



Republic of the Philippines
 Department of Finance
INSURANCE COMMISSION
 1071 United Nations Avenue
 Manila



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to participate and submit their *lowest price/proposal* on the items listed below, **subject to the terms and conditions of the attached Terms of Reference.**

NAME OF PROJECT	Supply of On-Site Scanning Services including Manpower and Leased Equipment for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2017-09-348
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET FOR THE CONTRACT	Nine Hundred Seventy Thousand Pesos Only (Php970,000.00) <i>inclusive of taxes</i>

The **SEALED QUOTATION** with the enclosed **REPLY SLIP** including the required documents must be submitted in person **not later than 12:00 Noon on 02 November 2017** to the Records Section – Administrative Division:

Contact Persons: Ms. Chantal Mae V. Simon, IC Administrative Officer II
 Mr. Edmar D.J. Ignacio, IC Administrative Officer I
Office Address: Ground Floor, Insurance Commission Building
 1071 United Nations Ave., Ermita, Manila
Telephone No: 5238461 to 70 local 123

LORNA D. DE LEON
 IC Division Manager
 Administrative Division

25 October 2017

REPLY SLIP

Date _____

Name of Company : _____

Address : _____

Contact Information : _____

Email Address : _____

After having carefully read and accepted your **TERMS AND CONDITIONS ON THE SUPPLY OF ON-SITE SCANNING SERVICES INCLUDING MANPOWER AND LEASED EQUIPMENT FOR THE INSURANCE COMMISSION**. I/we hereby offer the price quotations on the items described below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
SUPPLY OF ON-SITE SCANNING SERVICES INCLUDING MANPOWER AND LEASED EQUIPMENT FOR THE INSURANCE COMMISSION Note: 1. Total cost should not exceed ABC in Pesos (Php). 2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges.	One (1) Lot	

In compliance with the Terms and Conditions, **certified true copies** of the following required documents are enclosed:

1. Valid PHILGEPS Registration Certificate;
2. Valid Mayor's permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
3. Tax Clearance Certificate and/or Latest Income Tax Return (ITR); and
4. Notarized Omnibus Sworn Statement.

Signature over Printed Name of Authorized
Representative and Position

TERMS OF REFERENCE ON THE SUPPLY OF ON-SITE SCANNING SERVICES INCLUDING MANPOWER AND LEASED EQUIPMENT FOR THE INSURANCE COMMISSION

I. GENERAL REQUIREMENTS

1. The **service provider** shall primarily provide scanning services for converting a paper document or image into digital format using recently available document scanning equipment and software, in well organized, monitored and controlled process, and must have the following **minimum qualifications**:
 - 1.1 Must have completed within the last three (3) years from the deadline of submission of quotation/proposal at least two (2) contracts with government and one (1) with a private company, of similar in nature to the project, each with Approved Budget for the Contract (ABC) equivalent to the project of Php 970,000.00.
 - 1.2 Must have good track record of providing scanning and indexing services.
 - 1.3 Must have the capability to deploy and execute on-site digitization process that comply with the requirements of electronic evidence rules and the relevant provisions under e-Commerce Act of 2000 to ensure the usability of the documents as legitimate copy of the original.
 - 1.4 With office located within the vicinity of the National Capital Region.
 - 1.5 Must shoulder the cost of transportation and mobilization of equipment, solutions and manpower for the project.
2. Unless otherwise provided by the Insurance Commission, the on-site scanning services shall cover the following:

Document Repository	Type of Records	Estimated Number of Pages
Administrative Division - Records Section	Approved Life Insurance Products	80,000
	Approved Non-Life Insurance Products	240,000
	Approved Investments	80,000
Public Assistant and Mediation Division (PAMD)	Informal Cases Filed	100,000

Claims and Adjudication Division (CAD).	Formal Cases Files	100,000
Human Resource Division	Personnel 201 Files	100,000

Should actual volume be less than the estimated volume, the IC shall identify other documents for scanning which may be from other IC divisions/units. Subsequently, index keys may differ from the index keys listed under **Minimum Indices**.

3. Minimum Manpower, Equipment and Solution Specifications.

Key Components	Specifications
<p>Project Management Team</p>	<p>The project team composed of at least 7 members who will manage the conversion of vital documents to digital format must have the following qualifications:</p> <ol style="list-style-type: none"> 1. A team leader (responsible for overseeing the whole production process) of proven track record in implementing similar type of project with at least three (3) years industry experience managing information systems project implementation. He/she must hold a degree in computer science or information systems management or related field. 2. Scanning workforce to handle document preparation, scanning, image enhancement, indexing, image quality control, and back-up management. The workforce must have at least 2 years experience in document preparation and scanning operations. At the very least the workforce/team should include: <ul style="list-style-type: none"> - Document preparer-responsible for grooming the documents for scanning that includes removing of staple wires, straightening of folded documents, and removing of paper clips - Document scanner operator-responsible for conversion of

Key Components	Specifications
	<p>raw document to digital form, performing initial quality check, cropping, and de-skewing</p> <ul style="list-style-type: none"> - Encoder-responsible for creating agreed upon electronic indices and performing image quality assurance - Proofreader/QA-ensures the high quality standard output of scanned and indexed output <p>Abovementioned qualifications must be supported by proof which includes certificate of employment, diploma, and transcript of records, among others.</p>
Minimum Indices:	<ol style="list-style-type: none"> 1. Subject 2. Signatory 3. Document Date 4. Document Type 5. Associated Company
Output Specification	<ol style="list-style-type: none"> 1. Portable Document Format (PDF)/A format with minimum of 300 dots per inch (DPI) resolution. In case of unreadability of scanned documents using the mentioned resolution, the service provider is responsible in ensuring that the document is scanned at a resolution higher than 300 DPI. 2. Ensure high quality image 3. Must apply lossless compression 4. Dithering or halftone scanner settings not allowed 5. Apply Optical Character Recognition (OCR), de-skew or de-speckle, and boarder and shadow removal
Scanner Specifications	<u>Minimum of Two (2) Units of Document Scanners with duplex capability</u>
Recommended Daily Volume	Can handle up to 10,000 pages per day on ADF
Paper Size (input)	Can handle up to 12 x 18 inches paper size
Connectivity	USB 2.0, USB 3.0 compatible
Software support	WAIN, ISIS, WIA Drivers

Key Components	Specifications
Throughput Speeds	Up to 60 ppm/120 ipm at 200 dpi and 300 dpi
Flatbed support	Yes
Optical Resolution	600 dpi
Output Resolution	100 / 150 / 200 / 240 / 300 / 400 / 500 / 600 / 1200 dpi
Scanning Technology	Grayscale output bit depth is 256 levels (8-bit); color capture bit depth is 48 bits (16 x 3); color output bit depth is 24 bits (8 x 3)
Support File Output Formats	Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF
Imaging Features	Adaptive threshold processing; deskew; autcrop; relative cropping; aggressive cropping; electronic color dropout; dual stream scanning; interactive color, brightness and contrast adjustment; automatic orientation; automatic color detection; intelligent background color smoothing; intelligent image edge fill; image merge; content-based blank page detection; streak filtering; image hole fill; sharpness filter; auto brightness
Paper Thickness and Weight	Can handle onion skin paper as thin as 9lb and paper with thickness of up to 34-413 g/m ² (9-110 lb.)
Feeder/Elevator	Up to 250 sheets of 80 g/m ² (20 lb.) paper
Document Protection Features	Must have ultrasonic multi-feed detection and intelligent protection capability to ensure that document integrity are protected, i.e. proactive response to issues before papers jams or misfeeds occur, stopping the feeder to protect document integrity and slash need for rescanning.
Operating System Compatibility	<ul style="list-style-type: none"> - WINDOWS VISTA SP2 (32-bit and 64-bit) - WINDOWS 7 SP1 (32-bit and 64-bit) - WINDOWS 8 (32-bit and 64-bit) - WINDOWS 8.1 SP1 (32-bit and 64-bit) - WINDOWS 10 (32-bit and 64-bit)

Key Components	Specifications
	- LINUX UBUNTU 10.04 A proof from the manufacturer's official product site or a certification of compatibility must be submitted.
Electrical Requirement	100-240 V (International); 50-60 Hz
Power Consumption	Off mode: <0.5 watts; Running: <75 watts; Sleep mode: <4.5 watts
Other requirements	Scanning equipment must be less than 1 year old reckoned from the date of purchase, <u>on the date of submission of proposal.</u>
Scanning Solution	Minimum of Two (2) Licenses of Scanning Solution
	Supports searchable PDF, PDF-A, PDF/A-3, compressed color PDF, PDF bookmarks, fast Web view, and others.
	Scan once and get color/ bitonal or grayscale/bitonal images. Enhance OCR from black-and-white images while retaining color images for archiving.
	With capability to flag questionable images and optimizes image quality without rescanning.

4. Means of Safeguarding Documents and Input Consideration

- a. Clarity, presence of shades (colors), handwritten marks and/or lines
- b. Year 1999 below – 750 images w/ 5 indices
- c. Year 2000 above – 1,000 images w/ 5 indices
- d. Single file / Multi-page PDF

The provision of on-site scanning services shall cover capacity to deploy the necessary equipment and manpower to the following locations: Administrative Division - Records Section, Public Assistant and Mediation Division (PAMD) and Claims and Adjudication Division (CAD).

5. Document Scanners Calibration, Installation and Repair

As the documents for scanning greatly vary in size, colors, paper quality, printed text quality and no uniformed type of documents are scanned at all times, a series of test shall be conducted by the service provider to ensure the highest quality of the image output prior to and during the actual production of the images.

Such tests shall include but not limited to the following:

Input Consideration

- Volume
- Different document types, dimension, sizes and copies (original, 1st-2nd non-carbonize copies, etc.)
- Duplex capability
- Clarity, presence of shades (colors), handwritten marks and/or lines
- Black and white i-threshold/scaling required
- Brightness and contrast levels

Output Consideration

- Schedule/duration capacity
- Resolution in dots per inch
- Image file format/type
- Automatic line removal
- Deskewing, despeckling
- Output dimension
- Level sharpening
- Cropping, rotating
- Intelligent filtering
- Auto text orientation
- Removal of bleed through specially for thin documents, onion skins

1. The Contractor shall install and configure Six (6) units of document scanners that will be deployed at the Insurance Commission.
2. One (1) service engineer to repair defective part(s) of the machine with response time shall be within four (4) hours from verbal or written notification from the authorized representative of the Insurance Commission units concerned. Machines that cannot be repaired within seventy two (72) hours shall be replaced with new units within the next working day.
3. Provision for sparing feed rollers and other consumable supplies to the scanners for the entire duration of the contract.

6. Scanner Operators

1. The Scanner Operators must have the following qualifications:
 - a. At least 2nd year tertiary education;
 - b. At least twelve (12) months experience related to document imaging project; and
 - c. Has adequate knowledge and skills in computer and IT systems
 - d. The resume of the Scanner Operators shall be submitted as part of the technical bid.
2. The Scanner Operators shall be responsible for the following:
 - a. Digitization of documents with correct orientation and file format
 - b. Labelling document with proper filename in accordance with the Document
 - c. Uploading and indexing of scanned images using the Document Management System
 - d. Machine troubleshooting/ Technical Scanners support

7. Document Scanning Detailed Requirements

- a. Preparation and grooming of documents;
- b. Actual scanning of documents;
- c. Auto-correction/setting of parameters such as, but not limited to resolution, format, compression, skew, orientation, cropping, etc.;
- d. Scanning of watermarks, logos, signature, handwritten marks, stamped dates, pictures and other designs/lines;
- e. Removal of punch holes, folds, tear, photocopier line/smudges, dust streak, etc.;
- f. Insert brittle and fragile documents into plastic sleeves prior to scanning to avoid damage. Plastic sleeves will be provided by the service provider.

8. Works and Services

8.1 Document Preparation/Document Grooming

8.1.1 Retrieval of documents to be digitized/formats to be converted

- The Records Section and/or Division Records Coordinator shall lead the service provider to the location of documents to be digitized.

- The service provider will prepare an acknowledgement / transmittal report of all document batch scanned for the day and shall be signed by both parties.
- Service provider must have a check-in/check-out monitoring to facilitate tracking of documents which IC need to urgently borrow and already in possession of the service provider
- Documents which will not be scanned shall be stored in file boxes and labeled accordingly. File boxes shall be provided by the IC.
- The service provider shall list segregated/sorted documents to be digitized/converted. The list shall be counter-checked and verified by a Records Section personnel and/or Division Records Coordinator as to its correctness and completeness.

8.1.2 Return of documents

- Scanned documents shall be returned to its original folder/envelope; files to its original boxes/containers.

8.1.3 Other works/services

- All pertinent documents shall be processed on-site and prepared systematically prior to the actual scanning or formation of the images. Such preparation shall include proper handling (like unbinding of book bound documents) and recording of the basic inventory information of the pages of each folder.
- Such works and services shall include job or lot assignment and controls, physical document sorting, unbinding, loosening, repairing torn pages, re-assembling and accounting of the individual pages that will be scanned.
- Every page of source documents and/or folders in and out of the work-in-process shall be easily returned to its original sequence and condition at any given time.
- Documents for scanning shall be physically and electronically batched in the manner that will give ease to the daily operations of the scanning and business operations of IC noting all possible controls so as not to affect the parallel operations.

- Wires, clips and/or fasteners shall be removed before scanning and shall be returned to its original sequence and condition without damaging the source document. And all source documents shall be returned to its respective division/unit within a period of four weeks from receipt. IC is responsible to return the boxes to respective units upon proper labelling by the Service Provider.
- Remove dust and dirt from source document prior to scanning.
- The service provider will be liable for any damage to the original document. The penalty for damaged documents will be discussed with the document custodian/s and made part of the service contract.
- Re-file documents in new envelopes or boxes if needed. New boxes and envelopes will be provided by the service provider.

8.2 Quality of Scanned Document Image

8.2.1 Quality Assurance

As quality is of utmost importance in the digitization of the documents, the following criteria and processes shall be strictly implemented to ensure the preservation and retrieval of quality scanned document image:

- The service provider and IC must establish a quality assurance unit that shall ensure the quality of the images.
- The service provider must have a system to track the completeness of all hardcopy documents *versus* digital output.
- Every page of a document shall have an image and every image shall have a unique name directly relating the page to each other.
- Each range of pages or images shall be assigned with a unique range or batch name that will directly relate and create the link between the documents that are electronically and programmatically controlled.
- One document with multiple pages is equivalent to one file.
- A specialized program shall be utilized to review the individual images that are created during scanning. **All poor quality or rejected images shall be detected and reported for re-scanning.**

8.2.2 Re-Scan Management

- The service provider must establish a re-scan management unit that shall handle all missing, rejected or images that are reported to be of poor quality.
- Re-scan operators shall follow a report submitted by the quality inspectors on what documents shall be reproduced for each batch or job.
- To maximize the output of the high-speed scanners, a separate set of scanner preferably a single sheet-fed, duplex scanner with gray-scaling capability be utilized to reproduce the reported images.

9. On-Call Service Engineer

The On-Call Technician must have the following qualifications:

- a. Bachelor's Degree on ICT course
 - b. At least five (5) years experience in troubleshooting and maintaining of the proposal document scanner
 - c. Has adequate knowledge and skills in computer and IT systems
 - d. The resume of the Service Engineer shall be submitted as part of the technical bid together with Training Certificate issued by the scanner manufacturer.
2. When responding to repair requests, the Service Engineer shall present a company identification card along with a written instruction from the Contractor specifying the nature of the repair needed.

II. SCHEDULE OF REQUIREMENT

Item No.	Description	Qty	Delivery Date
1	Document Scanners with accessories shall be delivered to and installed at the following offices: <ul style="list-style-type: none">• Administrative Division – Records Section• Public Assistant and Mediation Division (PAMD)	Minimum of Four (4) units	Within Seven (7) Calendar Days upon receipt of the Notice to Proceed

	<ul style="list-style-type: none"> • Claims and Adjudication Division (CAD) 		
2	<p>Scanner Operators to be deployed at the following offices:</p> <ul style="list-style-type: none"> • Administrative Division – Records Section • Public Assistant and Mediation Division (PAMD) • Claims and Adjudication Division (CAD) 	Four (4) Scanning Workforce and One (1) Project Supervisor	Within Seven (7) Calendar Days upon receipt of the Notice to Proceed
3	Scanner Operator shall report for work from Mondays to Fridays for eight (8) hours, with work schedule to be determined by the deployment station.		Within Seven (7) Calendar Days upon receipt of the Notice to Proceed
4	Quality Assurance Unit to ensure the quality of the images and to track the completeness of all hardcopy documents <i>versus</i> digital output.	Two (2) Quality Inspectors from the Service Provider and <i>Three (3) Quality Inspectors from the IC</i>	
5	Re-scan Management Unit to handle all missing, rejected or images that are reported to be of poor quality.		
6	Separate set of scanner preferably a single sheet-fed, duplex scanner with gray-scaling capability be utilized to reproduce the reported images for re-scanning.		Within Seven (7) Calendar Days upon receipt of the Notice to Proceed
7	Quality Assurance and Re-Scan Management Unit Representatives from the Service Provider shall report for work every Thursdays and Fridays.		Within Seven (7) Calendar Days upon receipt of the Notice to Proceed

III. CONTRACT DURATION

The contract duration of the project is for **TWO (2) MONTHS**. Implementation of the same is **within seven (7) Calendar Days upon receipt of the Notice to Proceed (NTP)**.

IV. CONFIDENTIALITY

The Contractor shall not reproduce, transcribe or disclose any information to third parties without prior written approval of the Insurance Commission, neither shall the contractor retain any copy of any information and/or data involved in the project that belongs to the IC without its written consent. The Contractor and its employees deployed in the Insurance Commission shall be liable for any unlawful disclosure of any information based on applicable laws.

V. TERMS OF PAYMENT

Payments shall be made per progress billing, based on actual image digitized/processed and accepted.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget amounts to **NINE HUNDRED SEVENTY THOUSAND PESOS ONLY (PHP970,000.00) inclusive of taxes.**

VII. ELIGIBILITY REQUIREMENTS

1. All quotations must be typewritten and prepared using the Reply Slip (template attached).
2. **The following shall comprise the Other Eligibility Documents Required for Awarding of Contract :**
 - i. Proof of Valid PhilGEPS Registration Number/Certificate (1 Certified True Photocopy);
 - ii. Business Registration Certificate from Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy), ***Provided, that companies with valid Platinum PhilGEPS Certificate of Registration may opt not to submit this requirement;***
 - iii. Mayor's Business Permit (1 Certified True Photocopy);
 - iv. Tax Clearance Certificate and/or Latest Income/Business Tax Return (1 Certified True Photocopy);
 - v. Notarized Omnibus Sworn Statement as amended under GPPB Resolution No. 22-2013 (***template attached***)
3. All quotations shall be considered as fixed prices and to subject to price escalation during the contract implementation.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____