

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF FLATBED SCANNER WITH ADF
FOR THE PHILIPPINE DEPOSIT INSURANCE CORPORATION**

| TECHNICAL SPECIFICATIONS | MINIMUM MANDATORY REQUIREMENTS |
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| 3. Type | Flatbed scanner with ADF |
| 4. Scanning Method | Contact Image Sensor (CIS) |
| 5. Automatic Document Feeder | Capacity: At least 50 sheets Paper sizes: Legal, Letter, A4, Custom |
| 6. Scan Size | <ul style="list-style-type: none"> • Maximum: 8.5 x 122 in. • Minimum: 3.5 x 5.8 in. |
| 7. Scanning Resolution | <ul style="list-style-type: none"> • Up to 600 dpi (color and mono, ADF) • Up to 1200 dpi (color and mono, flatbed) |
| 8. Scanning Speed | Up to 25 ppm / 50 ipm (black and white, gray, color, 300 dpi) |
| 9. Scanning Options | Single-pass E-Duplex |
| 10. Image Output | Binary, Greyscale (8bit), Color, Multi-Stream |
| 11. Scan File Format | PDF, TIFF, JPG, BMP, PNG, RTF, TXT and PDF |
| 12. Scan Input modes | Front panel scan, Copy, Scan to email, Scan to PDF, Scan picture, Scan document |
| 13. Interface | At least USB 2.0 |
| 14. Other Features | <ul style="list-style-type: none"> • Auto exposure • Auto threshold • Auto detect color • Background smooth/removal • Auto detect size • Delete blank page • Merge pages • Document separation |
| 15. Software drivers | Compatible with MS Windows 7 and 11 Pro (32/64-bit) |
| 16. Warranty | at least 1 year warranty on all parts and labor on-site |
| 17. Delivery and Installation | <ul style="list-style-type: none"> • Within 45 calendar days upon receipt of Purchase Order (PO) • To be delivered and installed at the PDIC Head Office |
| 18. Payment Terms | One-time payment shall be processed upon issuance by PDIC of the Certificate of Acceptance. |