

## SUPPLEMENTAL/BID BULLETIN NO. 3

**Title** : **Hiring of Service Provider for the Digitization of Permanent/Valuable Records of Sixteen (16) DSWD Field Offices**

**ITB No.** : **GOP/19-DSWD-018**

**Date** : **27 February 2019**

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

### I. Queries from the Prospective Bidder

Particular	Question/Clarification	Answer
ITB Clause 12.1(a)(ii) Section III. Bid Data Sheet	<p>The Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> <p>An information technology (IT) service is a technology that is wrapped in services such as support and management. The following are common types of information technology service.</p> <ul style="list-style-type: none"> <li>• Software</li> <li>• Platforms</li> <li>• Networks</li> <li>• Data Synchronization</li> <li>• Work flow</li> <li>• And Data Storage: that includes Digitization process</li> </ul> <p>Request amendment to SLCC must be similar in</p>	<b>Similar contracts shall refer to <i>provision of digitization services particularly in the field of scanning and indexing</i></b>

Particular	Question/Clarification	Answer
	nature or Any IT related services project that should have been completed within five (5) years prior to the deadline for the submission and receipt of bids	
ITB Clause 29.2 Section III. Bid Data Sheet	6). Certification that the Service Provider is ISO-Certified in the field of Scanning and Indexing	<b>Certification that the Service Provider is ISO-Certified 9001:2015 (Quality Management System);</b>
Section VI. Schedule of Requirements - Terms of Payment	<p>Request to amend the tranches of payment into:</p> <p>30% of the total number of pages for the 16 regions to be digitized and to be paid in terms to 30% of the Total contract</p> <p>35% of the total number of pages for the 16 regions to be digitized and to be paid in terms to 35% of the Total contract</p> <p>35% of the total number of pages for the 16 regions to be digitized and to be paid in terms to 35% of the Total contract</p>	<p><b>The terms of payment shall be as follows:</b></p> <p><b>1<sup>st</sup> Tranche</b></p> <p><b>30% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS and to be paid in terms to 30% of the Total Contract Price Awarded.</b></p> <p><b>2<sup>nd</sup> Tranche</b></p> <p><b>35% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS and to be paid in terms to 35% of the Total Contract Price Awarded.</b></p> <p><b>Final Tranche</b></p> <p><b>35% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS and to be paid in terms to 35% of the Total Contract Price Awarded.</b></p>

**II. Amendments/changes in the Bidding Documents**

**A. Section III. Bid Data Sheet**

<b>PARTICULAR</b>	<b>FROM</b>	<b>TO</b>
ITB Clause 5.4 of Section III. Bid Data Sheet (page 39)	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to <i>digitization services</i>.</p>	<p><b>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</b></p> <p>For this purpose, similar contracts shall refer to <i>provision of digitization services particularly in the field of scanning and indexing</i></p>

**A. Section VI. Schedule of Requirements**

<b>PARTICULAR</b>	<b>FROM</b>	<b>TO</b>																	
Terms of Payment	<p>The terms of payment shall be as follows:</p> <table border="1"> <thead> <tr> <th>No. of Pages to Be Digitized</th> <th>Amount to be Paid</th> </tr> </thead> <tbody> <tr> <td>30% of the total number of pages to be digitized and accepted by the DSWD-FO-RAMS</td> <td>30% of the total contract cost</td> </tr> <tr> <td>35% of the total number of pages to be digitized and accepted by the DSWD-FO-RAMS</td> <td>35% of the total contract cost</td> </tr> <tr> <td>35% of the total number of pages to be digitized and accepted by</td> <td>35% of the total contract cost</td> </tr> </tbody> </table>	No. of Pages to Be Digitized	Amount to be Paid	30% of the total number of pages to be digitized and accepted by the DSWD-FO-RAMS	30% of the total contract cost	35% of the total number of pages to be digitized and accepted by the DSWD-FO-RAMS	35% of the total contract cost	35% of the total number of pages to be digitized and accepted by	35% of the total contract cost	<p>The terms of payment shall be as follows:</p> <table border="1"> <thead> <tr> <th>Tranche</th> <th>No. of Pages to Be Digitized</th> <th>Amount to be Paid</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Tranche</td> <td>30% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS</td> <td>30% of the total contract price awarded</td> </tr> <tr> <td>2<sup>nd</sup> Tranche</td> <td>35% of the total number of pages to be digitized per field</td> <td>35% of the total contract price awarded</td> </tr> </tbody> </table>	Tranche	No. of Pages to Be Digitized	Amount to be Paid	1 <sup>st</sup> Tranche	30% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS	30% of the total contract price awarded	2 <sup>nd</sup> Tranche	35% of the total number of pages to be digitized per field	35% of the total contract price awarded
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	the DSWD-FO-RAMS		office and accepted by the DSWD-FO-RAMS	
			Final Tranche	35% of the total number of pages to be digitized per field office and accepted by the DSWD-FO-RAMS
				35% of the total contract price awarded

Please see attached revised Schedule of Requirements.

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

The deadline for the submission and receipt of bids is **06 March 2019, 9:00 a.m.** Bids must be delivered to the **BAC Secretariat Office, Ground Floor, DSWD Central Office. Late Bids will not be accepted.**

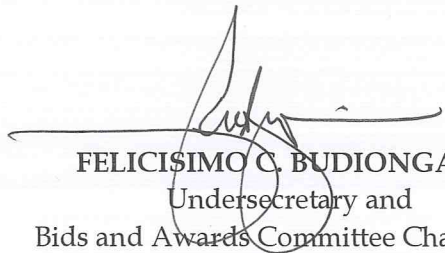
The Opening of Bids will immediately follow after the deadline, to be held at the Social Technology Bureau Conference Room, 3<sup>rd</sup> Floor, Matapat Building, DSWD Central Office, IBP Road, Constitutional Hills, Quezon City.

**IV. Issuance of Bidding Documents**

The issuance of bidding documents is until **9:00 a.m. of 06 March 2019.**

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

Please be guided accordingly.

  
**FELICISIMO C. BUDIONGAN**  
 Undersecretary and  
 Bids and Awards Committee Chairperson

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

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Received from DSWD, Supplemental/Bid Bulletin No. 3 for the Hiring of Service Provider for the Digitization of Permanent/Valuable Records of Sixteen (16) DSWD Field Offices (ITB No. GOP/19-DSWD-018)

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

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

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

## *Schedule of Requirements*

### HIRING OF SERVICE PROVIDER FOR THE DIGITIZATION OF PERMANENT/VALUABLE RECORDS OF DSWD SIXTEEN (16) FIELD OFFICES

PARTICULARS	QUANTITY	UNIT	DELIVERY PERIOD (upon receipt of the Notice to Proceed)
Hiring of Service Provider for the Digitization of Permanent/ Valuable Records of DSWD Field Offices	1	Lot	Six (6) Months

**Delivery Sites:**

Field Office	Address
I	Quezon Avenue, San Fernando, La Union
II	Magallanes Street, Tuguegarao City, Cagayan
III	Government Center, Maimpis, San Fernando, Pampanga
IV-A	Alabang-Zapote Road, Alabang, Muntinlupa City
IV-B	No. 1680 F.T. Benetiz Street, Malate City
V	Buraguis, Legaspi City
VI	M.H. del Pilar Street, Molo, Iloilo City
VII	MJ Cuenco Avenue corned General Maxilom Avenue, Cebu City
VIII	Magsaysay Boulevard, Tacloban City
IX	S.G. Alvarez Street, Zamboanga City
X	Masterson Avenue, Upper Carmen, Cagayan de Oro City
XI	Suazo Street corner Magsaysay Avenue, Davao City
XII	Coronadal City, Marbel, South Cotabato
CAR	No. 40 North Drive, 708, Baguio City

CARAGA	Capitol Compound, Aviola Village, Baan, Butuan City
NCR	No. 389 San Rafael Street, corner Legarda Street, Sampaloc, Manila

**Terms of Payment:**

Payment in favor of the service provider shall be subject to one (1%) retention money. The DSWD shall release to the service provider the total retention money or any bond or instrument acceptable to DSWD, one (1) year after the completion of the project, and upon the clearance from all the liabilities relative to the project.

The terms and schedule of payment shall be on a progress billing report based on the milestone/project submitted by the service provider and with prior approval and acceptance by the DSWD

The terms of payment shall be as follows:

Tranche	No. of Pages to Be Digitized	Amount to be Paid
1 <sup>st</sup> Tranche	30% of the total number of pages to be digitized per field office and accepted by the DSWD-FORAMS	30% of the total contract price awarded
2 <sup>nd</sup> Tranche	35% of the total number of pages to be digitized per field office and accepted by the DSWD-FORAMS	35% of the total contract price awarded
Final Tranche	35% of the total number of pages to be digitized per field office and accepted by the DSWD-FORAMS	35% of the total contract price awarded

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\* THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS\*\*\*\***