



## **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

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

<b>Scanner Capability</b>	Scan to USB, Scan to Folder, Duplex Scanning
<b>FASCIMILE</b>	
<b>Capability</b>	Yes

<b>31 units</b>	<b>Heavy Duty Automatic Voltage Regulator</b>
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

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

<b>Touchscreen Display</b>	Provides easy navigation Multi-Function Device (MFD)
<b>Continuous copying capability</b>	1-999
<b>Auto Paper Selection</b>	Yes
<b>Auto Tray Selection</b>	Yes
<b>SCANNING FUNCTIONS</b>	
<b>File type</b>	PDF (High-Compression, Encrypted, PDF/A), Searchable PDF, JPEG, TIFF
<b>Scanning Functionalities</b>	Scan to email, Scan to FTP, Scan to SMB
<b>Max Scan Size</b>	A3
<b>Scan Speed</b>	(A4, 300 dpi, Dual Scan180 ) 180 images per minute for coloured and black and white scanning
<b>ARCHIVING FUNCTIONS</b>	
<b>Administration</b>	The <b>Archiving System's</b> functions shall be embedded and accessible on a Multi-Function Device's (MFD's) LCD panel
<b>User Authorization</b>	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
<b>Scanner Capability</b>	Scan to USB, Scan to Folder, Duplex Scanning
<b>Backup Module</b>	Able to generate a back-up file for the archive system's contents including scanned images and related data.
<b>Audit Trail</b>	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.
<b>Report Generation</b>	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
<b>Archive Capacity</b>	able to allocate 2TB storage
<b>STORAGE FUNCTIONS</b>	
<b>Document Automatic Indexing via Forms (OCR)</b>	Automatically recognize and input metadata from a document using Zonal OCR technology
<b>Storage Capacity</b>	at least 4 GB RAM and 320 GB HDD
<b>SEARCHING FUNCTIONS</b>	
<b>Direct Search and Print</b>	Has the capability to log-in, search and print archived documents directly from the MFD's LCD panel and print them as needed.
<b>Content Search</b>	Has the capability to search for archived documents using words and phrases from those documents.
<b>Document Viewer</b>	Has the capability to view scanned documents within the archiving application, without the need to download the document.
<b>Download Document</b>	Has the capability to allow the user to get a copy of the document.
<b>FACSIMILE CAPABILITY</b>	
<b>Scanning Density</b>	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 hours response time and a resolution time within 12 hours pertaining to any technical issues.

#### 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.