

TERMS OF REFERENCE

A. PROJECT TITLE:

Delivery of Five (5) Document Scanner Units

B. RATIONALE

In line with the objective of Metropolitan Waterworks and Sewerage System Corporate Office (MWSS-CO) to digitize the existing physical document of the organization in its Information System Strategic Plan, the agency is in need for document scanners to facilitate the document conversion process to electronic files. This initiative will provide safeguard to MWSS-CO's document retention and minimize or reduce physical file storage utilized currently by the MWSS-CO. Finally, it will provide a backup facility to all existing physical document of MWSS-CO.

C. OBJECTIVES

1. Provide conversion of physical documents to electronic files with file formats such as PDF (OCR), XPS (OCR), TIFF, JPG, PNG, etc.
2. Index and encode electronic files for file searchability.
3. Sort, organize and return physical document done from conversion.
4. Store electronic files to digital storage media such as CD or DVD's, hard disk drives, microfilms, solid-state drives, network attached storages, or storage area networks.

D. MODE OF PROCUREMENT

The mode of procurement shall be in accordance with R.A. 9184, specifically, Sec. 53.9 (Small Value Procurement) of its Revised Implementing Rules and Regulations (IRR).

E. DELIVERABLES

The Contractor shall deliver five (5) units of Document Scanner within ten (10) calendar days from receipt of the Notice To Proceed. The Contractor shall provide in-house training on how to use the Document Scanner and utilize the features as needed.

F. WARRANTY

For a period of one (1) year after issuance of Certificate of Satisfactory Acceptance, the contractor warrants MWSS-CO the delivered equipment shall be free from defects in material and workmanship.

G. TECHNICAL SPECIFICATIONS

ITEM / REQUIREMENTS	MINIMUM SPECIFICATIONS
Scanner Type	Flatbed color image scanner with Automatic Document Feeder (ADF) Sheetfed Scanner
Scan Sensor	1200 dpi 4-line color CCD line sensor (RGB & black)
Scanning Side	Sheet fed 1-pass duplex scanning
Scan Speed	<p>200 dpi</p> <ul style="list-style-type: none"> • B/W: Up to 25 ppm / 50 ipm with ADF • Color: Up to 25 ppm / 50 ipm with ADF <p>300 dpi</p> <ul style="list-style-type: none"> • B/W: Up to 25 ppm / 50 ipm with ADF • Color: Up to 25 ppm / 50 ipm with ADF <p>600 dpi</p> <ul style="list-style-type: none"> • B/W: Up to 6 ppm / 12 ipm with ADF • Color: Up to 4 ppm / 8 ipm with ADF
Output Color Depth	Color: 24-bit, Grayscale: 8-bit, B/W: 1-bit
Automatic Document Feeder (ADF) Capacity	At least 100 pages
Automatic Document Feeder (ADF) Width	9.5" (242 mm)
Optical Resolution	Flatbed: 1200 dpi ADF: 600 dpi
Paper Weight (Thickness)	Thickness 50 to 128 g/m ²
Scan Area	Flatbed 21.5 cm x 29.7 cm, ADF 21.5 cm x 101.6 cm
Interface	At least USB 2.0, Ethernet port
Daily Duty Cycle	At least 9,000 sheets
Protocol	TWAIN Compliant (For windows 7/8/10)
Document Sizes	A4, Letter, Legal, B5, A5 Max. Size 8.5" x 40" Min. Size 4" x 6"
Maintenance	Should allow easy reach to the entire paper path so that paper jams can easily be cleared, clean parts, or replace a roller or pad.
Output formats	Searchable PDF, PDF-A, JPEG, PNG, TIFF
Software	Scanning Software
Power Supply	Input: 100V ~ 240V, 50/60Hz

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H. PAYMENT SCHEME

Payment shall be made not later than fifteen (15) days upon complete delivery of five (5) units of Document Scanner and presentation of the required Billing Statement, issuance by the end-user of Certificate of Acceptance and Completion subject to the usual government accounting and auditing rules and regulations.

I. DOCUMENT REQUIREMENTS

1. Mayor's/Business Permit for the current year
2. PhilGEPS Registration Number
3. Income and Business Tax Returns
4. Omnibus Sworn Statement

J. APPROVED BUDGETARY COST

The approved budget for the contract is **Two Hundred thousand pesos (Php 200,000.00)** including government taxes and all other charges.

Prepared By:

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