

ANNEX A.

PROCUREMENT OF DOCUMENT IMAGE SCANNER FOR THE IMPLEMENTATION OF EDTMIS FOR CDA REGION V EXTENSION OFFICE

1. PROJECT TITLE

- 1.1. PROCUREMENT OF DOCUMENT IMAGE SCANNER FOR THE IMPLEMENTATION OF THE EDTMIS

2. PROJECT DESCRIPTION

- 2.1. The Electronic Document Tracking and Management Information System (EDTMIS) has been in operation since the issuance of Office Order 2022-10 Series of 2022 on September 22, 2022, and the Memorandum outlining the implementation of the Digitization Program and the EDTMIS, dated November 24, 2023. As part of our continuous efforts to modernize and boost operational efficiency in the implementation of the Cooperative Development Authority's Digitization Program, this procurement is designed to support end-users of the EDTMIS in effectively implementing the project. This will be done in close coordination with the Information and Communications Technology Section (ICTS) and the ICTD of the CDA Head Office.

3. PROJECT SOURCE OF FUND

- 3.1. The Approved Budget for the Contract is **Ninety Thousand Pesos only** (in figure: **PHP90,000.00**), inclusive of VAT will be chargeable against the CDA REGION V EO MOOE fund.

4. TECHNICAL REQUIREMENTS

- 4.1. SCAN FUNCTION:
 - 4.1.1. Scanner Type: A4 flatbed colour image scanner
 - 4.1.2. Sensor Type: CIS
 - 4.1.3. Light Source: LED
 - 4.1.4. Optical Resolution: 1,200 x 1,200 dpi
 - 4.1.5. Output Resolution: 50 – 1,200 dpi (in 1 dpi increments)
 - 4.1.6. Scanner Bit Depth (Colour): 30-bit input, 24-bit output
 - 4.1.7. Scanner Bit Depth (Grayscale): 10-bit input, 8-bit output
 - 4.1.8. Scanner Bit Depth (Black & White): 10-bit input, 1-bit output
 - 4.1.9. Max Document Size: 216 x 297 mm
 - 4.1.10. Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG
 - 4.1.11. Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX
- 4.2. SCAN SPEED:
 - 4.2.1. Flatbed (Black / Colour):
 - 4.2.1.1. 200 dpi: 6.0 sec / 7.0 sec
 - 300 dpi: 6.0 sec / 7.0 sec
 - 600 dpi: 14 sec / 26 sec

- 4.2.2. ADF Monochrome (Simplex / Duplex):
 - 4.2.2.1. 200 dpi: 25ppm / 10ipm
 - 300 dpi: 25ppm / 10ipm
 - 600 dpi: 10ppm / 6.0ipm
- 4.2.3. ADF Colour (Simplex / Duplex):
 - 4.2.3.1. 200 dpi: 25ppm / 10ipm
 - 300 dpi: 25ppm / 10ipm
 - 600 dpi: 10ppm / 6.0ipm
- 4.3. ADF SPECIFICATIONS:
 - 4.3.1. Scanner Type: A4 sheet-fed , 3-pass duplex scanner
 - 4.3.2. Optical Sensor: CIS
 - 4.3.3. Light Source: RGB LED
 - 4.3.4. Optical Resolution: 600 dpi x 600 dpi
 - 4.3.5. Output Resolution: 50 – 1,200 dpi (in 1 dpi increments)
 - 4.3.6. Min Document Size: 89 x 127 mm (Simplex), 89 x 170 mm (Duplex)
 - 4.3.7. Max Document Size: 215.9 x 3,048 mm
 - 4.3.8. Support Paper Thickness: 50 gsm – 120 gsm
 - 4.3.9. ADF Capacity: 50 sheets
 - 4.3.10. Automatic Duplex Scanning: Yes (3-pass)
 - 4.3.11. Daily Duty Cycle: up to 1,500 pages / day
- 4.4. CONNECTIVITY:
 - 4.4.1. Standard: USB 3.0
- 4.5. SUPPORTED OS AND APPLICATIONS:
 - 4.5.1. Supported OS:
 - 4.5.1.1. Windows XP / Vista / 7 / 8 / 8.1 / 10
 - Windows Server 2003 / 2008 / 2012
 - Mac OS X 10.6.8 or later
 - 4.5.2. Scanner Driver Compatibility: TWAIN, ISIS, SANE, WIA, ICA
 - 4.5.3. Bundled Applications:
 - 4.5.3.1. Scanner Software, ISIS Driver (Web Download), Scan OCR Component, Scan PDF Extensions, Document Capture Pro (Win), Document Capture (Mac), Presto! BizCard
- 4.6. DIMENSIONS AND WEIGHT:
 - 4.6.1. Dimensions (W x D x H): 451 x 318 x 121 mm
 - 4.6.2. Weight: 4.1kg

5. SCOPE OF WORK AND SERVICES

- 5.1. The PROVIDER shall provide and deliver **3 units** document image scanners with support services;
- 5.2. The PROVIDER shall provide/render technical support services twenty-four hours a day, seven days a week (24x7). Technical support can be delivered in the form of telephone calls, electronic mail, online, and/or on-site support;
- 5.3. The PROVIDER shall provide warranty for parts, service and support coverage within one (1) year from the successful delivery and acceptance;
- 5.4. The PROVIDER shall provide FREE Software Features, Updates & Upgrades;

6. ELIGIBILITY OF THE BIDDERS

- 6.1. PhilGEPS registered;
- 6.2. The Bidder should be in the IT business for 3 years;
- 6.3. At least 3 years minimum experience dealing with government projects;

7. DELIVERY PERIOD

- 7.1. Delivery must be completed within _____ Working Days upon the receipt of the Notice to Proceed and/or the Purchase Order.