

## TERMS OF REFERENCE SUPPLY AND DELIVERY OF HEAVY DUTY SCANNER

### I. DESCRIPTION

Supply and Delivery of Heavy Duty Scanner for the following Services:

- Infrastructure and Services Industries Service (ISIS)
- Manufacturing Industries Services (MIS)
- Resource-Based-Industries Service (RBIS)
- Domestic Investments Promotion Service (DIPS)
- Legal and Compliance Service (LCS)
- Financial and Administrative Service, Accounting Division
- Financial and Administrative Service, Cashier

For the ISIS, MIS and RBIS, this will be used for digitization of Registration Documents for uploading to BOI Online Service System (BOSS) Registration Module while for DIPS, LCS, Accounting and Cashier, this will be used in scanning of official documents.

### II. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is One Hundred Twenty-Six Thousand Pesos (Php126,000.00) inclusive of VAT.

Unit	Description	Qty	Unit Price	Total Price
pcs.	Heavy Duty Scanner	9	14,000.00	126,000.00
<b>TOTAL</b>				<b>Php126,000.00</b>

### III. TECHNICAL SPECIFICATION

Scanner Type	A4 compact sheet-fed, one-pass duplex colour scanner
Sensor Type	Contact Image Sensor (CIS)
Scanning Method	Fixed carriage & moving document
Light Source	RGB LED
Optical Resolution*1	600 x 600 dpi
Output Resolution	50-1,200 dpi (in 1 dpi increments)
Bit Depth	Each colour (RGB): 16 bit input/8 bit output
Document Size <ul style="list-style-type: none"> <li>• Minimum</li> <li>• Maximum</li> </ul>	50.8 x 70 mm 215.9 x 1,117.6 mm
Supported Paper Weight	51.8-128 g/m <sup>2</sup> (Postcard: 128-230 g/m <sup>2</sup> )
ADF Capacity	20 sheets (80g/m <sup>2</sup> )
Daily Scan Volume	up to 500 pages/day
Multi-feed Detection	Length Detection
Interface	USB 3.0

Scanning Speed*2 Resolution (Colour/Greyscale/ Monochrome) 200 dpi 300 dpi 600 dpi Drivers and Software	25 ppm/50 ipm (AC Adapter/Built-in Battery3 ), 5.0 ppm/10 ipm (USB 3.0 Bus Power) 25 ppm/50 ipm (AC Adapter/Built-in Battery3 ), 5.0 ppm/10 ipm (USB 3.0 Bus Power) 5.0 ppm/10 ipm (AC Adapter/Built-in Battery3 /USB 3.0 Bus Power)
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#### IV. BIDDERS REQUIREMENTS

Bidders must comply with the following in addition to the bidding requirements:

1. Bidders must have a Platinum membership in the PhilGeps
2. Bidders must have a track record of at least a minimum of three (3) years in the business of supplying heavy duty scanner
3. Bidders must submit a Certification under Oath, certifying that they have no pending case government.

#### V. WARRANTY

For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the winning bidder for a minimum period of three (3 months), in the case of Expendable supplies, a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one (1%) percent of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price.

The said amounts shall only be released after the lapse of the warranty period or in the case of Expendable Supplies, after consumption thereof. Provided however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

#### VI. TERMS OF PAYMENT

Payment shall be made through Landbank's LDDAP-ADA/Bank transfer within fifteen (15) days upon full delivery of the items and after submission of Billing and acceptance by the end-user. Bank transfer fee shall be charged against the creditor's account, if any.

#### VII. PENALTY CLAUSE


If the **Supplier** fails to satisfactorily deliver any or all of the goods and/or perform the services within the period specified in the contract inclusive of duly granted time extensions if any, the **BOI** shall impose liquidated damages at least equal to one tenth of one percent (.001%) of the cost of the unperformed portion for every day of delay until actual delivery of performance.

#### VIII. RESERVATION CLAUSE

The BOI reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission

of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BOI.

RECOMMENDING APPROVAL:



**FE L. DEL ROSARIO**  
Director, Financial and Administrative Service

CERTIFIED FUNDS AVAILABLE:

**JUNE M. POLICARPIO**  
Chief, Budget Division

**ESTELA F. JIMENEZ**  
Chief, Accounting Division

**APPROVED** /  **DISAPPROVED**



**DR. CEFERINO S. RODOLFO**  
DTI Undersecretary and BOI  
Managing Head