



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.

**Terms:**

1. *Scope.* - Supply and delivery of document scanners.
  
2. *ABC.* - The Approved Budget for the Contract (ABC) is **Three Million Two Hundred and Ten Thousand Pesos (P3,210,000.00)**, inclusive of all government taxes, charges and other standard fees.

ICT EQUIPMENT				
ITEM	QTY	UNIT COST	TOTAL	
Hi-Resolution Document Scanner (110 ppm)	3	380,000.00	1,140,000.00	
Compact A3 Hi-Resolution Document Scanner (60 ppm)	3	250,000.00	750,000.00	
Compact Document Scanner (45 ppm)	22	60,000.00	1,320,000.00	
<b>TOTAL</b>			<b>₱ 3,210,000.00</b>	

3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of 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 thirty (30) calendar days upon receipt of the Notice to Proceed. Delay in delivery shall be subject to 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 prior to the deadline for the submission and receipt of bids.

For this purpose, similar contract shall refer to procurement contract of ICT equipment with document scanner.

- b. The bidder must present a Client Satisfactory Rating from at least five procurement contracts with government agencies and/or private companies with whom the contractor has a past or ongoing contract similar to this project.
  
- c. The bidder must be an authorized reseller/dealer of the offered brand. A current Authorization or reseller certificate

from the Manufacturer or Vendor is required as part of the technical component of the bid proposal.

- 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 in or around Metro Manila and/or nearby provinces.
- 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.
- h. Net Financial Contracting Capacity (NFCC) Computation

6. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference.

**Technical Specifications:**

ITEM	SPECIFICATIONS	COMPLIANCE
<b>Specific Requirements for Document Scanners</b>		
Warranty and After-Sales Requirements	- Immediate replacement of the equipment and/or its parts	
	- The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.	
	- In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG.	
	- For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component.	