



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

TERMS OF REFERENCE

Two (2) black and white photocopying machines specifications:

- Multiple functions: printing, copying and scanning;
- Speed: at least 20 copies per minute;
- Accepted feed originals: A4-A3;
- Output A4-A3;
- 2 paper trays (at least 250 sheets each) and a bypass tray (at least 100 sheets);
- With reversible automatic document feeder (capable of multiple page originals);
- With automatic back-to-back copying;
- Electronic sorting;
- Direct USB connection;
- Scan formats (JPEG and PDF); and
- Prints actual usage for billing purposes.

One (1) colored photocopying machine specifications:

- Multiple functions: printing, copying and scanning;
- Speed: at least 20 copies per minute;
- Accepted feed originals: A4-A3;
- Output A4-A3;
- 2 paper trays (at least 250 sheets each) and a bypass tray (at least 100 sheets);
- With reversible automatic document feeder (capable of multiple page originals);
- With automatic back-to-back copying;
- Electronic sorting;
- Direct USB connection;
- Scan formats (JPEG and PDF); and
- Prints actual usage for billing purposes.