



Embassy of the Republic of the Philippines
Ambassade de la République des Philippines
Paris

TERMS OF REFERENCE

CONTRACTOR'S OBLIGATIONS

- Ensure that it is a sole proprietor, partnership or company duly-registered and licensed under relevant French laws to supply, transport, install and conduct maintenance repair check-ups of photocopying machines;
- Provide skilled technicians to conduct repairs during machine breakdown and preventive maintenance, and deploy them within two (2) hours from notice. Notice through telephone shall suffice for the two-hour timeframe to start;
- Replace the photocopying unit with the same specifications within two (2) hours if a unit is withdrawn for repair or if it is beyond repair. Failure to provide the replacement with the required time shall result in a penalty of €20.00 per hour of delay, except when the delay is caused by force majeure;
- Ensure that no photocopying machine shall be removed during the duration of the contract without the expressed consent of the Philippine Embassy except for repairs or replacement;
- All expense for the transport, delivery, installation, repair, replacement of the photocopying machines, including repair and/or replacement of its spare parts and consumable items such as toners shall be exclusively for the account of the Contractor.
- The Contractor shall have in storage in the Philippine Embassy at least ten percent (10%) of the common spare parts and consumable items needed.