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:

The Office of the Solicitor General (OSG) plays a crucial role in representing the government in legal proceedings and managing a large volume of documents, legal records, and case files. Given the significant growth in legal documentation and the increasing need for digital transformation, there is an imperative for OSG to modernize its document management. Document scanners are essential tools for converting physical records into digital formats, improving accessibility, storage efficiency, and workflow automation. The shift to a more digital infrastructure will streamline processes, reduce the reliance on paper, and enhance the overall efficiency of the OSG.

In line with these modernization efforts, the OSG has identified a need for document scanners to accommodate different document sizes, formats, and scanning capacities. These scanners will allow the OSG to improve its case management system, ensuring that legal professionals have fast, reliable access to critical documents, whether in the office or in remote locations. The supply and delivery of these scanners are critical to the OSG's ongoing efforts to increase efficiency, enhance accuracy, and secure vital government records.

Objective:

The primary objective of this project is to procure and deliver document scanners suited to the Office of the Solicitor General's varying needs. The scanners must be capable of handling high-volume document scanning while maintaining high-resolution output to ensure clarity and accuracy. The OSG intends to acquire scanners that handle different paper sizes and specialized scanners for delicate documents. The procurement process must also provide these scanners with prompt and efficient delivery to all relevant OSG divisions.

Furthermore, the project aims to support the OSG's digitalization efforts, facilitating the secure storage and retrieval of documents and enabling seamless integration with the existing case management system. This will ultimately contribute to a more responsive and agile legal agency, ensuring that the OSG can meet the demands of its workload with increased productivity and improved information management.

Terms:

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

2. *ABC.* - The Approved Budget for the Contract (ABC) is **One Million Three Hundred Fifty Thousand Pesos (₱1,350,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT EQUIPMENT			
ITEM	**QTY**	**UNIT COST**	**TOTAL**
HI-RESOLUTION DOCUMENT SCANNER-110PPM	**3**	450,000	1,350,000
		TOTAL	**₱ 1,350,000.00**

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

4. *Delivery.* - Delivery shall be within sixty (60) calendar days upon receipt of the Notice to Proceed. Delivery delays shall be subject to a penalty equivalent to 1/10 of 1% of the cost of the 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 Information and Communication Technology (ICT) equipment.

b. The bidder must present a Client Satisfaction Certification for at least three (3) 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

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 within Regions III, IV, and NCR.

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 New Government Procurement Act (RA No. 12009) and its Implementing Rules and Regulations (IRR) shall form part of the Terms of Reference.

Technical Specifications:

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
Specific Requirements for Document Scanners		
Warranty and After-sales Requirements	– The winning Bidder shall replace a factory-defective unit with a new unit with the same specifications provided within 30 days upon delivery of the item.	
	- In case of outside repair within the <u>one-year</u> warranty period, the winning Bidder shall provide a service unit with the same specifications to the OSG.	
	- For the two immediately preceding items, the Bidder must submit Proof/Certification of Warranty as part of the technical component.	

HI-RESOLUTION DOCUMENT SCANNER - 110PPM		
ITEM	**SPECIFICATIONS**	**REMARKS**
Quantity	3 Units	
Type	Production Document Scanner	
Document Feeding	Automatic and/or Manual sheet feeding	
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	
Manual Feeding:	At least 14 - 56 lb. Bond	
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 RGB LED	
Scanning Modes:	At least Colored, Grayscale, Black and White	
Color Dropout:	At least RGB and Custom	

HI-RESOLUTION DOCUMENT SCANNER - 110PPM		
ITEM	**SPECIFICATIONS**	**REMARKS**
Optical Resolution:	Up to 600 dpi	
Output Resolution:	150/200/240/300/400/600 dpi	
MAX. SCANNING SPEEDS		
	Simplex	
BW/Grayscale	Up to 110 ppm	
Color:	Up to 110 ppm	
	Duplex	
BW/Grayscale	Up to 220 ipm	
Color:	Up to 220 ipm	
Interface:	At least Hi-Speed USB 3.1, 10Base-T/ 100Base-TX/1000 Base-T Ethernet	
Dimensions (H x W x D):	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 10/11 (32-bit/64-bit) or later	
Scanner Drivers:	ISIS/TWAIN	
Suggested Daily Volume:	At least 50,000	
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 Scan	
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	

HI-RESOLUTION DOCUMENT SCANNER - 110PPM		
ITEM	**SPECIFICATIONS**	**REMARKS**
	* 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	
Certification	The bidder must be an authorized reseller of the brand being offered. Must provide an Authorization certificate from the Manufacturer or Vendor.	

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