

NEGOTIATED PROCUREMENT of
“Provision of Services for the Digitization of Permanent / Valuable Records of DSWD Field Office VII” AFTER TWO-FAILED BIDDING

ITB No. DSWD7-NP-2019-11

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1. The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the authorized appropriations for Fiscal Year 2019 General Appropriations Act intends to apply the sum of **One Million Five Hundred Pesos (P1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the bidding of the **Negotiated Procurement of Provision of Services for the Digitization of Permanent / Valuable Records of DSWD Field Office VII after Two-Failed Bidding**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
 2. The DSWD-FO VII through its BAC, now invites bids from **PhilGEPS registered service providers**. Delivery of goods and services is required in accordance with Section VI. Schedule of Requirements. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a **Single Largest Completed Contract (SLCC)** similar to the Project *at least 50% of the ABC or amounting to at least P750,000.00* and must be supported with the following documents:
 - **1st document** is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and
 - **2nd document** is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.
 3. Negotiated Procurement will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

Negotiated Procurement is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
 4. Interested bidders may obtain further information from *BAC Secretariat* during *office hours*.

5. Below is the schedule of negotiation activities:

Activity	Schedule	Venue
Negotiation Conference	October 23, 2019, 1:00 PM	DSWD Field Office VII Conference Room
Deadline for Submission Requirements & Quotation	October 28, 2019, 12:45 PM	
Opening of Bids	October 28, 2019, 1:00 PM	

6. Participating service provider shall submit two (2) copies of their duly accomplished eligibility and technical and financial requirements listed below:

I. Eligibility and Technical Documents

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR which must be valid at the time opening of bids;
2. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the which must be valid at the time of opening of bids;
3. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located which must be valid at the time of opening of bids;
4. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR which should be valid at the time of opening of bids;
5. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
6. Statement of the Bidder's Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS which is within *five (5) years* from the date of submission and receipt of bids.
7. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
8. Net Financial Contracting Capacity (NFCC), or Credit Line Certificate (CLC) from a commercial bank equivalent to at least 10% of the ABC, and
9. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
10. **Bid security** which is any of the following forms:
 - ☞ **A Bid Securing Declaration** in accordance with Section 27.5 of the IRR of R.A. 9184 and using the form prescribed in *Section VIII. Bidding Forms*;
 - ☞ a **cash, cashier's/manager's check, bank draft/guarantee** equivalent to 2% of ABC or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank in the amount of not less than **₱200,400.00 [2% of ABC]** (*Please refer to ITB Clause 18.1 of Section III. Bid Data Sheet for the amount*);

- ✎ a **surety bond** equivalent to 5% of ABC in the amount of not less than **₱501,000.00**. It shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments. Please refer to ITB Clause 18.1 of Section III. Bid Data Sheet for the amount);
11. Conformity with technical specifications, as enumerated and specified in **Schedule of Requirements** and **Technical Specifications** of the Bidding Documents; and
 12. Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed form – Omnibus Sworn Statement.

II. Financial Documents

1. Bid Form using the prescribed form hereto attached; and
 2. Financial Proposal Sheet using the prescribed form hereto attached.
7. The *DSWD-FO VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

MR. ANTONIO R. DOLAOTA, CPA, MPA

Head, BAC Secretariat

DSWD – F.O. VII

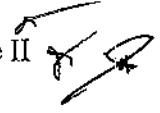
M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City

Tel. Nos. (032) 412-9908 local 132 or 127

Email Add: bac.fo7@dswd.gov.ph

Website: www.fo7.dswd.gov.ph

Josephine C. Belotindos 10/18
JOSEPHINE C. BELOTINDOS
Chairperson, Bids & Awards Committee II



Schedule of Requirements

The delivery schedule expressed in number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

Item	Particulars	Schedule of Delivery
1	One (1) Million pages paper-based records / documents of DSWD Field Office VII as of Fiscal Year 2019	To start seven (7) days after receipt of Notice to Proceed and to be completed within 90 calendar days.

I hereby certify to comply and deliver the goods within the above-stated period.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Technical Specifications

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification.

Item No.	Specification	Statement of Compliance
1	<p>DSWD FO VII Specifications</p> <p>One (1) million pages paper-based records/documents of DSWD Field Office VII as of Fiscal Year (FY) 2019</p>	
	<p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Provide services for the digitization of paper-based records that follows the standards on procedures and formats set by the DSWD FO VII; 2. Provide the Document Management System that will store and retrieve documents; 3. Perform the required pre and post digitization processes as required by the project; 4. Provide the necessary index/metadata for all documents that shall be digitized as required by the project and to be encoded/uploaded in the server of the Document Management System; 5. Entire digitization process shall be done on-site of DSWD Field Office VII. In under no circumstances shall any of the documents be allowed to be taken out of the Department; 6. Provide the delivery, installation, and/or pull-out of necessary manpower, hardware, software, and/or network products necessary to produce the required outputs of the project; and, 7. Provide complete documentation of goods and services delivered. 8. Conduct of site inspection before submission of bids. 	
2	<p>Digitization Workflow and Process</p> <p>The digitization process shall be followed by the service provider as follows:</p> <ol style="list-style-type: none"> 1. Pre-Digitization – process necessary for site and document preparation before the actual digitization of the records. <ol style="list-style-type: none"> 1.1. Assessment of site environment checking, planning and preparation; 1.2. Inventory of records; 1.3. Set-up of workforce and physical facilities; 1.4. Document preparation; and 1.5. Document grooming 	

<p>2. Digitization – actual process of digitizing records</p> <p>2.1 Digitization of documents; 2.2 Quality control; 2.3 DSWD watermark should be included on all pages of the documents; and 2.4 Final acceptance of images by the DSWD-Field Office – Administrative Division – Records and Archives Management Section (ADRAMS) through a checking of at least ten percent (10%) of the volume of documents scanned. 2.5 DSWD to review submitted outputs within one week after receipt. 2.6 Service provider to comply observations and findings within three days after submission by DSWD of its observations and findings. 2.7 DSWD to accept within two days after compliance of findings and observation.</p> <p>3. Post-Digitization – involves the process of transferring the digital images to external drives and ensuring compatibility of the outputs with the Document Management System</p> <p>3.1 Bulk uploading of the scanned documents to the Document Management System on a weekly basis. 3.2 Returning of scanned documents; 3.3 Submission of inventory of digitized documents; and 3.4 Turnover of mobile hard disk drives to the Head of the DSWD Field Office AD-RAMS. 3.5 External hard disk drive shall be provided by the service provider.</p>	
<p>Output Formats and Delivery</p> <p>1. Digital Image Specifications</p> <p>1.1 Minimum resolution of 300 dpi in PDF/A file format and colored or 1-bit depth (bi-tonal); 1.2 Lossless compression; and, 1.3 No image enhancement shall be applied during the scanning process.</p> <p>2. Delivery</p> <p>2.1 The digital images shall be transferred to desktop external hard disk drive/s; 2.2 The number of desktop hard drive/s that shall be required for the transfer shall be based on the total size of digitized documents; 2.3 There shall be only one (1) set of desktop external hard disk drive. No other copy may be produced by the service provider or the DSWD. Likewise, external hard disk drives with unused space may not be used to store another office’s digitized records; 2.4 External hard disk drives shall be turned over to the Head of DSWD Field Office AD-RAMS after the digitization process; and,</p>	

	<p>2.5 Certification that the Service Provider conducted software Orientation to all Designated Records Custodian of different offices of DSWD Field Office VII.</p>	
	<p>Software and Hardware Requirements</p> <p>1. Scanning and Indexing Software</p> <p>1.1 Software must be perpetually-licensed or open-source, that can produce the required outputs of the project;</p> <p>1.2 Software must support database platform/s that is SQL-based;</p> <p>1.3 Software must support a wide range of TWAIN and ISIS compliant scanners;</p> <p>1.4 Software must be capable of batch processing;</p> <p>1.5 Software should allow for pages to be rearranged, removed or added to a document;</p> <p>1.6 Software must be able to de-skew, de-speckle and clean up scanned images;</p> <p>1.7 Software must have OCR capabilities to produce outputs that shall allow full-text indexing;</p> <p>1.8 Software must have zonal OCR capabilities to allow automated indexing;</p> <p>1.9 Software must be able to produce digitized images that can be searched through Boolean searching, fuzzy searching, keyword searching and other means specifically in the existing system;</p> <p>1.10 Software must be able to produce digitized image files with metadata compatible and synchronized with what is specified in the existing system;</p> <p>1.11 Software must be able to produce a file output of PDS/A (PDF) and Rich Text Format (RTF);</p> <p>1.12 File naming conversion must be related to the source document;</p> <p>1.13 Minimum of two (2) and Maximum of five (5) index fields (file type, file date, file name, file location, full text indexing);</p>	
	<p>2. Document Scanner</p> <p>2.1 At least 40 pages per minute scanning speed at 300 dpi;</p> <p>2.2 With flatbed and Automatic Document Feeder (ADF);</p> <p>2.3 Capable of scanning A4, A3, legal, long, blueprints and letter paper sizes for ADF. Must be capable of long paper scanning with maximum size of 8.5" x 40";</p> <p>2.4 Capable of simplex and duplex scanning;</p> <p>2.5 Capable of producing the required resolution of 300 dpi for the scanned images;</p> <p>2.6 Color scanning capable;</p> <p>2.7 At least 100-sheet capacity Automatic Document Feeder;</p> <p>2.8 Capable of manual feeding for scanning bound and fragile documents;</p> <p>2.9 At least USB 2.0 interface;</p> <p>2.10 Supports TWAIN and ISIS drivers; and,</p> <p>2.11 Has correction and editing tools to further enhance image quality;</p> <p>3. Desktop Computer</p>	

	<p>3.1 Must follow the recommended system requirement of the scanning software and document scanner or higher;</p> <p>3.2 Must have enough disk space to store the scanned images and/or temporary files produced by the scanning application, prior to being transferred to the desktop external hard drive;</p> <p>3.3 Operating system and/or necessary software must be licensed or open-source; and,</p> <p>3.4 Must use LCD or LED monitors.</p> <p>4. Desktop External Hard Drive</p> <p>4.1 USB 3.0 interface; USB 2.0 backward compatibility;</p> <p>4.2 2TB capacity; 2.5" size;</p> <p>4.3 5400 rpm spindle speed;</p> <p>5. Other Hardware/Software Requirements</p> <p>5.1 Service Provider must provide other equipment necessary to the successful implementation of the project. This may include but is not limited to: uninterrupted power supply, network equipment and electrical wiring (if needed).</p> <p>5.2 Service Provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.</p>	
	<p>Warranty: The Service Provider shall provide a one (1) year workmanship warranty for the digitization/ imaging and indexing of documents.</p>	
	<p>Miscellaneous</p> <p>The Service Provider shall:</p> <ol style="list-style-type: none"> 1. Ensure confidentiality of records and information in compliance with the Data Privacy Act. 2. Conduct management instructions / orientation; 3. Undertake document preparation on behalf of DSWD FO VII. This shall include, but not limited to, cleaning, sorting and checking, pagination, listing, bundling and wrapping and labelling; 4. Responsible for the installation, set up, programming, testing and other technical aspects of the project, especially when they execute the work within the premises of DSWD FO VII which records are being digitized; 5. Assist the DSWD FO VII during the actual operations and within the warranty period; 6. Provide all necessary software and hardware equipment for the completion of the project; 7. Since the digitization service shall be outsourced to the service provider, costs for software licenses and repairs, maintenance and/or replacement of hardware equipment that shall be incurred during the duration of this project shall be borne by the Service Provider; and, 8. Create a multimedia presentation/ publication for the 	

	Digitization Project to be used in the future orientation seminars and presentations. This will be perpetually owned by DSWD.	
	<p>Eligibility</p> <ol style="list-style-type: none"> 1. Must have at least five (5) years experience in the field of document imaging and indexing; 2. Must have a proven track record on digitization projects. Prospective bidders must have successfully completed a document imaging project that is comparative in size, scope and budget to that of this project, within the last five (5) years; 3. Must have provided services with other government agencies for the past five (5) years including on-going projects, project plan and cost analysis; 4. Must disclose these similar projects identifying details such as; project title, size, scope (including scanning and indexing), project cost, project duration, client company name, client company address, contact person and contract number); 5. Proven track record in providing post sales support particularly in providing technical training and support services for clients in software and hardware aspects; and, 6. Proven experience in synchronization and migration of data across different platforms. 7. Preferably the service provider is ISO Certified in the field of Scanning and Indexing. 	
	<p>Team Composition</p> <ol style="list-style-type: none"> 1. Project Manager <ol style="list-style-type: none"> 1.1 Must have handled a project similar to that of this project; and, 1.2 Must be knowledgeable in the entire digitization process, including the technical aspects of the project such as indexing, file formats and the like. 2. Projected Number of Staff that shall be Assigned to do the Digitization Process <ol style="list-style-type: none"> 2.1 One (1) Shift (Monday to Friday) – 7am to 7pm 2.2 One (1) Shift (Saturday) – 8am to 5pm (optional); 2.3 Document Groomers 2.4 Document Operator 2.5 Encoder/Indexer 2.6 Quality Control Person 	
	<p>Terms of Payment:</p> <p>Payment in favor of the service provider shall be subject to five (5%) retention money. The DSWD FO VII shall release to the service provider the total retention money or any bond or instrument acceptable to DSWD FO VII, one (1) year after the completion of</p>	

	<p>the project, and upon the clearance from all the liabilities relative to the project.</p> <p>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 FO VII.</p>	
	<p>The terms of payment shall be as follows:</p> <p>No. of Pages to Be Digitized</p> <p>1st payment - 30% of the total number of pages and total contract cost to be digitized and accepted by the DSWD FO VII – ADRAMS</p> <p>2nd payment - 35% of the total number of pages and total contract cost to be digitized and accepted by the DSWD FO VII – ADRAMS</p> <p>3rd payment - 35% of the total number of pages and total contract cost to be digitized and accepted by the DSWD FO VII – ADRAMS</p> <p>Total Payment – 100%</p>	

I hereby certify that all statements indicated under the **Statement of Compliance and Bidder's Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Bidder's Signature over Printed Name

Date: _____

Financial Proposal Sheet

Date: _____

The Bids and Awards Committee
DSWD-Field Office VII
M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for ***ITB No. DSWD7-NP-2019-11:***

Batch No.	Required Provisions	Bid Price / Pax
1	One (1) Million pages paper-based records / documents of DSWD Field Office VII as of Fiscal Year 2019	
<i>TOTAL BID PRICE (In Figures)</i>		

TOTAL BID PRICE (In Words) _____

Note: The above quoted price/s is/are VAT inclusive and delivery cost.

Very truly yours,

Name of Company / Bidder

Name/Signature of Authorized Representative