

TERMS OF REFERENCE
(Procurement of the Court Reporter/Steno Machine)

I. RATIONALE

The Legal Service (LS) intends to procure the Court Reporter/Steno Machine which is a Stenograph shorthand machine with a specialized chorded keyboard or typewriter used by Stenographers for shorthand use. The stenotype keyboard has far fewer keys than a conventional alphanumeric keyboard. Multiple keys are pressed simultaneously (known as "chording" or "stroking") to spell out whole syllables, words, and phrases with a single hand motion. Stenograph shorthand machines allow stenographers to transcribe at the same speed as the speakers in the session, meeting or court hearing. Stenograph shorthand machines can be connected to a computer running Computer-Aided Transcription (CAT) software to automatically transcribe the stenograph notes into readable English text. This allows for speedy transcription, as most of the work is already accomplished by the software. The CAT software can also be synchronized with the audio recording. It synchronizes the strokes entered by the stenographer, together with the audio and the computer aided English translation or transcript output.

II. SPECIFICATIONS

One (1) Unit Court Reporter Machine (Steno Writer Machine), One (1) Set latest compatible professional CAT Software with Laptop, Four (4) Units CAT Software Edit version, and Audio Sync Microphone, with the following specifications:

One (1) Unit Steno Writer Machine

FEATURES:

- Shorter Stroke
- Scratch and fingerprint resistant textured finish
- Enhanced Touchscreen Navigation - Scrolling, touch points, pinch and zoom
- Triple-Protection Storage & Low Space Warning
- Smoother Tension knob with numbering
- Robust Hinge – smooth, no squeak, premium feel
- Ergonomic raised function key lip – help with finger placement and prevention of hitting function keys
- Edge to edge glass LCD – easier touch and cleaning
- Reversible and Strong USB C
- Opus Audio - high quality audio with small file sizes
- Optional hidden audio – ability to hide recording
- Audio Sync Capabilities
 - Audio recordings are stored in the portable .WAV file format or the high quality and low file size .OPUS file format.
 - Playback of the audio file can occur in the writer for review during the proceedings, or later while editing in computer-aided transcription software.
 - The audio file is synchronized to the written testimony for instant click and play capability.
 - Selectable compression rate enables a choice of conserving space or achieving higher fidelity when recording.
 - Monitor live audio while recording allows the user to listen to the recording through an attached headset.
 - Auto Pause Audio Option
- Easier to access back panel

SPECIFICATIONS	
Weight	3 lbs.
Height	2.75”
Width	9.125”

Depth	10.3”
LCD Thickness	.62 in. (1.57 cm.)
Screen Type	High Resolution Touch Screen
Display	Color Active TFT LCD
Function Touch Sensors	6 Capacitive Touch Sensors
Screen display font sizes	5 user-selectable font size
Diagonal Screen Size	7 in (17.8 cm)
Screen resolution	800 x 480 (WVGA – “Wide VGA”)
Screen Tilt	0 - 180 Degrees
Key Contact Technology	TrueStroke™ 2
USB Input and Output Ports	USB 2.0 Type A, USB Type C
Audio Recording and Playback	Headphone Jack, Microphone Jack, AudioSync OTG
Realtime Communication	Bluetooth Wireless, WiFi Wireless Realtime, USB Realtime (USB Type C)
Data Storage Type	Main Data Card (SDHC) Backup Data Card (Micro SD) Internal Memory
Data SDHC Size	At least 8GB
Backup Micro SDHC	At least 8GB
Internal Memory Size	6GB
Files stored/saved	
Main Data SD card	Steno with Timestamps, Audio, Reopen and Append data
Backup MicroSD card	Steno with Timestamps, Audio
Internal Memory	Steno with Timestamps
FailSafe Mode	Approximately 3 hours
Battery Operating Time	At least 12 hours
Battery Full-charge time:	About 5 to 6 hours
Battery Life	At least 2 years
USB Power/ Charging	Power and Charge
Accessories	Tripod, Tote Bag, Cleaning Kit

One (1) Set latest compatible professional CAT Software with Laptop

The professional CAT Software should be able to create the best real-time, electronic and printed transcripts in tandem with Shorthand machines; The said CAT Software utilizes predictive analytics, artificial intelligence, and common sense to provide cleaner translation, streamlined editing, and sophisticated delivery methods; Such software should be compatible with the following System Requirements:

Operating System • Windows 10 • Windows 8.1 • Windows 7; Computer Processor (CPU) • A processor speed of 2GHz or higher. An Intel i3, i5, i7, or AMD equivalent is strongly recommended; RAM (Memory) • Windows 10 / Windows 8 / Windows 7 – 4 GB of RAM or more. • If you use Case CAT VP, at least 4 GB of RAM is recommended; Hard Drive • 40 GB hard drive with at least 20 GB of free space. • 80 GB hard drive or larger is recommended; Video Card • A DirectX 9 compatible video card with a minimum of 256 MB Video RAM; Display • SVGA monitor capable with a 1024x768 or higher resolution; Audio Card • A Windows compatible sound card for audio recording at 8KHz, 16-bit.

Microphone • A Windows compatible external, self-powered or battery powered microphone. D. Audio Sync Microphone Kit Specifications: • Voice Pick up range: At least 10 feet • Microphone Jack: 3.5mm • Microphone Cable: 4.6 Feet • Recording Direction: Omnidirectional • Frequency Range: 100-10KHz • Dimension: 2 inches x 2 inches x 0.5 inch Ports • A USB port for the writing machine to write realtime, update the writing machine dictionary, and update the writing machine software. • A 9-pin Serial port to connect the writing machine to write realtime. If your computer does not have a 9-pin

Serial port, you will need a USB to Serial port compatible adapter. Depending on your writing machine, a 9-pin Serial port may be optional.

Features:

- gives the ability to have multiple people simultaneously editing a file during a realtime proceeding and after;
- allows reporters and scopists to quickly see where the other team members are editing in the transcript;
- allows the current host of a RealTeam session to make any of the currently connected participants the new host;
- Superior audio recording quality at a fraction of a Wav file size with the Opus Audio Codec;
- vCard Import – (Virtual Contact Files) can be imported when creating or modifying entries in the Fill-in-Field List.

Four (4) Units Computer Aided Transcription (CAT) Software Edit version

The CAT software edit version enables professional editors and scopists to access and edit transcripts created by CAT Professional Software. Comprehensive editing capabilities include creating dictionary entries, making global corrections and any other necessary changes before returning it to the court reporter for final production and delivery.

Key Features • Double-check ambiguous testimony by listening to AudioSync files. • Selectively replace text without wasting your time retyping the same replacement text again and again. • Quickly and easily recover from errors in editing or globaling using Global Undo. • Use the Track Changes so any editing you do can be easily reviewed by your client • Assign due dates and completion status to all your jobs to keep you on track for delivery • Search for missing by lines and instantly insert a speaker

SPECIFICATIONS:

Operating System • Windows 10 • Windows 8.1 • Windows 7; Computer Processor (CPU) • A processor speed of 2GHz or higher. An Intel i3, i5, i7, or AMD equivalent is strongly recommended;

RAM (Memory) • Windows 10 / Windows 8 / Windows 7 – 4 GB of RAM or more. • If you use Case CAT VP, at least 4 GB of RAM is recommended; Hard Drive • 40 GB hard drive with at least 20 GB of free space. • 80 GB hard drive or larger is recommended;

Video Card • A DirectX 9 compatible video card with a minimum of 256 MB Video RAM; Display • SVGA monitor capable with a 1024x768 or higher resolution; Audio Card • A Windows compatible sound card for audio recording at 8KHz, 16-bit;

Microphone • A Windows compatible external, self-powered or battery powered microphone; Ports • A USB port for the writing machine to write realtime, update the writing machine dictionary, and update the writing machine software. • A 9-pin Serial port to connect the writing machine to write realtime. If your computer does not have a 9-pin Serial port, you will need a USB to Serial port compatible adapter. Depending on your writing machine, a 9-pin Serial port may be optional.

One (1) Unit Audio Sync Microphone

SPECIFICATIONS: • Voice Pick up range: At least 10 feet • Microphone Jack: 3.5mm • Microphone Cable: 4.6 Feet • Recording Direction: Omnidirectional • Frequency Range: 100- 10KHz • Dimension: 2 inches x 2 inches x 0.5 inch

III. APPROVED BUDGET

1. Fund for this procurement shall be sourced from the GAA 2021.
2. The ABC for the project is **One Million Six Hundred Sixty-Four Thousand Five Hundred Pesos (PhP1,664,500.00)**, inclusive of all government taxes, fees, and charges.

IV. MODE OF PROCUREMENT

The Procurement of Court Reporter/Steno Machine shall be undertaken through Competitive Bidding pursuant to Republic Act No. 9184 (R. A. 9184) and its 2016 Revised Implementing Rules and Regulations (IRR).

V. SCHEDULE OF DELIVERY

The Winning Bidder should deliver to the ERC Main Office within twelve (12) to sixteen (16) weeks from receipt of the Notice to Proceed.

VI. WARRANTY

One (1) year on parts and services. On-site support available nationwide.

VII. LIQUIDATED DAMAGES

1. Where the service provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted and is hereby in default under the contract, the service provider shall pay ERC for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract, of which ERC shall have the discretion to terminate the contract without prejudice to any other action or remedy it may take to recover the losses incurred as a result of the service provider's failure/non-performance, including but not limited to forfeiture of performance security and/or blacklisting of the latter.
2. Entitlement to such liquidated damages, ERC need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due the service provider under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the service provider at the ERC's convenience.

VIII. RESERVATION CLAUSE

The Energy Regulatory Commission (ERC) 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 R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.