

**TERMS OF REFERENCE  
FOR THE PROCUREMENT OF HEAVY-DUTY SCANNERS  
FOR THE PHILIPPINE DEPOSIT INSURANCE CORPORATION**

TECHNICAL SPECIFICATIONS	MINIMUM MANDATORY REQUIREMENTS
1. No. of Units	Two (2) units
2. Approved Budget for the Contract (ABC)	Php508,000.00 or Php254,000.00 per unit
3. Type	<ul style="list-style-type: none"> <li>• Document Duplex Sheet-fed or Flatbed with Automatic Document Feeder Scanner</li> </ul>
4. Document Feeding	<ul style="list-style-type: none"> <li>• Automatic</li> <li>• Manual</li> <li>• Continuous Manual</li> </ul>
5. Scanning Speed	<ul style="list-style-type: none"> <li>• At least 90ppm/180ipm</li> </ul>
6. ADF Capacity	<ul style="list-style-type: none"> <li>• At least 100 sheets</li> </ul>
7. Expected Daily Volume	<ul style="list-style-type: none"> <li>• At least 13,000 sheets</li> </ul>
8. Document Size	<ul style="list-style-type: none"> <li>• Shall be able to scan documents with maximum size of 215.9mm x 355.6mm (Legal)</li> </ul>
9. Scan Resolution	<ul style="list-style-type: none"> <li>• Shall have optical scan resolution capability of at least 600dpi</li> <li>• capable of adjusting the output resolution from 50dpi up to 600dpi</li> </ul>
10. File format output	<ul style="list-style-type: none"> <li>• supports different file format ouPDF, TIFF, JPEG, BMP, Searchable PDF (OCR)</li> </ul>
11. Interface	<ul style="list-style-type: none"> <li>• At least USB 3.0</li> </ul>
12. Operating System	<ul style="list-style-type: none"> <li>• shall be compatible with workstations that are running on Windows 10 Operating System (32-bit and 64-bit editions) or higher Windows OS versions</li> </ul>
13. Other features	<ul style="list-style-type: none"> <li>• Automatic color/binary distinction, brightness adjustment, separation and crop/de-skew, image emphasis, preview and rescan, rotate</li> <li>• Blank page removal</li> <li>• Dynamic Threshold</li> <li>• Multi-color dropout</li> <li>• Double feed detection</li> <li>• Barcode detection</li> </ul>

TECHNICAL SPECIFICATIONS	MINIMUM MANDATORY REQUIREMENTS
14. Scanning Software/Driver	<ul style="list-style-type: none"> <li>• Shall include supply and delivery of the scanning software with the following features:               <ul style="list-style-type: none"> <li>○ Optical Character Recognition (OCR)</li> <li>○ Image Processing</li> <li>○ Job Separation</li> <li>○ Indexing and Exporting</li> <li>○ Digital Stamping</li> <li>○ Annotating and Deleting</li> </ul> </li> <li>• Scanning software shall be compatible with workstations that are running on Windows 10 Operating System (32-bit and 64-bit editions) or higher Windows OS versions</li> </ul>
15. Warranty	<ul style="list-style-type: none"> <li>• at least 3 years warranty on all parts and labor on-site, which shall commence on the issuance of PDIC of the Certificate of Completion and Acceptance of the Project</li> </ul>
16. Delivery Terms	<ul style="list-style-type: none"> <li>• Within 60 calendar days upon receipt of Purchase Order</li> <li>• Testing of equipment on-site prior to its commissioning</li> </ul>
17. Payment Terms	<ul style="list-style-type: none"> <li>• One-time payment shall only be made upon the issuance of the PDIC of the Certificate of Completion and Acceptance of the Project.</li> </ul>