



MARKET SCOPING

Please be informed that the Agency is conducting market scoping for budget preparation purposes only regarding the procurement of document scanners. Submit your proposal to the following email addresses not later than August 1, 2025:

dojppa.marketscoping@gmail.com

ppacobacsecretariat@gmail.com

The proposal should be placed in an official company letterhead and duly signed by you or your authorized representative.

Please address your proposal to

Bids and Awards Committee
Parole and Probation Administration
Central Office
DOJ Agencies Bldg. NIA Road cor. East Ave.
Quezon City

Attached is the technical specifications of the renewal of Endpoint Antivirus Security.



TECHNICAL DATA DOCUMENT SCANNER

RATIONALE:

The document scanner plays a vital role in the forthcoming uploading of case documents of the clients to the Expanded Parole and Probation Case Management Information System.

In most field offices documents are stored in files, cabinets, and boxes, making the task of accessing information a time-consuming process, not to mention the ever-present risk of loss of an importance case document, people just end up looking for the In Confidence secure document shredding once they give up trying to organize all the documents. In fact problems associated with paper-based information has an impact in all areas of productivity. Alternatively, converting documents to the digital form can address many of these concerns and create hitherto unrealized efficiencies.

The importance of the document scanner can be understood through the following key points:

1. Digitization of Paper Documents

- Scanners convert physical documents into digital formats (PDF, JPEG, etc.).
- Helps reduce paper clutter and creates a more organized digital archive.

2. Improved Accessibility and Sharing

- Digitized documents can be easily accessed, searched, and shared via any file sharing platforms.
- Ideal for remote work and collaborative projects.

3. Time and Cost Efficiency

- Scanning reduces the need for printing, mailing, and physical storage.
- Speeds up processes like record-keeping, data entry, and retrieval.

4. Enhanced Document Security

- Digital files can be encrypted and password-protected.
- Reduces the risk of loss or damage due to fire, theft, or natural disasters.

5. Support for Paperless Environment

- Encourages sustainable practices by minimizing the use of paper.
- Supports eco-friendly initiatives in organizations.

6. Legal and Compliance Requirements

- Scanned documents can be stored in compliance with legal and industry regulations.
- Helps maintain proper records and audits.

7. Optical Character Recognition

- Many scanners support OCR which converts printed text into editable digital text.
- Useful for creating searchable documents and automating data extraction.

8. Archiving and Backup

- Digital copies ensure long-term preservation of important documents.
- Easy to back up to external drives or servers for disaster recovery.

9. Improved Employee Productivity

- Makes it easier to search for information using a keyword or phrase, reducing the amount of time it takes employees to complete tasks

10. Better disaster recovery practice

- Scanned documents stored on computers tend to be routinely backed-up; plus they can be easily stored on drives at off-site locations

TECHNICAL SPECIFICATIONS

Particulars	Specifications
Document Scanner - Branded and	complies with the following minimum requirements:
Quantity:	Estimated 442
Scanner Type	Automatic Document Feeder or Desktop Sheet-Fed Scanner
Scanning Speed	Simplex: 25ppm (200/300dpi) or better Duplex: 50ipm (200/300dpi) or better
Image Sensor Type	Contact Image Sensor (CIS)
Light Source	LED
Optical Resolution	600 DPI
Output Resolution (Color/ Grayscale/ Monochrome)	50 to 600 dpi
Document Size	Maximum: 216 x 355.6 mm or 8.5 x 14in Minimum 52 x 74 mm or 2.0 x 2.9in or better Long Page Scanning: 3,000mm long
Paper Weight (Thickness)	Paper: 50 to 209g/m ² Card: 0.76mm or less
ADF Capacity	30 sheets or better
Interface	USB 2.0 or USB 3.2 Gen 1
Power Requirements	AC 100 – 240V
Bidder's Qualification	<p>Bidder must be a manufacturer-authorized reseller of the solution being offered</p> <p>Bidder must be employed with at least two certified (2) technical engineers of the proposed scanner</p> <p>Bidder must have Nationwide Presence of at least two (2) Satellite Office or Service Center for onsite support each in Luzon, Visayas and Mindanao (Proof of Business must be attached as part of bid submission)</p>

Particulars	Specifications
Delivery Period	Within 60 days upon receipt of Notice to Proceed (NTP)
Warranty	One (1) year on parts, labor and services with Nationwide On-Site support and services