



TERMS OF REFERENCE

**Supply, Delivery and Installation of
Philippine National Police-Internal Affairs Service (PNP-IAS)
Heavy Duty Scanner with Storage/Archiving Capability**

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I. PROJECT OVERVIEW

The name of this project is **Supply, Delivery and Implementation of Philippine National Police-Internal Affairs Service (PNP-IAS) Heavy Duty Scanner with Storage/Archiving Capability.**

II. PROJECT OBJECTIVE

The project aims to procure thirty-one (31) heavy duty scanner with storage/archiving capability as part of the digitization program of Philippine National Police-Internal Affairs Service (PNP-IAS).

III. TECHNICAL REQUIREMENTS

The Project requires the following:

1. HARDWARE REQUIREMENTS

31 units	Heavy Duty Multi-function Scanner with Storage/Archiving Capability with the following minimum requirements	
GENERAL		
Memory	4 GB	
Power source	220 AC	
Monthly Duty Cycle	150,000 Pages	
Ink Type	Toner Cartridge	
Interface	USB 2.0, Wired LAN/ Wireless	
COPIER		
Copier Speed	50 ppm	
Copier Resolution	600x600 dpi	
Copier Reduction/ Enlargement Capability	25-400% in 1 % increment	
Digital Features	Based on the manufacturer's brochure as offered	
PRINTER		
Printer Speed	50 ppm	
Printer Resolution	1200x1200 dpi	
SCANNER		
Scanner Speed	(A4, 300 dpi, Dual Scan180) 180 images per	

	minute for coloured and black and white scanning
Scanner Resolution	600x600 dpi
Scanner Capability	Scan to USB, Scan to Folder, Duplex Scanning
FASCIMILE	
Capability	Yes

31 units	Heavy Duty Automatic Voltage Regulator
Capacity (VA)	3000VA
Input Voltage Range (VAC) / 50/60Hz	160 to 240V
Output Voltage Regulation (VAC)	220V
Input Plug	6-20P
Receptacles	Two 6-20R
Feature	with over current protector

2. TECHNICAL AND FUNCTIONAL REQUIREMENTS

The Heavy Duty Multi-function Scanner shall have the following functions/features:

- 2.1. Printing Functions/Features
- 2.2. Copying Functions/Features
- 2.3. Scanning Functions/Features
- 2.4. Archiving Functions/Features
- 2.5. Storage Functions/Features
- 2.6. Search Functions/Features
- 2.7. Facsimile Capability

PAPER HANDLING	
Paper Size	A4 is a must
Paper Input Capacity	1,100 sheet paper capacity; 52 – 300 g/m ²
Duplex Unit	Built-in
PRINTING FUNCTIONS	
General Type	Monochrome or better
Duplex Printing Capability	Allows the printing of a sheet of paper on both sides automatically
Confidential Printing	Requires the user to enter in a password at the machine before printing can begin
Duplex Unit	Built-in

COPYING FUNCTIONS	
General Type	Monochrome or better
Touchscreen Display	Provides easy navigation Multi-Function Device (MFD)
Continuous copying capability	1-999
Auto Paper Selection	Yes
Auto Tray Selection	Yes
SCANNING FUNCTIONS	
File type	PDF (High-Compression, Encrypted, PDF/A), Searchable PDF, JPEG, TIFF
Scanning Functionalities	Scan to email, Scan to FTP, Scan to SMB
Max Scan Size	A3
Scan Speed	(A4, 300 dpi, Dual Scan180) 180 images per minute for coloured and black and white scanning
ARCHIVING FUNCTIONS	
Administration	The Archiving System's functions shall be embedded and accessible on a Multi-Function Device's (MFD's) LCD panel
User Authorization	Allow the administrator to specify the authorization / restriction per user. The administrator can set whether the user is allowed to Index, Search, Edit, Delete and Download documents
Scanner Capability	Scan to USB, Scan to Folder, Duplex Scanning
Backup Module	Able to generate a back-up file for the archive system's contents including scanned images and related data.
Audit Trail	Able to audit logs where all activities and transactions on the archive system are recorded and saved. These audit records should be viewable and downloadable by the administrator as a report.
Report Generation	Able to generate reports using the metadata stored in the archive system. Search results

	may be downloaded as a PDF or .csv file. Data is filtered using the search criteria
Archive Capacity	able to allocate 2TB storage
STORAGE FUNCTIONS	
Document Automatic Indexing via Forms (OCR)	Automatically recognize and input metadata from a document using OCR technology
Storage Capacity	at least 320 GB HDD
SEARCHING FUNCTIONS	
Direct Search and Print	Has the capability to log-in, search and print archived documents directly from the MFD's LCD panel and/or PC and print them as needed.
Content Search	Has the capability to search for archived documents using words and phrases from those documents.
Document Viewer	Has the capability to view scanned documents within the archiving application, without the need to download the document.
Download Document	Has the capability to allow the user to get a copy of the document.
FACSIMILE CAPABILITY	
Scanning Density	200x100 dpi (normal), 200x200 dpi (fine), 200x400 dpi (superfine), 400x400 dpi or 600x600 dpi (ultrafine)

3. INSTALLATION

The SUPPLIER shall install and configure the Archiving System based on PNP IAS requirements - set-up and names of the Library, Folder and Index Fields.

The installation shall commence after the Committee on Inspection and Acceptance (CIA) inspected the delivered items as to quantity and specifications based on the agreed contract.

4. TRAINING

The SUPPLIER shall provide the following on-site trainings for five (5) personnel of 31 different end users (Regional Offices/District Offices):

- a. Administrators Training
- b. User's Training which includes the five (5) basic functions of the machine.
- c. Basic Troubleshooting and Maintenance Training

Note: Please see Annex "A" for the distribution list.

5. TECHNICAL SUPPORT AND WARRANTY

Quality assurance is expected from the SUPPLIER, such that any error or fault in any hardware, peripherals, pre-installed mandatory software and installation tools delivered during the implementation shall be acted upon, resolved, mitigated and/or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to after sales service and assurance that all equipment and installation are accurate, complete, operable, uncompromised, and error-free during warranty period.

All IT Equipment must be covered with warranty of at least three (3) years on parts and services.

In addition, the following are required from the SUPPLIER:

- 5.1. Remote and on-site support. The bidder should have its own Technical Support team, based in the Philippines to perform the technical support duties for the procuring entity covering all functions of the embedded archiving system.
- 5.2. Annual Maintenance Program (AMP) shall be provided for three (3) years.
- 5.3. Manufacturer's Certification that the model offered is not more than two (2) years from date of manufacturing.
- 5.4. At least 4-hour response time, 12-hour assessment time and 48-hour resolution time pertaining technical issues for the ICT Equipment.

IV. PROJECT DURATION

The project's duration shall not be more than the specified number of days in the Schedule of Activities. The Supplier is expected to follow the scheduled delivery **strictly**. Extending the period of delivery (45 days from Notice to Proceed) of the machines will subject the Supplier to liquidated damages as stipulated in RA No. 9184.

V. APPROVED BUDGET

The Philippine National Police (PNP)' Approved Budget for the Contract (ABC) for the Supply, Delivery and Implementation of Philippine National Police-Internal Affairs Service (PNP-IAS) Heavy Duty Scanner with Storage/Archiving Capability is Ten Million Six Hundred Ninety-three Thousand Seven Hundred Eighty-Seven Pesos and Twenty Eight Centavos (Php10,693,787.28).

VI. SCHEDULE OF ACTIVITIES

Activities	Timeline	Remarks
Delivery of the Items	45 days after Notice to Proceed	The location of the delivery shall be at PNP IAS National Office, Camp BGen Rafael T Crame, Quezon City
Inspection as to Quantity	2 to 3 days	Logistics Officers, CIA, TWG, Observers and the Supplier shall inspect the delivered items
Installation and Configuration	within 5 days after the Inspection as to Quantity	Supplier shall install and configure the system to be witnessed by the TWG of the CIA
Test and Evaluation	5 to 10 days	TWG shall test and evaluate the delivered items to be witnessed and assists by the Supplier
Acceptance	1 to 3 days	CIA will deliberate the result of the TWG test and evaluation
Trainings	To be scheduled by PNP IAS after delivery of the machines to the 31 Regional/District Offices	Supplier to issue Affidavit of Undertaking to conduct training as soon as PNP IAS communicates the availability of the

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		participants of the training/s
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VII. POST-QUALIFICATION

The Post-qualification of the items to be delivered shall be based on the evaluation of submitted brochures.

VIII. TESTING AND EVALUATION

The visual test, conformity with the specifications, and functional test shall be conducted in accordance with PNP Memorandum Circular No. 2016-079 “Guidelines in the Conducts of Test for PNP Various Equipment/Devices” and the Bidding Documents and Terms of Reference.