



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

## Technical Working Group for Information and Communications Technology

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### 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.

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**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.