

Appendix "A"

Listed below are the pertinent issues raised during the said conference, and our corresponding responses:

1. *On the quality of the hard copies: if the Service Provider shall prepare, for example, a flatbed scanner that shall handle brittle hard copies of documents*

As stated in the Terms of Reference, the oldest hard/paper copies of procurement and other office records will be digitized under this project are produced in **2007**. As stated in the "Responsibilities", the Service Provider shall provide software and hardware **TO UNDERTAKE ALL THE COMPLETE DIGITIZATION PROCESSES** of these records. Therefore, the Service Provider is expected and is allowed in this contract to adjust its software and hardware setup during the contract period to meet all the contract requirements, without additional cost to the ProcMS-BACSD.

2. *On the security of the files, both existing and to be uploaded by the Service Provider, to the ProcMS-BACSD Shared Drive*

This is to hereby amend all references in the Philippine Bidding Documents issued for this project, towards the ProcMS-BACSD Shared Drive and/or Google Shared Drive to mean **a temporary and separate Microsoft Account and OneDrive created by the Department's Information and Communications Technology Service that shall be used by the Service Provider and the ProcMS-BACSD in managing all the image file outputs only of the Service Provider during the contract period.**

3. *On naming the image files*

This is to hereby state, and amend if necessary, all references in the Philippine Bidding Documents issued for this project, towards naming the image files or file naming to ALSO mean **folder and/or subfolder naming.**

As an example, it shall be stated in Item 3, **Folder/Subfolder/File** naming, Clause B, Digitization Phase, Clause III, Deliverables of Terms of Reference, that the **Folder/Subfolder/Filename** format shall be provided in each digitized record by the ProcMS-BACSD authorized representative.

4. *On Indexing/Tagging/Labelling*

This is to hereby amend all references in the Philippine Bidding Documents issued for this project, towards indexing/tagging/labeling the digitized records to also mean **information to be included in the file's metadata and/or file properties if possible.**

5. *On the maximum file size, per file*

This is to hereby amend all references in the Philippine Bidding Documents issued for this project, towards the maximum file size per digitized record file to **less than 250 Gigabytes (GB) per digitized record file**.

6. *On the capacity of the Dorm E Building to handle the Service Provider's electrical requirements*

As explained during the Pre-bid conference, if any of the responsibilities of the ProcMS-BACSD listed in the Terms of Reference cannot be provided during the contract period, or if there is a delay in delivering said responsibilities, the Department may issue a contract suspension and/or postponement that will not be taken against the Service Provider's performance.