

ICT Resource Procurement

Small Value Procurement (SVP)

SUPPLY AND DELIVERY OF SEVEN (7) SEMI-INDUSTRIAL DOCUMENT SCANNER FOR THE IMPLEMENTATION OF DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS)

Terms of Reference

Version 1.0

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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF SEVEN (7) SEMI-INDUSTRIAL DOCUMENT SCANNER FOR THE IMPLEMENTATION OF DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS)

1. PROJECT OVERVIEW/OBJECTIVES

Board of Investments (BOI) FAS-GSD intends to implement an Document Tracking Management System (DTMS) that will transform the paper-based documents into electronic form to use and share information efficiently. This brings benefits to BOI as an organization and to BOI employees like far better control and management of documents, efficiently in maintaining, accessing and distributing documents. The proposed Document Tracking Management System (DTMS) generally covers services like manipulation with the documents, indexing, the storing and retrieving of documents, communication through the exchange of documents, collaboration around documents, and modeling and automating the flow of documents. It should give answers to the question related with documents storage and storage costs, document retrieval efficiency and time spent on document retrieval, document organization, readability of documents, document electronic and physical security, document creation and document retention. The immediate benefits for implementing the eDMS are that a process is done more easily and measurable benefits could be summarize as benefits for users and benefits for organization.

As part of the project implementation, document scanners are required to convert the hardcopy documents into electronic document format. The required scanners should combine the most robust paper feed and transport in the industry with high image quality and productivity, easy to use and maintain, and can handle a broad range of paperweights and sizes.

2. GENERAL REQUIREMENT

- 2.1 Speed: 65ppm @ 200 & 300 dpi
- 2.2 At least 7,000 pages per day
- 2.3 ADF: Up to 100 sheets of (20 lb.) paper
- 2.4 Operator Screen: Graphical LCD display
- 2.5 File Format Outputs and Destination: Single and Multi-page, TIFF, PDF, PDF-Achieve, Searchable PDF, JPEG, BMP, and RTF
- 2.6 Scanning Technology: at least Contact Image Sensor (CIS)
- 2.7 Output Resolution: minimum of 100 – 600 dpi
- 2.8 Output Compression: at least JPEG
- 2.9 Illumination: Dual RGB LEDs
- 2.10 Connectivity: at least USB 3.1 Gen. 1
- 2.11 Software support: minimum of TWAIN and ISIS
- 2.12 Electrical Requirements: Energy Star Certified Scanners
- 2.13 Minimum Hardware Requirements: Intel Dual Core 2.0, 2GB RAM
- 2.14 Able to support/scan the following paper sizes:
 - 2.14.1 Maximum document width: 8.5 Inches
 - 2.14.2 Maximum document length: minimum of 14 Inches
- 2.15 Scanner Features:

- 2.15.1 Automatic Feeder (A4)
- 2.15.2 Thresholding
- 2.15.3 Automatic Color Detection
- 2.15.4 Auto Crop
- 2.15.5 Content-based blank page detection and deletion
- 2.15.6 Multi-color dropout
- 2.15.7 Automatic document orientation
- 2.15.8 Automatic punch hole removal
- 2.15.9 De-skew
- 2.15.10 Multi-feed detection
- 2.16 Bundled Software:
 - 2.16.1 Smart touch (one button scanning)
 - 2.16.2 Omnipage
 - 2.16.3 Auto sequence of document
 - 2.16.4 Auto filename
 - 2.16.5 Manual data entry
 - 2.16.6 OCR

3. PRODUCT SUPPORT REQUIREMENT

- 3.1 Supply, delivery, and deployment of document scanners with bundled software and other required components to BOI FAS-GSD
- 3.2 The contractor shall provide on-site training to FAS-GSD who will be designated as scanner operator and FAS-ITD, on how to use the document scanner and basic troubleshooting when issues arises.
- 3.3 Response time shall be within four (4) hours from verbal, written, phone call, and email notification from the authorized representative of BOI.
- 3.4 A service unit shall be provided while the defective machine is being repaired. The service unit will be used for the meantime until such time the machine has been repaired.
- 3.5 If the scanner machine deemed beyond repair but within the valid warranty period, it shall be replaced with another unit with the same or higher specs provided in the contract
- 3.6 When responding to the requests, the contractor's technician shall present a company identification along with a written instruction specifying the nature of the repair to be done.
- 3.7 Service technician should have an adequate knowledge and skills in troubleshooting and maintaining document scanners.

4. SERVICE PROVIDER REQUIREMENTS

- 4.1 Prospective vendor who will submit a proposal with the lowest calculated and responsive offer shall be selected. A copy of Mayor's/Business Permit AND Income/Business Tax Return are also required to be submitted along with your quotation/proposal.
- 4.2 Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below. For any clarification, Mr. Lubin De Vera, Jr. may be contacted at telephone nos. 09190665741 or email address lrdevera@boi.gov.ph office address: Ground Floor Industry and Investments Bldg., 385 Senator Gil Puyat Ave., Makati City.
- 4.3 The Prospective vendor must submit certification coming from the manufacturer endorsing them to sell, support, and maintain the products offered.

I. APPROVED BUDGET COST

The **BOARD OF INVESTMENTS** intends to apply the sum of **EIGHT HUNDRED TEN THOUSAND PESOS (PhP 810,000.00)** being the Approved Budget for the Contract (ABC) for the completion of the **SUPPLY AND DELIVERY OF SEVEN (7) SEMI-INDUSTRIAL DOCUMENT SCANNER FOR THE IMPLEMENTATION OF DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS)**. Bids received in excess of the ABC shall be automatically disqualified at opening of the financial proposals. Prices are in PHP and are VAT inclusive.

II. SOURCE OF FUNDS

The ABC authorized for **SUPPLY AND DELIVERY OF SEVEN (7) SEMI-INDUSTRIAL DOCUMENT SCANNER FOR THE IMPLEMENTATION OF DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS)** shall be sourced from the 2021 Capital Outlay (CO).

III. DELIVERY

Delivery of semi-industrial document scanners with bundled software must be completed within thirty (30) days upon receipt of Notice to Proceed.

Must provide in hard and soft copies detailed project documentation of the following:

- a. User Acceptance Test Plan,
- b. Installation and configuration manual,
- c. Incident and problem escalation procedure with list of designated technical support engineers,
- d. SLA (Service Level Agreement)

IV. PAYMENT SCHEDULE

Payment shall be made after the complete delivery of all items.

V. WARRANTY

Three (3) Years on Parts, Labor and Onsite support. These products should be free from defects in workmanship and materials. If the product does not operate as warranted during applicable warranty period, the vendor shall, at its expense, replace the defective unit within 1 month and provide service unit while waiting for the replacement.

VI. FINANCIAL OFFER

Please provide your quotation in the table below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.

Project Name: SUPPLY AND DELIVERY OF SEVEN (7) SEMI-INDUSTRIAL DOCUMENT SCANNER FOR THE IMPLEMENTATION OF DOCUMENT TRACKING MANAGEMENT SYSTEM (DTMS).	
Approved Budget for the Contract (ABC) EIGHT HUNDRED TEN THOUSAND PESOS (PhP 810,000.00)	Your Quotation _____ <i>(Please state in words and in figures your quotation)</i>