous Copy	Max. 999 copies
Resolution	Scan/print: 600dpi (setting:300dpi)
Zoom Range	25-400%
Network Color Scanner	
Scan Method	Push Scan (via Control Panel)
Resolution	Push Scan:100, 200, 300, 400, 600dpi Pull Scan:75, 100, 150, 200, 300, 400, 600dpi 50 to 9600dpi via user setting
Scan Speed	Max. 56 sheets/min
File Formats	TIFF, PDF, PDF/A, encrypted PDF, JPEG, XPS
Scanner Utility	Sharpdesk
*****Nothing Follows*****	

Inclusions: Basic Maintenance

Note: Supplies such as toners, spare parts in case of repair and change on DOT's account

III. **Estimated Amount:** NT\$3,000.00/month inclusive of taxes for 24 months

IV. Payment Procedure:

Monthly Send Bill Arrangement

V. CONTACT PERSON

ANGEL TSENG

Department of Tourism - Taiwan

2F., No. 55/57, Zhouzi St., Neihu Dist., Taipei

E-Mail: philtour@ms57.hinet.net

Telephone: 886-2-2685-2851

Prepared by:

LUISA A. LLAVE
Administrative Officer

Noted by:

HAZEL H. JAVIER
Tourism Attache