

# TERMS OF REFERENCE

## Document Scanning and Indexing Service for Treaties Collection

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### I. BACKGROUND

The Department intends to lease specialized scanning services for the digitization of the DFA Archive's delicate archival collection.

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### II. OBJECTIVE

To provide the DFA Archives specialized scanning services for the digitization of the Treaties collection.

#### Approximate number of pages

120,000 pages

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PARTICULARS	STATEMENT OF COMPLIANCE
<h3>III. CONTRACTOR'S OBLIGATIONS</h3> <p>The Contractor shall provide following:</p> <ol style="list-style-type: none"><li>1. One (1) <b>Project Manager</b> who will also serve as liaison between the Contractor and the Department.</li><li>2. One (1) <b>Project Team Leader</b> to direct the project.</li><li>3. At least two (2) <b>Groomers and Sorters</b> to prepare the records for scanning</li><li>4. At least two (2) <b>Scanner Operators</b> to do the scanning</li><li>5. One (1) <b>Indexer</b> to index the necessary information from the digitized records.</li><li>6. One (1) <b>Quality Assurance</b> personnel to ensure the quality of the output and for document re-filing.</li><li>7. At least one (1) of each of the following types of scanners for a total of four (4) scanners:<ol style="list-style-type: none"><li>7.1 Overhead Scanner (Type A)<ul style="list-style-type: none"><li>• Type of Scanner: Overhead Scanner</li><li>• Scan Speed: 5 Seconds / Page</li><li>• Output: JPEG, TIFF, PDF, RAW, and PDF/A</li></ul></li></ol></li></ol>	

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- Camera Configuration: Double Cameras
- Output Resolution: 100-600 DPI, Color, Grayscale, and B&W
- Max Scan Size: 297 x 420 mm
- Maximum Thickness: 100 mm
- Lighting System: Cold LED Lamp without UV Light
- Power: Standard 110 - 240V AC, 50/60 Hz, 15 Amp socket
- Scanner Dimensions: 150 cm x 82 cm x 95 cm
- Scanner Display: Integrated 19" flat panel monitor
- Capture Switch: USB Foot Pedal, Software triggering

#### 7.2 Overhead Scanner (Type B)

- Type of Scanner: Overhead Scanner
- Scan Speed: 3 Seconds / Page
- Output: JPEG, TIFF, PDF, RAW, and PDF/A
- Camera Configuration: Single Camera
- Optical Resolution: 100- 600 DPI, Color, Grayscale, and B&W
- Max Scan Size: 297 x 420 mm
- Maximum Thickness: 50 mm
- Lighting System: Overhead LED Lights
- Power: 110 - 240V AC, 50/60 Hz, 15 Amp socket
- Scanner Dimensions: 53 cm x 54 cm x 100 cm
- Scanner Display: 21" LCD Display with Integrated CPU
- Capture Switch: USB Foot Pedal, Software triggering

#### 7.3 Overhead Scanner (Type C)

- Type of Scanner: Overhead Scanner
- Scan Speed: 1.5 Seconds/ Page
- Output: JPEG, PDF, TIFF, and Searchable PDF
- Sensor: CMOS
- Laser-Assisted: Three (3) laser rays
- Resolution: 4896x3672
- Max Scan Size: A3 (297x420mm)
- Max Scan Thickness: 50mm (for 271 x 195mm)
- Lighting System: Overhead LED lights and side lights
- Power: 100-240V, 50/60Hz, 0.6A
- Scanner Dimensions: 362.45 x 351.5 x 149.30 mm
- Scanner Display: 2.4", 4:3, 320x240
- Capture Switch: Device Control, Software triggering, Hand button, and Foot pedal
- Software Features: Flattening curve, smart paging, smart tilt corrections, auto-cropping, professional trimming, background purifying,

and finger removal.

#### 7.4 Automatic Document Feeder Scanner (Type D)

- Sheet Fed Scanner with Straight Path Function
- Optical Resolution: 600 DPI max, Color, Grayscale, and B&W
- Features: Auto Color Detection, Auto Page Size Detection, Resolution Setting, Background Smoothing, Character Emphasis, Color Dropout/Enhance Color, Deskew, Double-Feed Release, Duplex, Edge Emphasis, Folio Mode, Image Rotation, Long Document Mode, MultiStream, Pre-Scan, Prevented Bleed-Through/Remove Background, Shadow Cropping, Skip Blank Page, Text Enhancement, Text Orientation Recognition, Ultrasonic Double-Feed Detection, User Preferences, Moire Reduction
- Light Sources: RGB LED
- Reading Side: Front/Back/Duplex
- Scan Speed: 60ppm
- Max Scan Size: A3
- Max Scan Length: 118.1"
- Maximum Scan Thickness: 255 gsm
- Daily Duty Cycle: 7,500 scans/day

#### **Other Obligations of the Contractor**

1. Upon return or replacement of scanners, the Contractor shall turnover all digital files created during the duration of the lease and ensure that no copy of these digital files remain with the Contractor.
2. The Contractor shall immediately inform the Department of breaches, attacks, or other forms of cyber threats/activities that may contribute to disclosure of any confidential information.
3. The Contractor shall submit a weekly report listing the records digitized.
4. The Contractor shall be responsible for bringing their own scanners, personnel, and other equipment at no additional cost to the Department.

<p><b>IV.</b></p>	<p><b>CONTRACTOR'S GUARANTY</b></p> <p>The Contractor shall guarantee that all scanners and machines to be brought to the Department's premises shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall guarantee that the processing and scanning of the archival records will be exercised with utmost care to avoid causing further damage to the collection.</p> <p>The Contractor shall guarantee the quality of the scanned outputs and make sure they meet the requirements set in this Terms of Reference.</p>	
<p><b>V.</b></p>	<p><b>DURATION</b></p> <p>The service contract shall be for the period starting from <b>January to May 2024</b>. However, it may end earlier upon the exhaustion of its budget allocation.</p>	
<p><b>VI.</b></p>	<p><b>OUTPUT</b></p> <p>Documents will be scanned in multi-page searchable PDF image format at 200 dpi, in color or black and white (depending on original). Images will be quality assured and verified against their original paper format, in particular to its clarity, skewedness, and completeness. File naming convention and index fields to be included will be discussed with the Department.</p> <p>A masterlist of the digitized records together with its respective index shall be burned onto DVDs to be submitted to the Department on an agreed upon schedule.</p>	
<p><b>VII.</b></p>	<p><b>PAYMENT</b></p> <p>Payment for the project shall be made in full only upon the successful completion of the project, as per the agreed scope of work and deliverables outlined in this Terms of Reference (TOR).</p>	
<p><b>VIII.</b></p>	<p><b>WARRANTY</b></p> <p>Should images be required for rescanning during the project duration, the Contractor shall do so at no additional cost from one month of the image's initial delivery.</p>	

<b>IX.</b>	<b>CONFIDENTIALITY</b>	
	<ol style="list-style-type: none"> <li>1. The contractor shall ensure that each of its personnel assigned to the Department signs a <b>Non-Disclosure Agreement</b> prior to the commencement of the service.</li> <li>2. The Contractor shall not disclose any confidential information accessed through the use of its services in relation to the official functions or operations of the Department without prior consent from the latter.</li> <li>3. All copies of digital files created during the project may not be brought out of the Department's premises, unless otherwise authorized by the Department.</li> <li>4. Failure to comply with the confidentiality clause shall be subject to penalties as provided in Republic Act No. 10173-Data Privacy Act of 2012 and all other relevant rules and regulations.</li> </ol>	

**Note:**

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

**Conforme:**

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Signature over printed name/ Position

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Email address

Business Permit No. \_\_\_\_\_

Tax Identification No. \_\_\_\_\_