



INVITATION TO BID FOR
PROCUREMENT OF SCANNERS

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2017 General Appropriations Act*, intends to apply the sum of **ONE MILLION FIVE HUNDRED EIGHTY THREE THOUSAND PESOS (PhP1,583,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Scanners, Lot No. 2017-18**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of Scanners**. Delivery of the GOODS is required to be completed within **Thirty (30) calendar days from receipt of the Notice to Proceed (NTP)** and subject to terms and conditions as may be agreed upon by ERC and the winning bidder. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from ERC-BAC Secretariat and inspect the Bidding Documents at the address given below, **Monday to Friday, 8:00 A.M. to 5:00 P.M. from 24 October 2017 (Tuesday) until 10:00 A.M. of 20 November 2017 (Monday)**.
5. A complete set of Bidding Documents for the **Procurement of Scanners** may be acquired by interested Bidders starting **26 October 2017 (Thursday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **Five Thousand Pesos (PhP5,000.00)**.


It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable (non-refundable) fee for the Bidding Documents not later than the submission of their bids.

6. The ERC-BAC will hold the **Pre-Bid Conference on 7 November 2017 (Tuesday), 10:00 A.M. at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the ERC-BAC Secretariat at the address below on or before **20 November 2017 (Monday) at 10:00 A.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **20 November 2017 (Monday) at 10:30 A.M.** at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The ERC-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. Please see attached **Annex "A"** for the Specification.
10. For further information, please refer to:
Ms. Cherry Lyn S. Gonzales
BAC Secretariat Chairperson
Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City
Tel No. **689-5365**
clsg@erc.gov.ph/procurement@erc.gov.ph

19 October 2017, Pasig City.



MARIA CORAZON C. GINES

 BAC Chairperson

CLSG/LLG/RGMG/RRFM/SOM

**PROCUREMENT OF SCANNERS
(Lot No. 2017-18)**

Specifications:

❖ Four (4) units Heavy Duty Scanner with the following Specifications:

1. Scan Speed: 50PPMP/100 IPM at 300dpi
2. Accepted Size: A4 up to A3 size
3. Scan Method: Dadf – Duplex Automatic Document Feeder with Flatbed
4. Image Sensor: Cis – Contact Image Sensor
5. Light Source: Dual White Led Lamps
6. With Advance Twain Driverplus
7. Background: Adf – Grey / Flatbed – Black
8. Optical Resolution: 600dpi
9. Output: 24bit Color ; 8bit Greyscale ; 1bit B&W
10. Interface: Hi-Speed Usb 2.0 (3.0 Compatible)
11. Detection: Ultra Sonic Feed Detection
12. Dadf/Adf Capacity: Atleast 75 Sheets
13. Duty Cycle: Atleast 3,000 Sheets Per Day
14. Must be Kofax Certified
15. Files Formats Supported: Bmp, Csv, Doc, Gif, Html, Jpg, Pdf, Searchable Pdf, Png, Rtf, Tiff, Txt, Xls
16. Driver Compatibility: Twain, Isis and Wia
17. Compatibility: Windows Xp/Vista/7/8/8.1/10
18. Bundled professional capture software for scanning with the ff. specifications:
 - TWAIN and ISIS Driver/s
 - Automated Data Capture
 - A. 1D & 2D Barcode Recognition
 - B. QR Code & Data Matrix Recognition
 - C. Optical Character Recognition (OCR)
 - D. Banking Font Recognition (MICR) – Magnetic Ink Character Recognition
 - E. Check Box & Bubble Fill Recognition (OMR) – Optical Mark Recognition
 - F. Handwriting Recognition (ICR) – Intelligent Character Recognition
 - All Inclusive Licensing/ Movable Licensing (use all models from any workstation)
 - Scan / Import Documents
 - Quality Control Checks
 - Zone Recognition Check
 - Indexing Check
 - Export

❖ **Thirteen (13) units of scanners with the following specifications:**

1. Scan Speed: 25PPM/50 IPM at 300dpi
2. Accepted Size: Up to A4
3. Scan Method: Daft – Duplex Automatic Document Feeder With Flatbed
4. Image Sensor: Cis – Contact Image Sensor
5. Light Source: Dual White Led Lamps
6. With Advance Twain Driverplus
7. Background: Adf – Grey / Flatbed – Black
8. Optical Resolution: 600dpi
9. Output: 24bit Color ; 8bit Greyscale ; 1bit B&W
10. Interface: Hi-Speed Usb 2.0 (3.0 Compatible)
11. Detection: Ultra Sonic Feed Detection
12. Daft/Adf Capacity: Atleast 50 Sheets
13. Duty Cycle: Atleast 3,000 Sheets Per Day
14. Must be Kofax Certified
15. Files Formats Supported: Bmp, Csv, Doc, Gif, Html, Jpg, Pdf, Searchable Pdf, Png, Rtf, Tiff, Txt, Xls
16. Driver Compatibility: Twain, Isis And Wia
17. Compatibility: Windows Xp/Vista/7/8/8.1/10
18. Bundle software with the ff. specifications:
 - Easy to use utility that connects the scanner with a powerful set of scan settings to greatly improve the efficiency of your workflow
 - Documents can be automatically sent to email, Microsoft Word, printer device, a file folder or to may cloud destinations
 - Transforming paper documents into searchable digital documents
 - Provides everything you need to create, convert, edit, assemble, and securely shared PDF files for increased productivity, enhanced collaboration and improved compliance
 - Combines the efficiency of Documents Management and the convenience of superbly scanned documents and the creating of PDF files

All scanners must be of a single brand

All scanners must have been launched and manufactured in 2015 or later

All scanners must be brand new

All scanners must have 1 day on-site next day warranty for 1 year

Supplier must conduct preventive maintenance at least once a month

Supplier must have DOLE Certification – Department Order 18-A (Rules Implementing Articles 106-109 of the Labor Code)