

## SUPPLEMENTAL / BID BULLETIN NO. 2

Title : Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2

ITB No. : GOP/17-DSWD-007

Date : 16 June 2017

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This Supplemental/Bid Bulletin is issued to all interested prospective bidders announcing the following:

**I. Amendments/changes in the Invitation to Bid posted at PhilGEPS Website**

PARTICULARS	FROM	TO
Invitation to Bid Clause No. 1	1. The Department of Social Welfare and Development (DSWD), through the Administrative Service (AS) – General Administration and Support Services (GASS) – Miscellaneous and Other Operating Expenses (MOOE) Current Appropriation Fund intends to apply the sum of One Million Five Hundred Thousand Pesos (PhP 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2. Bids received in excess of the ABC shall be automatically rejected at bid opening.	<b>1. The Department of Social Welfare and Development (DSWD), through the Administrative Service (AS) – General Administration and Support Services (GASS) – Miscellaneous and Other Operating Expenses (MOOE) Continuing Appropriation Fund intends to apply the sum of One Million Five Hundred Thousand Pesos (PhP 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2. Bids received in excess of the ABC shall be automatically rejected at bid opening.</b>

**II. Amendments/changes in the Bidding Documents as agreed during the Pre-Bid Conference and as response to the queries/clarification raised by the prospective bidders:**

**A. Section I. Invitation to Bid**

PARTICULARS	FROM	TO
Invitation to Bid Clause No. 1 (page 5)	1. The Department of Social Welfare and Development (DSWD), through the Administrative Service (AS) – General Administration and	<b>1. The Department of Social Welfare and Development (DSWD), through the Administrative Service (AS) – General Administration and</b>

	Support Services (GASS) – Miscellaneous and Other Operating Expenses (MOOE) Current Appropriation Fund intends to apply the sum of One Million Five Hundred Thousand Pesos (PhP 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2. Bids received in excess of the ABC shall be automatically rejected at bid opening.	<b>Support Services (GASS) – Miscellaneous and Other Operating Expenses (MOOE) Continuing Appropriation Fund intends to apply the sum of One Million Five Hundred Thousand Pesos (PhP 1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2. Bids received in excess of the ABC shall be automatically rejected at bid opening.</b>
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**B. Section III. Bid Data Sheet**

<b>PARTICULARS</b>	<b>FROM</b>	<b>TO</b>
ITB Clause No. 29.2 Item No. 4 (page 42)	4. ISO certification in relation to Business Recovery Services, Solution Integration Services and Outsourcing Services.	<b>4. ISO certification in relation to Digitization Services.</b>

**C. Section VI. Schedule of Requirements**

<b>PARTICULARS</b>	<b>FROM</b>	<b>TO</b>
Quantity (page 64)	1,000,000 pages	<b>1,000,192 pages</b>
Timeframe (page 64)	Three (3) months upon receipt of Notice to Proceed (NTP)	<b>Six (6) months upon receipt of Notice to Proceed (NTP)</b>

**D. Section VII. Technical Specifications**

<b>PARTICULARS</b>	<b>FROM</b>	<b>TO</b>
Item No. 1. Scope of Works (page no. 66)	1. SCOPE OF WORK  The bidder shall provide services for the digitization of one (1) million paper-based valuable records/documents of DSWD that shall include the following:	<b>1. SCOPE OF WORK  The bidder shall provide services for the digitization of one million one hundred ninety two (1,000,192) paper-based valuable records/documents of DSWD that shall include the following:</b>
Item No. 3.1.4. (page no. 68)	3.1.4. PKI signed or PKI compatible if PKI key shall not be available during the digitization process.	<b>&lt;Delete Item No. 3.1.4.&gt;</b>
Item No. 4.1.8. (pages no. 69 and 70)	4.1.8. Software must have zonal OCR capabilities to allow automated indexing;	<b>4.1.8. Software must have zonal OCR capabilities to allow Full-Text Search;</b>
Item No. 4.1.9. (page no. 70)	4.1.9. Software must be able to produce digitized images that can be searched through	<b>4.1.9. Software must be able to produce digitized images with metadata that can be</b>

	Boolean searching, fuzzy searching, keyword searching and other means specified by the existing system;	<b>searched through Boolean searching, fuzzy searching, keyword searching and other means specified by the existing system;</b>																				
Item No. 4.1.11. (page no. 70)	4.1.11. Software must be able to produce a file output of PDA/A (PDF) and Rich Text Format (RTF);	<b>4.1.11. Software must be able to produce a file output of PDA/A (PDF);</b>																				
Item No. 7.6. (page no. 74)	7.6. The service provider is ISO-certified in relation to Business Recovery Services, Solution Integration Services and Outsourcing Services.	<b>7.6. The service provider is ISO-certified in relation to Digitization Services;</b>																				
Item No. 8.2. (page no. 74 and 75)	8.2. Projected number of manpower that shall be assigned to do the digitization process:  <table border="1"> <tr> <td colspan="2">Two (2) Shifts (Mon-Fri) – 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m. and 1 Shift (sat) 8:00 a.m. to 5:00 p.m.</td> </tr> <tr> <td>Document Groomers (w/ at least 2 years experience in document grooming and at least 1 digitization project</td> <td>Two (2) personnel</td> </tr> <tr> <td>Scanner Operator (w/ at least 2 years experience in document scanning and at least 1 digitization project</td> <td>Two (2) personnel</td> </tr> <tr> <td>Encoder/Indexer (w/ at least 2 years experience in encoding / indexing and at least 1 digitization project)</td> <td>Two (2) personnel</td> </tr> <tr> <td>Quality Control Person (w/ at least 2 years experience in quality control and at least 1 digitization project</td> <td>Two (2) personnel</td> </tr> </table>	Two (2) Shifts (Mon-Fri) – 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m. and 1 Shift (sat) 8:00 a.m. to 5:00 p.m.		Document Groomers (w/ at least 2 years experience in document grooming and at least 1 digitization project	Two (2) personnel	Scanner Operator (w/ at least 2 years experience in document scanning and at least 1 digitization project	Two (2) personnel	Encoder/Indexer (w/ at least 2 years experience in encoding / indexing and at least 1 digitization project)	Two (2) personnel	Quality Control Person (w/ at least 2 years experience in quality control and at least 1 digitization project	Two (2) personnel	<b>8.2. Projected minimum number of workers that shall be assigned to do the digitization process:</b>  <table border="1"> <tr> <td colspan="2"><b>Two (2) Shifts (Mon-Fri) – 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m. and 1 Shift (sat) 8:00 a.m. to 5:00 p.m.</b></td> </tr> <tr> <td><b>Document Groomers (w/ at least 2 years experience in document grooming and at least 1 digitization project</b></td> <td><b>Two (2) personnel</b></td> </tr> <tr> <td><b>Scanner Operator (w/ at least 2 years experience in document scanning and at least 1 digitization project</b></td> <td><b>Two (2) personnel</b></td> </tr> <tr> <td><b>Encoder/Indexer (w/ at least 2 years experience in encoding / indexing and at least 1 digitization project)</b></td> <td><b>Two (2) personnel</b></td> </tr> <tr> <td><b>Quality Control Person (w/ at least 2 years experience in quality control and at least 1 digitization project</b></td> <td><b>Two (2) personnel</b></td> </tr> </table>	<b>Two (2) Shifts (Mon-Fri) – 6:00 a.m. to 2:00 p.m. and 2:00 p.m. to 10:00 p.m. and 1 Shift (sat) 8:00 a.m. to 5:00 p.m.</b>		<b>Document Groomers (w/ at least 2 years experience in document grooming and at least 1 digitization project</b>	<b>Two (2) personnel</b>	<b>Scanner Operator (w/ at least 2 years experience in document scanning and at least 1 digitization project</b>	<b>Two (2) personnel</b>	<b>Encoder/Indexer (w/ at least 2 years experience in encoding / indexing and at least 1 digitization project)</b>	<b>Two (2) personnel</b>	<b>Quality Control Person (w/ at least 2 years experience in quality control and at least 1 digitization project</b>	<b>Two (2) personnel</b>
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### E. Section VIII. Bidding Forms

PARTICULARS	FROM	TO
Price Proposal Form - Quantity (page no. 82)	1,000,000 pages	<b>1,000,192 pages</b>

### III. Queries/Clarifications from the Prospective Bidders

#### A. Eligibility Requirement (ISO Certification)

Question: Will DSWD consider to waive the ISO Certification?

**Answer: No, DSWD will still require the ISO Certification based on the agreed requirement during the Pre-Bid Conference.**

Question: Will the prospective bidder with ISO Certification in scanning and indexing will qualify to join the bidding?

**Answer: Yes, because it is related to digitization services.**

## **B. Scope of Works**

Question: Will DSWD allow scanning of blue prints/maps outside DSWD premises?

**Answer: Yes, as long as there is no violation of existing rules and regulations on the security of documents/Information/Data.**

Question: What are the sizes of the blue prints to be scanned?

**Answer: A3 to 40" x 30" size (blue prints and land titles)**

Question: How many images for blue prints size documents to be scanned?

**Answer: approximately 384 pieces (A3 to 40" x 30" size)**

Question: What are the estimated quantity to be scanned per office?

**Answer: Please see table below entitled Records for Digitization Project Phase 2.**

Question: What are the indices per office of records to be scanned?

**Answer: It will be provided to the winning bidder.**

Question: What are the estimated number of envelopes to be encoded? (Average number of documents per file?)

**Answer: Please see table below entitled Records for Digitization Project Phase 2.**

Question: Will DSWD provide rooms, tables and chairs for this project?

**Answer: Yes, DSWD will provide two (2) rooms (one open area and one close) and tables and chairs.**

Question: Will DSWD allow to extend the contract duration from three (3) to eight (8) months?

**Answer: No, DSWD will allow only up to six (6) months.**

## **C. Records for Digitization Project Phase 2**

<b>OBSU</b>	<b>RECORDS SERIES</b>	<b>PREIOD COVERED</b>	<b>NUMBER OF DOCUMENTS</b>
GSD-RAMS	Issuances, Guidelines, Accreditation & Registration Certificates	1991-2017	40,836
Protective Service Bureau	Adoption Files	2015-2016	87,843
Legal Service	Cases, Legal Opinions, Contract	1999-2017	326,750
Administrative Service	Programs/Projects Files (Manual)		2,379

AS-PAMD	Certificate of Titles and Building Plans (A3 to 40" x 30" size)		105
GSD-BGMS	Building Plans (40" x 30" size)		279
4Ps	201 Files	2014-2016	15,000
AS-PAD	DTR, Application for Leave	2010-2015	202,000
Office of the Secretary	EXECOM Minutes of Meeting	2010-2017	100,000
Procurement Service	Contracts/ICS		225,000
<b>Total No. of Documents</b>			<b>1,000,192</b>

**D. Hardware Specification of the Existing Document Management System (DMS) - as requested during the Pre-Bid Conference**

**a. Server (for Web Based Version)**

<b>Server OS:</b>	MS Windows Server 2008/2012(32/64 Bit)
<b>Processor:</b>	Intel Xeon 2.0 Ghz
<b>Memory:</b>	4GB of RAM
<b>LAN:</b>	Network Connectivity
<b>Storage:</b>	100GB for the Network Operating System and DocuVu Software
<b>RDBMS:</b>	MS SQL 2005/2008/2012
<b>Other Components:</b>	IIS (Internet Information Services)

**b. Retrieval Station**

<b>Server OS:</b>	MS Windows XP/7/8
<b>Processor:</b>	Intel Dual Core
<b>Memory:</b>	2GB Memory
<b>LAN:</b>	Network Connectivity
<b>Storage:</b>	10MB for the DocuVu application

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

The deadline for the submission and receipt of bids was moved from **21 June 2017** to **28 June 2017, 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 **Legal Service Conference Room, 4<sup>th</sup> Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

**V. Issuance of Bidding Documents**

The issuance of bidding documents is extended until **28 June 2017.**

This Supplemental/Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**FLORITA R. VILLAR**  
Undersecretary, Policy and Programs Group and  
Chairperson, Bids and Awards Committee-I

By:

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

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. 2 for the **Hiring of Service Provider for the Digitization of DSWD Permanent/Valuable Records Phase 2** (ITB No. GOP/17-DSWD-007).

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