

## SUPPLEMENTAL / BID BULLETIN NO. 1

Title : Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records (Phase II)

ITB No. : GOP/16-DSWD-066

Date : 04 November 2016

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This Supplemental/Bid Bulletin is issued to all prospective bidders announcing amendments/changes in the bidding documents, to wit:

### I. Section III. Bid Data Sheet

PARTICULARS	FROM	TO
ITB Clause 29.2(c) of the Bid Data Sheet		<b>4. Certification that the service provider is ISO-certified in relation to Business Recovery Services, Solution Integration Services and Outgoing Services.</b>

### II. Section VI. Schedule of Requirements

PARTICULARS	FROM	TO
Digitization Workflow and Process Item No. 2. Digitization	2. Digitization – actual process of digitizing records of identified government agencies.  a. Digitization of documents; b. Quality control; and c. Final acceptance of images.	<b>2. Digitization – actual process of digitizing records of identified government agencies.  a. Digitization of documents; b. Quality control; and c. Final acceptance of images, DSWD Team on Digitization will review the images submitted monthly.</b>
Digitization Workflow and Process Item No. 3. Post-Digitization	3. Post-Digitization – involves the process of transferring the digital images to external drives and ensuring the compatibility of the outputs with the RMIS system.  a. Transfer of digitized images to mobile hard disk drive; b. Returning scanned documents; c. Submission of inventory of digitized documents; and d. Turnover of mobile hard disk drive to identified	<b>3. Post-Digitization – involves the process of transferring the digital images to external drives and ensuring the compatibility of the outputs with the RMIS system.  a. Transfer of digitized images to mobile hard disk drive after all the CD's submitted monthly has been reviewed and accepted; b. Returning scanned</b>

	government agency point person.	documents; c. Submission of inventory of digitized documents; and d. Turnover of mobile hard disk drive to identified government agency point person.
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**III. Section VII. Technical Specifications**

PARTICULARS	FROM	TO
II. OUTPUT FORMATS AND DELIVERY Item No. 2. Delivery		2.5. Certification that the Service Provider will conduct Server Administrator Training for Three (3) DSWD Central Office Personnel for at least three (3) days with topics on Application and Database Administration, Database Backup and Disaster Recovery and Server and Storage Administration.
III. SOFTWARE AND HARDWARE REQUIREMENTS SCANNING AND INDEXING SOFTWARE		<p><b>6. DOCUMENT AND MANAGEMENT SYSTEM</b></p> <p>6.1. Metadata- integrate metadata of existing RMIS of DSWD and shall store metadata on each document</p> <p>6.2. Optical Character Recognition (OCR)</p> <p>6.3. Dynamic default values for metadata</p> <p>6.4. File system integration</p> <p>6.5. User defined document unique identifier and checksum algorithms</p> <p>6.6. Local file or server side file uploads</p> <p>6.7. Batch upload many documents with the same metadata</p> <p>6.8. Previews for a great deal image formats including PDF</p> <p>6.9. Full text searching</p> <p>6.10. Configurable document grouping</p> <p>6.11. Permission and roles support</p> <p>6.12. Multi page document support</p> <p>6.13. Distributed OCR</p>

		<p><b>Processing</b></p> <p><b>6.14. Hardware infrastructure and data storage for the DMS application will be provided and hosted by DSWD</b></p>
VI. ELIGIBILITY		<p><b>7. Certification that the service provider is ISO-certified in relation to Business Recovery Services, Solution Integration Services and Outgoing Services.</b></p>

**IV. Schedule of Pre-Bid Conference**

The Pre Bid Conference is on **07 November 2016** at 2:00 p.m. to be held at the Legal Service Conference Room, 4<sup>th</sup> Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.

**V. Deadline for the Submission and Receipt of Bids**

The deadline for the submission and receipt of bids is on **23 November 2016 at 1:00 p.m.** Bids must be delivered to the BAC Secretariat Office, Ground Floor, DSWD Central Office. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline, to be held at the **Social Technology Bureau (STB) Conference Room, 3<sup>rd</sup> Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

**VI. Issuance of Bidding Documents**

The issuance of bidding documents is until **23 November 2016.**

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**VILMA B. CABRERA**  
Undersecretary and  
Bids and Awards Committee-I Chairperson

By:

*(ORIGINAL SIGNED)*  
**CARLO FLORENDO C. CASTRO**  
Director and  
Bids and Awards Committee-I Vice-Chairperson

Please accomplish this portion and send it to facsimile no. (02) 951-7116 or e-mail [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph)

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Received from DSWD, Supplemental/Bid Bulletin No. 1 for the **Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records (Phase II)** (ITB No. GOP/16-DSWD-066).

Received by : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature over Printed Name)

Designation : \_\_\_\_\_

Company : \_\_\_\_\_