



Republic of the Philippines
 Department of Education
 Procurement Management Service
 BAC Secretariat Division

Bids and Awards Committee II

SUBJECT : **BID BULLETIN No. 1**
 PROJECT NO. : **2023-ProcMS3(005)-BII-CB-044**
 PROJECT : **Procurement of Services for Dorm E Records Organization and Digitization**
 DATE : **December 20, 2023**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and shall form an integral part of the bidding documents issued earlier for the above project.

1. **Section III. Bid Data Sheet, ITB Clause 7, page 18, is hereby amended to be read as follows:**

Original Provision	Provision as Amended
<p>Subcontract</p> <p>Subcontracting is allowed.</p> <p>Supplier may subcontract to one or more cooperatives as it may deem necessary. However, in any case, the amount of the subcontract should not be more than twenty percent (20%) of the total project/contract cost.</p>	<p>Subcontract</p> <p>Subcontracting is allowed.</p> <p>Supplier may subcontract to one or more cooperatives firms as it may deem necessary. However, in any case, the amount of the subcontract should not be more than twenty percent (20%) of the total project/contract cost.</p>

2. **Section VII. Technical Specifications, pages 35, 38, 41 and 45, is hereby amended to be read as follows:**

Original Provision	Provision as Amended
I. SCOPE OF WORK	
<p>3. Post Digitization</p> <ul style="list-style-type: none"> • Storage of the digitized records to: <ul style="list-style-type: none"> ○ ProcMS-BACSD Google Shared Drive; and xxx 	<p>3. Post Digitization</p> <ul style="list-style-type: none"> • Storage of the digitized records to: <ul style="list-style-type: none"> ○ ProcMS-BACSD Google Shared Drive Microsoft Account and One Drive; and xxx
II. DELIVERABLES	
<p>C. Post-Digitization Phase - Storage of the Digitized Records</p> <ul style="list-style-type: none"> ○ The digitized records shall be uploaded to the ProcMS-BACSD Google Shared Drive xxx 	<p>C. Post-Digitization Phase - Storage of the Digitized Records</p> <ul style="list-style-type: none"> ○ The digitized records shall be uploaded to the ProcMS-BACSD Google Shared Drive Microsoft Account and One Drive xxx
<p>C. Post-Digitization Phase</p>	<p>C. Post-Digitization Phase - Testing of Digitized Records Uploaded to the ProcMS-BACSD</p>

<p>- Testing of Digitized Records Uploaded to the ProcMS-BACSD Google Shared Drive</p> <ul style="list-style-type: none"> o Any or all of the digitized records shall be tested o Any of the files shall be chosen at random o Every selected file for testing must be viewed/displayed on the monitors of the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive at the time of submission of digitized records o Every selected file for testing must be downloaded from the same ProcMS-BACSD Google Shared Drive to the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive at the time of submission of digitized records o Every selected file for testing must be printed using the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive at the time of submission of digitized records. 	<p>Google Shared Drive <u>Microsoft Account and One Drive</u></p> <ul style="list-style-type: none"> o Any or all of the digitized records shall be tested o Any of the files shall be chosen at random o Every selected file for testing must be viewed/displayed on the monitors of the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive <u>Microsoft Account and One Drive</u> at the time of submission of digitized records o Every selected file for testing must be downloaded from the same ProcMS-BACSD Google Shared Drive <u>Microsoft Account and One Drive</u> to the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive <u>Microsoft Account and One Drive</u> at the time of submission of digitized records o Every selected file for testing must be printed using the oldest and the latest office personal computers currently being used by the ProcMS-BACSD with access to the same ProcMS-BACSD Google Shared Drive <u>Microsoft Account and One Drive</u> at the time of submission of digitized records.
III. RESPONSIBILITIES	
<p>ProcMS-BACSD xxx e. Provide "Contributor" (Add and edit files) access in the ProcMS-BACSD Google Shared Drive; xxx</p>	<p>ProcMS-BACSD xxx e. Provide "Contributor" (Add and edit files) access in the ProcMS-BACSD Google Shared Drive <u>Microsoft Account and One Drive</u>; xxx</p>

3. Section VII. Technical Specifications, pages 37, 39, and 40, is hereby amended to be read as follows:

Original Provision	Provision as Amended
II. DELIVERABLES	
<p>B. Digitization Phase 2. Scanning xxx - By default, the scanning equipment must be set/ calibrated/adjusted to</p>	<p>B. Digitization Phase 2. Scanning xxx - By default, the scanning equipment must be set/ calibrated/adjusted to</p>

<p>produce uncompressed digitized record files; nevertheless, each file must be less than one (1) terabyte (TB) only; when file size is 1 TB or more, the service provider can opt to:</p> <p>o First, split the aforementioned file into two or more files, therefore each resulting file shall contain a file size of less than 1 TB; filenames of such shall be revised to help in sorting such files in the order in which it was organized as per the original hard copy; subfolders may also be created in the Shared Drive and external SSD to help organize such files</p> <ul style="list-style-type: none"> ▪ When the above first method still yielded, for e.g., one of the files is a one-page record still with a file size of 1 TB or more, file compression shall then be allowed – however, only to reduce the file size of the aforementioned one-page record to less than 1 TB <p>xxx</p>	<p>produce uncompressed digitized record files; nevertheless, each file must be less than one (1) terabyte (TB) <u>two-hundred fifty (250) gigabyte (GB)</u> only; when file size is 1 TB <u>250 GB</u> or more, the service provider can opt to:</p> <p>o First, split the aforementioned file into two or more files, therefore each resulting file shall contain a file size of less than 1 TB <u>250 GB</u>; filenames of such shall be revised to help in sorting such files in the order in which it was organized as per the original hard copy; sub-folders may also be created in the Shared Drive and external SSD to help organize such files</p> <ul style="list-style-type: none"> ▪ When the above first method still yielded, for e.g., one of the files is a one-page record still with a file size of 1 TB <u>250 GB</u> or more, file compression shall then be allowed – however, only to reduce the file size of the aforementioned one-page record to less than 1 TB <u>250 GB</u> <p>xxx</p>
<p>C. Post-digitization Phase - Quality Control and Acceptance of Digitized Records</p> <p>xxx</p> <p>- Output from the scanning equipment that is set/calibrated/adjusted to produce uncompressed digitized record files; nevertheless, each file must be less than one (1) terabyte (TB) only</p> <p>o Splitting of such record into two or more files, therefore each resulting file shall contain a file size of less than 1 TB, shall be allowed; filenames of such shall be revised to help in sorting such files in the order in which it was organized as per the original hard copy; sub-folders may also be created in the Shared Drive and the external SSD to help organize such files</p> <ul style="list-style-type: none"> ▪ When the above first method still yielded, for e.g., one of the files is a one-page record still with a file size of 1 TB or more, file compression shall then be allowed – however, only to reduce the file size of the aforementioned one-page record to less than 1 TB <p>xxx</p>	<p>C. Post-digitization Phase - Quality Control and Acceptance of Digitized Records</p> <p>xxx</p> <p>- Output from the scanning equipment that is set/calibrated/adjusted to produce uncompressed digitized record files; nevertheless, each file must be less than one (1) terabyte (TB) <u>two-hundred fifty (250) gigabyte (GB)</u> only</p> <p>o Splitting of such record into two or more files, therefore each resulting file shall contain a file size of less than 1 TB <u>250 GB</u>, shall be allowed; filenames of such shall be revised to help in sorting such files in the order in which it was organized as per the original hard copy; sub-folders may also be created in the Shared Drive and the external SSD to help organize such files</p> <ul style="list-style-type: none"> ▪ When the above first method still yielded, for e.g., one of the files is a one-page record still with a file size of 1 TB <u>250 GB</u> or more, file compression shall then be allowed – however, only to reduce the file size of the aforementioned one-page record to less than 1 TB <u>250 GB</u> <p>xxx</p>

4. Section VII. Technical Specifications, B. Digitization Phase, pages 38 and 39, is hereby amended to be read as follows:

Original Provision	Provision as Amended
II. DELIVERABLES	
B. Digitization Phase	
3. File Naming Filename format shall be provided in each digitized record by the ProcMS-BACSD authorized representative	3. File Naming <i>Folder/Subfolder</i> /Filename format shall be provided in each digitized record by the ProcMS-BACSD authorized representative
C. Post-Digitization Phase	
Indexing/Tagging/Labelling Each digitized record shall be indexed/tagged/labeled, to wit: xxx	Indexing/Tagging/Labelling Each digitized record shall be indexed/tagged/labeled/ <i>information to be included in the file's metadata and/or file properties if possible</i> , to wit: xxx


5. Section VII. Technical Specifications, III. Responsibilities, page 46, is hereby amended to be read as follows:

Provision as Amended
ProcMS-BACSD m. 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.

6. Attached, as Appendix "A", is the list of issues and concerns
7. Attached, as Annex "C", is the "Storage of Digitized Records and Re-organization of Returned Hard/Paper Copies of Records"

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.


FRANCIS CESAR B. BRINGAS
 Assistant Secretary and Chairperson