



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 **Nine Million and Eight Hundred Forty Thousand Pesos (₱9,840,000.00)**, inclusive of all government taxes, charges, and other standard fees.
3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, retention amount and/or warranty deposit upon the issuance by the OSG of the corresponding Certificate of Inspection and/or 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 sixty (60) calendar days upon receipt of the Notice to Proceed. Delays in delivery shall be subject to a 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 before the deadline for the submission and receipt of bids.

For this purpose, a similar contract shall refer to the procurement contract of scanners.
 - b. The bidder must present a Client Satisfaction Rating for at least five contracts with government agencies and/or private corporations with whom the bidder has previous or ongoing contract/s similar to this project.
 - c. The bidder shall submit a valid and current Certificate of Distributorship/Dealership/Resellership of the product being offered, issued by the principal or manufacturer of the product (if the bidder is not the manufacturer). If not issued by the manufacturer, they must also submit a certification/document linking the bidder to the manufacturer.
 - 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.
 - 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 (TOR).

Technical Specifications:

ITEM	SPECIFICATIONS	STATEMENT OF 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 with the same technical specifications provided within 30 days upon delivery of the item. During the repair period, the winning bidder shall provide a service unit with the same technical specifications.	
	- In case of outside repair within the one-year warranty period, the winning Bidder shall provide a service unit to the OSG.	
	- The Bidder must submit Proof of Warranty as part of the technical component.	

ITEM 1: HI-RESOLUTION DOCUMENT SCANNER-110PPM		
ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
Quantity	3 Units	
Type	Production Document Scanner	
DOCUMENT SIZE		
Width	At least 2" - 12"	
Length	At least 2.8" - 17"	
Long Document Mode:	Up to 220.1"	
DOCUMENT WEIGHT		
Automatic Feeding:	At least 14 - 56 lb. bond paper	
Manual Feeding:	At least 14 - 56 lb. bond paper	
SCANNING SPEEDS		
	Simplex:	
Black and White /Grayscale	At least 110 ppm	
Color:	At least 110 ppm	
	Duplex:	
Black and White /Grayscale	At least up to 220 ipm	
Colored:	At least up to 220 ipm	
CONNECTIVITY AND SOFTWARE DRIVERS		
Interface:	At least Hi-Speed USB 3.1, 10Base-T/100Base-TX/1000Base-T Ethernet	
Scanner Drivers:	ISIS/TWAIN	
GENERAL		
Document Feeding	Automatic and/or Manual sheet feeding	
Feeder Capacity:	Up to 500 sheets	
Grayscale:	At least 8-bit	
Color:	At least 24-bit	
Scanning Element:	At least a Three-Line Contact Image Sensor (CIS)	
Light Source:	At least red, green, blue LED	
Scanning Modes:	At least Colored, Grayscale, Black and White	
Color Dropout:	At least red, green, blue and custom	
Optical Resolution:	At least up to 600 dpi	
Output Resolution:	150/200/240/300/400/600 dpi	
Dimensions (H x W x D):	At least 18.9" x 22.4" x 12.4" (with trays closed)	

Weight:	Not to exceed 55.1 lb.	
Power Consumption:	66.5 W or less (Energy Saving Mode: 3.5 W)	
Supported OS:	Windows 10/11 (32-bit/64-bit) or later, Windows Server 2008 R2/ 2012 R2/2016	
Suggested Daily Volume:	At least 50,000 pages	
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 Scans and/or other similar features, capabilities and upgrades.	
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 x 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	
	> Within two (2) hours for response time for on-site support	
	> Root cause analysis for all support cases filed.	
	> 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 together with diagnostics and Root Cause Analysis of incidents encountered to be submitted within five (5) calendar days from rendition of service	
	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.	
	The bidder must conduct system health checks and/or regular maintenance 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 and/or regular maintenance within five (5) calendar 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 thirty (30) calendar 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	STATEMENT OF COMPLIANCE
Quantity	30 Units	
Type	Desktop Sheet-Fed Scanner	
Features	Capable to scan various document types	
	With Advanced Text Enhancement, Auto Colour Detection, Auto Size and Deskew	

	Correction, Text Orientation Correction and Customized Colour Dropout	
	high performance and can handle high-volume workloads of at least 13,000 documents a day	
	With 80-sheet document feeder and ultra-fast duplex scanning speeds of up to 120 ipm (A4)	
	With skew detection, ultrasonic double feed detection and Double Feed Release (DFR)	
	Capable of scanning a variety of media types, including embossed / plastic cards, thick and thin media - and up to 3m long documents thru robust feeder mechanism	
	With full front operation with the U-turn path mode	
	Capable of scanning A1 size documents using the folio mode feature	
	Automatic Page Size Detection, Deskew, Colour Dropout (RGB), Colour Enhance (RGB), Colour Elimination, Auto Colour Detection, Text Orientation, MultiStream, Prescan, Batch Separation (Patch Code / Blank Page / Counter / Barcode / Zonal OCR / Front page), Image Rotation, Skip Blank Page, Folio, Staple Detection, Skew Detection, Moire Reduction, Prevent Bleed Through / Remove Background, Character Emphasis, Background Smoothing, Remove Shadow, Imprinter Add-on, Auto Resolution Setting, Erase Dot, Erase Notch, Rapid Recovery, Double Feed Detection (Ultrasonic Sensor / By Length), Double Feed Release (DFR), Barcode and 2D code recognition and/or other similar features, capabilities and upgrades.	
Document Reading Sensor	CMOS CIS 1 Line Sensor	
SCANNING SPEED		
Greyscale	Must be at least 200 dpi: 60 ppm (Simplex) / 120 ipm (Duplex) 300 dpi: 60 ppm (Simplex) / 120 ipm (Duplex)	
Colour	Must be at least 200 dpi: 60 ppm (Simplex) / 120 ipm (Duplex) 300 dpi: 40 ppm (Simplex) / 80 ipm (Duplex)	
DOCUMENT SIZE		
Plain Paper	Width: Must be at least 50.8 to 300 mm Length: Must be at least 70 to 432 mm (Up to 3,000 mm long with Long Document mode)	
Business Card	Width: Must be at least 50.8 to 55 mm Length: Must be at least 85 to 91 mm	
Card (ISO Standard)	Must be at least 54 x 86 mm	

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DOCUMENT WEIGHT AND THICKNESS		
Plain Paper	U-turn Path (Page Separation): Must be at least 27 to 128 g/m ² (0.04 to 0.15 mm) U-turn Path (Non-Separation): Must be at least 27 to 164 g/m ² (0.04 to 0.2 mm) Straight Path: Must be at least 27 to 255 g/m ² (0.04 to 0.3 mm)	
Business Card	Must be at least 128 to 380 g/m ² (0.15 to 0.45 mm) (Use the straight path and place vertically)	
Card	Must be at least 0.76 mm or less, 1.4 mm or less for the embossment (Use the straight path and place vertically)	
CONNECTIVITY AND SOFTWARE DRIVERS		
Interface	Must be Hi-Speed USB 2.0 or better	
Software	Must have ISIS / TWAIN / WIA Drivers, CaptureOnTouch	
GENERAL		
Scanning Element	At least Contact Image Sensor (CIS)	
Light Source	At least RGB LED	
Scanning Side	At least Simplex / Duplex	
Reading Side	At least Simplex / Duplex / Skip blank page / Folio	
Scanning Modes	At least Black and White, Error Diffusion, 256-level Greyscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Colour	
Scanning Features	At least Folio Scanning, Double Feed Release, 2D / Barcode	
Optical Resolution	Must be 600 dpi	
Output Resolution	100, 150, 200, 240, 300, 400, 600 dpi	
Weight	Not to exceed 13.5 lbs.	
Power Requirements	AC 100 - 240 V (50 / 60 Hz)	
Auto Document Feeder Capacity	Must be 80 sheets	
Dimensions	Trays Closed: 424 (W) x 246 (D) x 120 (H) mm Trays Opened: 424 (W) x 440 (D) x 210 (H) mm	
Power Consumption	Scanning (Max.)	32.5 W
	Sleep Mode	1.9 W
	With Power Switched OFF (Max.)	0.1 W
Operating Environment	Temperature	10 to 32.5°C
	Humidity	20 to 80% RH
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	
	> Within two (2) hours for response time for on-site support	
	> Root cause analysis for all support cases filed.	
	> 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 together with diagnostics and Root Cause Analysis of incidents encountered to be submitted within five (5) calendar days from rendition of service	
	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.	
	The bidder must conduct system health checks and/or regular maintenance 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 and/or regular maintenance within five (5) calendar days	
Other Warranty and	Immediate replacement of the equipment and/or its parts.	

After-Sales Requirements	The winning Bidder shall replace a factory defective unit with a new unit within thirty (30) calendar 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
Quantity	20 Units	
Type	Must be Desktop Sheet-Fed Scanner	
Features	Must be wireless/wired network capability	
	Can be accessed from a wide variety of devices	
	Must have approximately 4.3-inch large-format color LCD touch panel	
	Able to optimize and/or enhance image and characters.	
	Must recognize a wide variety of barcode /2D barcode module:	
	<ul style="list-style-type: none"> • Barcode modules: EAN/JAN, PC-A, UPC-E, ITF, CODE39, CODABAR (NW-7) and CODE128 	
	<ul style="list-style-type: none"> • 2D barcode modules: QR Code, PDF417, DataMatrix (DataCode) 	
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 WEIGHT AND THICKNESS		
Plain paper	Page separation: Must be at least 0.04 mm to 0.25 mm. 27 to 209 g/m2 Bypass: Must be at least 0.04 mm to 0.3 mm. 27 to 255 g/m2	
Business card	Must be 380 g/m2 0.45 mm or less	

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Card	Must be 1.4 mm or less	
Passport	Must be 4 mm or less (including carrier sheet)	
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)	
CONNECTIVITY AND SOFTWARE DRIVERS		
Interface	USB 3.2 Gen1x1 / USB 2.0, IEEE802.11b/g/n, 10Base-T/ 100Base-TX/ 1000Base-T or better	
Scanner driver	ISIS / TWAIN Driver	
GENERAL		
Document feeding method	Must be 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	
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)	Not to exceed 7.3 lbs.	
Power supply (using AC adapter)	24 VDC, 0.9 A	
Power Requirements	AC 100 - 240 V	
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	
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	

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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	
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	> Root cause analysis for all support cases filed.	
	> 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.	
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	The bidder must conduct system health checks and/or regular maintenance 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 and/or regular maintenance within five (5) calendar 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 thirty (30) calendar days upon delivery of the item.	

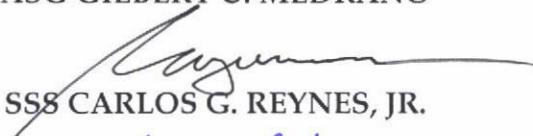
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	The bidder must provide a certificate for the above services as part of the technical requirements.	
Certification	The bidder must be an authorized reseller of the brand being offered. Must provide Authorization certificate from the Manufacturer or Vendor.	

Technical Working Group for ICT Equipment



ASG GILBERT U. MEDRANO



SSS CARLOS G. REYNES, JR.



DIR. EDUARDO ALEJANDRO O. SANTOS

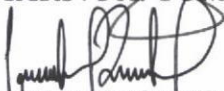


SS II OMAR T. GABRIELES


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AS II INGRID MARGARET M. SERRANO

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