



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Supply and Delivery of Document Scanners

Background:

Public and private organizations are continuously looking for methods to streamline their operations and increase efficiency in today's fast-paced environment. The value of digitizing paper-based documents cannot be overstated because it reduces physical storage space and allows for rapid and simple access to critical information. This background article investigates the rationale and impact of the proposal to acquire document scanners for the Docket Management Service and other support and legal divisions.

The Docket Management Service and other support and legal divisions are critical to an organization's seamless operations, record-keeping, and efficient handling of critical documents. These divisions have traditionally depended extensively on paper-based records, which has resulted in various issues, including space restrictions, time-consuming manual operations, and difficulty retrieving and sharing information.

The reliance on physical documentation has grown increasingly problematic and inefficient as the volume of records continues to expand dramatically. The requirement for a comprehensive solution that digitizes documents while preserving their integrity has become critical.

Objective:

The aim of this project is to improve organizational operating efficiency and accessibility by establishing a modern document scanning system for the Docket Management Service, as well as the support and legal divisions. The major purpose is to digitize and centralize paper-based documents, thereby improving document accessibility, optimizing workflows, and supporting environmentally friendly practices.

The project aims to seamlessly integrate existing processes while decreasing physical storage requirements and reducing paper usage by purchasing cutting-edge document scanners and associated software. The project's primary goal is to improve document management, ensure quick and secure access to essential information, and create improved team cooperation. Through this program, the OSG hopes to realize long-term cost savings, increased data security, and improved decision-making capabilities, eventually supporting its purpose of providing efficient and high-quality services.

Terms:

1. *Scope.* - Supply and delivery of document scanners.

2. *ABC.* - The Approved Budget for the Contract (ABC) is **Three Million Two Hundred and Ten Thousand Pesos (P3,210,000.00)**, inclusive of all government taxes, charges and other standard fees.

| ICT EQUIPMENT | | | | |
|--|--|-----|--------------|-----------------------|
| ITEM | | QTY | UNIT COST | TOTAL |
| Hi-Resolution Document Scanner (110 ppm) | | 3 | 380,000.00 | 1,140,000.00 |
| Compact A3 Hi-Resolution Document Scanner (60 ppm) | | 3 | 250,000.00 | 750,000.00 |
| Compact Document Scanner (45 ppm) | | 22 | 60,000.00 | 1,320,000.00 |
| | | | TOTAL | ₱ 3,210,000.00 |

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of Acceptance. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

4. *Delivery.* - Delivery shall be within thirty (30) calendar days upon receipt of the Notice to Proceed. Delay in delivery shall be subject to penalty equivalent to 1/10 of 1% of the cost of undelivered item/s for every day of delay.

5. *Qualifications of the Supplier:*

- a. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years prior to the deadline for the submission and receipt of bids.

For this purpose, similar contract shall refer to procurement contract of ICT equipment with document scanner.

- b. The bidder must present a Client Satisfactory Rating from at least five procurement contracts with government agencies and/or private companies with whom the contractor has a past or ongoing contract similar to this project.

- c. The bidder must be an authorized reseller/dealer of the offered brand. A current Authorization or reseller certificate

from the Manufacturer or Vendor is required as part of the technical component of the bid proposal.

- d. The Bidder must be an Authorized Service Partner (ASP) of the brand being offered. A current valid manufacturer certificate is required as part of the technical component of the bid proposal.
- e. The bidder must attach a brochure of the brand being offered.
- f. The bidder must have a main office or satellite office in or around Metro Manila and/or nearby provinces.
- g. The bidder shall submit documents relevant to the project, such as but not limited to the following:
 - Valid DTI or SEC Registration;
 - Valid and Current Mayor's Permit/Municipal License;
 - Valid and Current Business Permit;
 - Tax Clearance Certificate as finally reviewed and approved by BIR;
 - Statement of contracts completed which are similar in nature to the contract to be bid.
- h. Net Financial Contracting Capacity (NFCC) Computation

6. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference.

Technical Specifications:

| ITEM | SPECIFICATIONS | COMPLIANCE |
|--|--|------------|
| Specific Requirements for Document Scanners | | |
| Warranty and After-Sales Requirements | - Immediate replacement of the equipment and/or its parts | |
| | - The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item. | |
| | - In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG. | |
| | - For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component. | |

Supply and Delivery of Document Scanners

=====

| ITEM | SPECIFICATIONS | COMPLIANCE |
|-----------------------------|--|------------|
| Quantity | 3 Units | |
| Type | Must be Production Document Scanner | |
| Document Feeding | Must be Automatic and/or Manual sheet feeding | |
| Document size | | |
| Width | Must be at least 2" - 12" | |
| Length | Must be at least 2.8" - 17" | |
| Long Document Mode: | Must be Up to 220.1" | |
| Document weight | | |
| Automatic Feeding: | Must be at least 14 - 56 lb. Bond | |
| Manual Feeding: | Must be at least 14 - 56 lb. Bond | |
| Feeder Capacity: | Must be Up to 500 Sheets | |
| Grayscale: | Must be at least 8-bit | |
| Color: | Must be at least 24-bit | |
| Scanning Element: | Must be at least Three-Line Contact Image Sensor (CIS) | |
| Light Source: | Must be at least RGB LED | |
| Scanning Modes: | Must be at least Color, Grayscale, Black and White | |
| Color Dropout: | Must be at least RGB and Custom | |
| Optical Resolution: | Must be Up to 600 dpi | |
| Output Resolution: | 150/200/240/300/400/600 dpi | |
| Max. Scanning Speeds | | |
| | Simplex | |
| BW/Grayscale | Must be Up to 110 ppm | |
| Color: | Must be Up to 110 ppm | |
| | Duplex | |
| BW/Grayscale | Must be Up to 220 ipm | |
| Color: | Must be Up to 220 ipm | |
| Interface: | Must be at least Hi-Speed USB 3.1, 10Base-T/100Base-TX/1000Base-T Ethernet | |
| Dimensions (H x W x D): | Must be at least 18.9" x 22.4" x 12.4" (with trays closed) | |
| Weight: | Maximum of 55.1 lb. or less | |
| Power Consumption: | 66.5 W or less (Energy Saving Mode: 3.5 W) | |
| Supported OS: | Windows® 7/8/8.1/10/11 (32-bit/64-bit) or later, Windows® Server 2008 R2/ 2012 R2/2016 | |
| Scanner Drivers: | ISIS/TWAIN At least 50,000 ▲ | |

Supply and Delivery of Document Scanners

=====

| | | |
|-----------------------------|---|--|
| Suggested Daily Volume: | | |
| Bundled Software: | Must be compatible with existing OSG Information System/s | |
| Other Features: | Auto Color Detection, Auto Page Size Detection, Active Thresholding, Batch Separation, Character Emphasis, Count Only Mode, Custom Color Dropout/Enhance Color, Deskew, Double-Feed Detection, Edge Emphasis, Folio Scan, Image Rotation, Moiré Reduction, MultiStream, Paper Feed Tray (Adjustable), Pre-Scan, Prevent BleedThrough/Remove Background, Punch Hole Removal, Rapid Recovery System, Skip Blank Page, Staple Detection, Text Enhancement, Text Orientation Recognition, Three-Dimensional Color Correction, User Preferences, Verify Sc | |
| Warranty | At least one year on parts and labor. | |
| Installation | Must include Installation, configuration, and setup | |
| | Must include product training and demonstration on deployment, configuration, administration, maintenance, and basic troubleshooting | |
| Support Service Requirement | The bidder must provide the following: | |
| | * Unlimited corrective maintenance/ repair services within the warranty period | |
| | * Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM - 5:00 PM) technical support and must meet the following response and resolution time: | |
| | > Within one (1) hour for phone or email support | |
| | > Next business day on-site support | |
| | > For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days | |
| | > In case of outside repair within the 1-year warranty period, the winning bidder shall provide a service unit to the OSG within three (3) days upon pull out of the unit. The repaired hardware or replacement for the pulled-out hardware/unit must be delivered within fifteen (15) calendar days from the issuance of the service unit. | |
| | The bidder must provide full documentation for the Activity Plan on the installation of patches and upgrades and Root Cause Analysis of incidents encountered. | |

=====

| | | |
|---|---|-------------------|
| | The bidder must provide onsite support for the installation and deployment of software patches and version upgrades. | |
| | The bidder must provide a procedure for support and problem escalation. | |
| | * Submission of Activity/Service Report within 5 calendar days after rendering service | |
| | The bidder must conduct system health checks every quarter with the following scope: | |
| | · System/Application patches, fixes, security patches, and alerts | |
| | · System/Application profile | |
| | · Resource utilization | |
| | · Log analysis | |
| | · Formal reports on the output of conducted health checks within 5 days | |
| Other Warranty and After Sales Requirements | * Immediate replacement of the equipment and/or its parts. | |
| | * The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item. | |
| | The bidder must provide a certificate for the above services as part of the technical requirements. | |
| Certification | The bidder must be an authorized reseller of the brand being offered. Must provide Authorization certificate from the Manufacturer or Vendor. | |
| COMPACT A3 DOCUMENT SCANNER (60PPM) | | |
| Item | Specifications | Compliance |
| Type | Must be Desktop Sheet-Fed Scanner | |
| | Must Scan thick documents, business cards, and even plastic cards | |
| | Must have Ultrasonic Double Feed Detection | |
| Document feeding | Must be Automatic or manual sheet feeding | |
| Scan Speed (ADF) | Must be at least 60 ppm | |
| ADF | Must be at least 100 sheets | |
| Document Feeding | Must be Automatic and/or Manual sheet feeding | |
| Scan Resolution | 100 x 100 dpi, 150 x 150 dpi, 200 x 200 dpi, 240 x 240 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi | |
| Scanning Element / | Must be at least 3-line CMOS | |
| Light Source: | Must be LED (red, green, and blue) | |
| Interface: | Must be SCSI-III / Hi-Speed USB 2.0 | |

Supply and Delivery of Document Scanners

=====

| | | |
|-----------------------------------|---|--|
| Suggested Daily Volume | Must be at least 10,000 scans | |
| Other Features: | Must have Skew detection, long document mode | |
| | Must have Rapid Recovery System | |
| | Must have Text Enhancement modes | |
| | <ul style="list-style-type: none"> Must have Custom Color Dropout for improved OCR | |
| | can register up to 100 sets of scanning preferences | |
| Document Thickness (Plain Paper) | U-turn Path, Feeding with Separate Mode Weight: Must be at least 52 - 128 g/m ² Thickness: 0.06 - 0.15 mm | |
| Business card size and thickness | Size: 53.9 x 85.5 mzm (2.12 x 3.37 in.) | |
| | Thickness: 0.76 ± 0.08 mm (0.03 ± 0.003 in.) | |
| Feeding capacity | Must be at least 10 mm | |
| Scanning side | Simplex / Duplex | |
| Scanning Modes: | Black and White, Error Diffusion, High-Speed Text Enhancement, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level Grayscale, 24-bit Color, Auto Color Detection | |
| Scanning speed (A4/LTR, Portrait) | B&W: 200 dpi: 60 ppm (Simplex), 120 ipm (Duplex); 300 dpi: 60 ppm (Simplex), 120 ipm (Duplex) | |
| | Grayscale: 200 dpi: 60 ppm (Simplex), 120 ipm (Duplex); 300 dpi: 60 ppm (Simplex), 120 ipm (Duplex) | |
| | Color: 200 dpi: 60 ppm (Simplex), 120 ipm (Duplex); 300 dpi: 60 ppm (Simplex), 84 ipm (Duplex) | |
| Scanner Drivers: | ISIS/TWAIN | |
| Useful functions | Ultrasonic Double Feed Detection, Continuous Mode, Moire Reduction, Prevent Bleed Through/ Remove Background, Punch Hole Removal, Color Dropout, Auto Page Size Detection, Text Orientation Recognition, Skip Blank Page, Deskew, MultiStream™, Prescan, User Preferences, Skew Detection, Gamma Correction, Remove Border, Isolated Point Removal, Edge emphasis, Add-on | |
| Power requirements | AC 100 V (50/60 Hz), AC 120 V (60 Hz), AC 220-240 V (50/60 Hz) | |
| Weight | Must be at least approx. 10.5 kg (23 lb.) | |
| Bundled Software | Must have bundled software which includes OCR functionality, PDF Encryption, file editing, Scan to | |

=====

| | | |
|-----------------------------|---|--|
| | Mail, Scan to Presentation, automatic file name generation, MultiStream, and other productive features | |
| Warranty | Must be at least one year on parts and labor. | |
| Installation | Must include Installation, configuration, and setup | |
| | Must include product training and demonstration on deployment, configuration, administration, maintenance, and basic troubleshooting | |
| Support Service Requirement | The bidder must provide the following: | |
| | * Unlimited corrective maintenance/ repair services within the warranty period | |
| | * Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM - 5:00 PM) technical support and must meet the following response and resolution time: | |
| | > Within one (1) hour for phone or email support | |
| | > Next business day, on-site support | |
| | > For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days | |
| | > In case of outside repair within the 1-year warranty period, the winning bidder shall provide a service unit to the OSG within three (3) days upon pull out of the unit. The repaired hardware or replacement for the pulled-out hardware/unit must be delivered within fifteen (15) calendar days from the issuance of the service unit. | |
| | The bidder must provide full documentation for the Activity Plan on installing patches and upgrades and Root Cause Analysis of incidents encountered. | |
| | The bidder must provide onsite support for installing and deploying software patches and version upgrades. | |
| | The bidder must provide a procedure for support and problem escalation. | |
| | * Submission of Activity/Service Report within 5 calendar days after rendering service | |
| | The bidder must conduct system health checks every quarter with the following scope: | |
| | · System/Application patches, fixes, security patches, and alerts | |
| | · System/Application profile | |
| | · Resource utilization | |
| | · Log analysis | |

=====

| | | | |
|---|---|--|--------------------------------|
| | Formal reports on the output of conducted health checks within 5 days | | |
| Other Warranty and After-Sales Requirements | * Immediate replacement of the equipment and/or its parts. | | |
| | * The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item. | | |
| | The bidder must provide a certificate for the above services as part of the technical requirements. | | |
| Certification | The bidder must be an authorized reseller of the brand being offered. Must provide Authorization certificate from the Manufacturer or Vendor. | | |
| COMPACT DOCUMENT SCANNER (45ppm) | | | |
| Item | Specifications | | Statement of Compliance |
| Type | Must be Desktop Sheet-Fed Scanner | | |
| Document size | Plain paper | Width: Must be at least 50.8 mm to 216 mm Length: Must be at least 54 mm to 356 mm | |
| | | Long Document mode: Must be at least 3,000 mm | |
| | Business card | Must be at least 50 mm x 85 mm or larger | |
| | Card | Must be at least 54 mm x 86 mm (ISO standard) | |
| | Passport | Size: Must be at least 88 mm x 125 mm (ISO standard) | |
| Document thickness and weight | Plain paper | Page separation: Must be at least 0.04 mm to 0.25 mm. 27 to 209 g/m ² Bypass: Must be at least 0.04 mm to 0.3 mm. 27 to 255 g/m ² | |
| | Business card | Must be 380 g/m ² 0.45 mm or less | |
| | Card | Must be 1.4 mm or less | |
| | Passport | Must be 4 mm or less (including carrier sheet) | |
| Document feeding method | Automatic | | |
| Scanning sensor | Contact image sensor | | |
| Light Source: | LED | | |
| Scanning side | Simplex / Duplex | | |
| Scanning Modes: | Black and White, Error Diffusion, Grayscale, Active Threshold, Advanced Text Enhancement, Advanced Text Enhancement II | | |

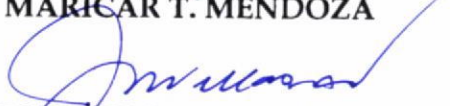
=====

| | | |
|---------------------------------|--|--|
| Scanning resolution | 100 x 100 dpi / 150 x 150 dpi / 200 x 200 dpi / 240 x 240 dpi / 300 x 300 dpi / 400 x 400 dpi / 600 x 600 dpi | |
| Scanning speed | Grayscale | 200 dpi / 300 dpi: 45 ppm (Simplex), 90 ipm (Duplex) |
| | Color | 200 dpi: 45 ppm (Simplex), 90 ipm (Duplex) 300 dpi: 30 ppm (Simplex), 60 ipm (Duplex) |
| Interface | USB 3.2 Gen1x1 / USB 2.0, IEEE802.11b/g/n, 10Base-T/100Base-TX/1000Base-T | |
| Scanner driver | ISIS / TWAIN Driver | |
| Other functions | Folio scanning, Double feed detection, ignore | |
| Dimensions (W x D x H) | With the trays closed | 291 mm x 247 mm x 242 mm |
| | With the trays open | 291 mm x 600 mm x 378 mm |
| Weight (without AC adapter) | Approximately 3.3kg | |
| Power supply (using AC adapter) | 24 VDC, 0.9 A | |
| Power consumption | Scanning: 22.5 W or less In sleep mode: 3.4 W or less With power switch OFF: 0.1 W or less | |
| Features | Must be Wireless/wired network capability | |
| | Can be Access from a wide variety of devices | |
| | Must have a 4.3-inch large-format color LCD touch panel | |
| | Must have DR Processor image processing engine | |
| | Must recognize a wide variety of barcode/2D barcode module | |
| | • Barcode module: EAN/JAN, PC-A, UPC-E, ITF, CODE39, CODABAR (NW-7), CODE128 | |
| | • 2D barcode module: QR Code, PDF417, Data Matrix (DataCode) | |
| Warranty | At least one year on parts and labor. | |
| Installation | Must include Installation, configuration, and setup | |
| | Must include product training and demonstration on deployment, configuration, administration, maintenance, and basic troubleshooting | |
| Support Service Requirement | The bidder must provide the following: | |

| | | |
|--|---|--|
| | * Unlimited corrective maintenance/ repair services within the warranty period | |
| | * Eight (8) hours by five (5) days (Monday to Friday, 8:00 AM - 5:00 PM) technical support and must meet the following response and resolution time: | |
| | > Within one (1) hour for phone or email support | |
| | > Next business day on-site support | |
| | > For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days | |
| | > In case of outside repair within the 1-year warranty period, the winning bidder shall provide a service unit to the OSG within three (3) days upon pull out of the unit. The repaired hardware or replacement for the pulled-out hardware/unit must be delivered within fifteen (15) calendar days from the issuance of the service unit. | |
| | The bidder must provide full documentation for the Activity Plan on the installation of patches and upgrades and Root Cause Analysis of incidents encountered. | |
| | The bidder must provide onsite support for the installation and deployment of software patches and version upgrades. | |
| | The bidder must provide a procedure for support and problem escalation. | |
| | * Submission of Activity/Service Report within 5 calendar days after rendering service | |
| | The bidder must conduct system health checks every quarter with the following scope: | |
| | · System/Application patches, fixes, security patches, and alerts | |
| | · System/Application profile | |
| | · Resource utilization | |
| | · Log analysis | |
| | · Formal reports on the output of conducted health checks within 5 days | |

Technical Working Group for ICT Equipment


SSS MARICAR T. MENDOZA


SSS JOEL N. VILLASERAN


SS II OMAR T. GABRIELES

SS II JOSEPH RYAN C. ABALOS

SS II PANTAS M. DE LEON

AS III MARIVI A. TUMAMBING


AS I MARY CLYDEEN L. VALENCIA

CAO JESSICA L. CASTRO


SAO JOY Y. CHUA


ITO III JAYVIE NEIL MALICK S. MALICDEM


ITO III AMELITO V. DUCUT


COMPRO III AUGUSTUS MARK B. DICHOSO