

SUPPLEMENTAL / BID BULLETIN NO. 2

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

ITB No. : GOP/16-DSWD-066

Date : 15 November 2016

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing amendments/changes in the bidding documents and response to queries/clarifications by the prospective bidder, to wit:

I. Section III. Bid Data Sheet

PARTICULARS	FROM	TO
ITB Clause 29.2(c) of the Bid Data Sheet	4. Certification that the service provider is ISO-certified in relation to Business Recovery Services, Solution Integration Services and Outgoing Services.	<Delete Item No. 4>

II. Section VI. Schedule of Requirements

PARTICULARS	FROM	TO
Digitization Workflow and Process Item No. 1. Pre-Digitization letter b.	b. Inventory of records;	b. Inventory of records - One Million Fifty Thousand (1,050,000) Pages;
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, DSWD Team on Digitization will review the images submitted monthly.	2. Digitization – actual process of digitizing records of identified government agencies. a. Digitization of documents; b. Quality control; c. As a security measure, the DSWD watermark should be included on all pages of the digitized documents; and d. Final acceptance of images through random checking of 10% of the volume of the documents scanned
Project Plan letter a.	a. Must have a Historical Track Record with other government agencies for the past 5 years, project plan and cost analysis.	a. Must have a Historical Track Record with other government/private agencies for the past 5 years, project plan and cost analysis.

III. Section VII. Technical Specifications

PARTICULARS	FROM	TO
I. SCOPE OF WORKS Item No. 5.	5. Provide complete documentation of goods and services delivered including the source code.	5. Provide complete documentation of goods and services delivered.
II.OUTPUT FORMATS AND DELIVERY Item 1 Digital Image Specification (1.4)	1.4 PKI signed or PKI compatible of PKI key shall not be available during the digitization process.	<Delete Item No. 1.4>
III. SOFTWARE AND HARDWARE REQUIREMENTS SCANNING AND INDEXING SOFTWARE Item No. 1 Scanning and Indexing Software (1.6)	1.6 Software must be able to de skew, de speckle and clean up scanned images;	<Delete Item No. 1.6>
III. SOFTWARE AND HARDWARE REQUIREMENTS SCANNING AND INDEXING SOFTWARE Item No. 5 Other Hardware/Software Requirements (5.2)	5.2 Service provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.	<Delete Item No. 5.2>
III. SOFTWARE AND HARDWARE REQUIREMENTS SCANNING AND INDEXING SOFTWARE Item No. 6 Document and Management System	<p>6. DOCUMENT AND MANAGEMENT SYSTEM</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</p>	<Delete Item No. 6 (6.1 to 6.14)>

	<p>grouping;</p> <p>6.11. Permission and roles support;</p> <p>6.12. Multi page document support;</p> <p>6.13. Distributed OCR Processing;</p> <p>6.14. Hardware infrastructure and data storage for the DMS application will be provided and hosted by DSWD.</p>																					
VI. ELIGIBILITY Item No. 6	6. Proven experience in synchronization and migration of data across different platforms.	<Delete Item No. 6>																				
VI. ELIGIBILITY Item No. 7	7. Certification that the service provider is ISO-certified in relation to Business Recovery Services, Solution Integration Services and Outgoing Services.	<Delete Item No. 7>																				
VII. TEAM COMPOSITION Item No. 2 Projected Number of Manpower that shall be assigned to do the Digitization Process	<p>2.1. Must specify the required qualifications for personnel that shall be working on the digitization process.</p> <table border="1"> <tr> <td colspan="2">Two (2) Shifts (Monday to Friday) 6:00 AM to 2:00 PM and 2:00PM to 10:00 PM and One (1) shift (Monday to Friday) 8:00 AM to 5:00 PM</td> </tr> <tr> <td>Document Groomers (with at least two (2) years' experience in document grooming and at least one (1) digitization project.</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Scanner Operator (with at least two (2) years' experience in document scanning and at least one (1) digitization project</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Encoder/Indexer (with at least two (2) years' experience in encoding/indexing and at least one (1) digitization project)</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Quality Control Person (with at least two (2) years' experience in quality control and at least one (1) digitization project</td> <td>Two (2) Personnel</td> </tr> </table>	Two (2) Shifts (Monday to Friday) 6:00 AM to 2:00 PM and 2:00PM to 10:00 PM and One (1) shift (Monday to Friday) 8:00 AM to 5:00 PM		Document Groomers (with at least two (2) years' experience in document grooming and at least one (1) digitization project.	Two (2) Personnel	Scanner Operator (with at least two (2) years' experience in document scanning and at least one (1) digitization project	Two (2) Personnel	Encoder/Indexer (with at least two (2) years' experience in encoding/indexing and at least one (1) digitization project)	Two (2) Personnel	Quality Control Person (with at least two (2) years' experience in quality control and at least one (1) digitization project	Two (2) Personnel	<p>2.1. Must specify the required qualifications for personnel that shall be working on the digitization process.</p> <table border="1"> <tr> <td colspan="2">Two (2) Shifts (Monday to Friday) 6:00 AM to 2:00 PM and 2:00PM to 10:00 PM or One (1) shift (Monday to Friday) 8:00 AM to 5:00 PM</td> </tr> <tr> <td>Document Groomers (with at least two (2) years' experience in document grooming and at least one (1) digitization project.</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Scanner Operator (with at least two (2) years' experience in document scanning and at least one (1) digitization project</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Encoder/Indexer (with at least two (2) years' experience in encoding/indexing and at least one (1) digitization project)</td> <td>Two (2) Personnel</td> </tr> <tr> <td>Quality Control Person (with at least two (2) years' experience in quality control and at least one (1) digitization project</td> <td>Two (2) Personnel</td> </tr> </table>	Two (2) Shifts (Monday to Friday) 6:00 AM to 2:00 PM and 2:00PM to 10:00 PM or One (1) shift (Monday to Friday) 8:00 AM to 5:00 PM		Document Groomers (with at least two (2) years' experience in document grooming and at least one (1) digitization project.	Two (2) Personnel	Scanner Operator (with at least two (2) years' experience in document scanning and at least one (1) digitization project	Two (2) Personnel	Encoder/Indexer (with at least two (2) years' experience in encoding/indexing and at least one (1) digitization project)	Two (2) Personnel	Quality Control Person (with at least two (2) years' experience in quality control and at least one (1) digitization project	Two (2) Personnel
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IV. Questions/Clarifications from Prospective Bidder.

A. Similar Projects

Question: Does the similar projects provided by the prospective service provider sufficient and will qualified them to join in the bidding for the above-mentioned project?

Answer: Yes.

B. ISO Certification Requirements

Question: Is the DSWD open to waive the ISO Certification requirement?

Answer: Yes, we are waiving the ISO Certification requirement.

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 **Office of the Undersecretary for Institutional Development Group (OUSIDG) Conference Room, 4th 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

Received from DSWD, Supplemental/Bid Bulletin No. 2 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 : _____