



Republic of the Philippines
PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



PLM - BIDS and AWARDS COMMITTEE (PLM-BAC)

NAME OF PROJECT : **DIGITIZATION SERVICES**

SUPPLEMENTAL/BID BULLETIN No. 37-G-18
17 NOVEMBER 2018

This Supplemental/Bid Bulletin is issued to clarify or amend some provisions originally indicated in the Bidding Documents, in compliance with Section 22.5.1 of the Revised Implementing Rules and Regulations of Republic Act 9184, to wit:

Response (AMENDED, based on the clarifications of the prospective bidders)
<p>A. Managed Services</p> <ol style="list-style-type: none">1. Documents standard size (A4 and Letter). A3 sized documents composed only about 1% of the total volume.2. Condition of the documents of OUR and HR are relatively new (2010 and above documents).3. 50% of the documents are fastened, stapled and loosely bound.4. Documents which were torn before scanning, mending using scotch tape is on the discretion of the service provider. Supplies for such purpose will be provided by the service provider.5. Haulage of documents to and from records room to work site will be done by service provider. Will assign once approved/awarded.6. There's no existing scanned digital files in OUR and HR .7. Work site is on campus and will be assigned and determined by the end-user once project is awarded.
<p>B. Document Management System</p> <ul style="list-style-type: none">- DMS shall have initially at least five (5) concurrent users. Three (3) users has the function to add, index, annotate, etc.. Two (2) are with search and print function).- For the licensing, we are looking for a perpetual license.- Should have built-in OCR capabilities.- Optional on this (videos and audios files, etc).- DMS is not required to have annotation features.

<p>C. Project Estimated Volume</p> <p>1. The project has a total estimated number of pages of documents to be scanned of about 643,930 pages. The estimated distribution:</p> <p style="padding-left: 40px;">a. OUR – 70%</p> <p style="padding-left: 40px;">b. HRDO 30%</p>
<p>D. Indexing</p> <p>2. Student Jacket - Index fields for this is the Student ID, Student Name, College, College, Course and Year Graduated</p> <p>3. Summary of Enrollment - Index field for this is the College, Course, Semester/Trimester and School Year.</p> <p>4. Grading Sheet – Index field for this is the Professor Subject Code and Section, Semester/Trimester, School Year.</p> <p>5. For HRDO – index field is the Name of the Employee and Employee Number.</p>
<p>E. Total Volume/Rebinding</p> <p>As per policy, documents should be returned on its original status thus unfastened /unstapled documents should be fastened/stapled after scanning. Also with the hardbound documents which should be rebind after scanning.</p> <p>Documents should be returned to its original state.</p>
<p>F. Scanner</p> <p>Scanner Specifications – Multiple page scanner with at least 100-600 dpi (1 dpi step), 1,200 dpi (interpolated), optical: 300 dpi/600 dpi (automatic switch); Scanning face: Duplex scanning.</p> <p>One (1) Unit of Scanner should be retained to PLM after the project completion.</p> <p>Scanner is part of the project cost.</p>
<p>G. Others</p> <p>1. The prospective bidder should have completed at least 2 similar contracts which are related to DMS and digitization projects and the aggregate contract amount should be equivalent to at least 50% of the ABC, the largest of which must be equivalent to at least 25% of the ABC.</p> <p>2. Mayor’s Permit – Please refer to the attached GPPB Circular 01-2015.</p>
<p style="text-align: center;">Section VI. Schedule of Requirements</p> <p style="text-align: center;"><u>Bidder shall Complete the Project within One Hundred Twenty (120) Calendar Days (4 months) from the receipt of Notice to Proceed (NTP).</u></p>

This shall form an integral part of the bidding documents. Any provisions in the Bidding Documents inconsistent herewith is hereby cancelled, modified and superseded accordingly.

For guidance and information of all concerned.

(Original Copy Signed)
MR. BENEDICTO L. AVILA
Vice President for ICT, End-user

(Original Copy Signed)
ATTY. RUFINO V. ABUDA
PLM-BAC Chairperson

Received by the bidder:

Name of the Bidder & Signature

Name of Company

Date: _____



Unit 2506 Raffles Corporate Center,
F. Ortigas Jr. Road, Ortigas Center,
Pasig City, Philippines 1605

CIRCULAR 01-2015
30 January 2015

TO : Heads of Departments, Bureaus, Offices and Agencies of the National Government including State Universities and Colleges, Government Owned and/or Controlled Corporations, Government Financial Institutions, and Local Government Units

SUBJECT : Acceptability of the recently expired Mayor's Permit, together with the Official Receipt for renewal, as legal eligibility requirement

- 1.0 Section 23.1 and 24.1 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 mandates the submission of a Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 2.0 Section 167 of the Local Government Code of the Philippines provides that all local taxes, fees and charges shall be paid within the first 20 days of January, or of each subsequent quarter as the case may be. Within the same period, the business registration is also renewed.
- 3.0 Section 18, Book VII of the Administrative Code of 1987 provides that where the licensee has made timely and sufficient application for the renewal of a license with reference to any activity of a continuing nature, the existing license shall not expire until the application shall have been finally determined by the agency.
- 4.0 To enhance competition and facilitate the procurement process, all government agencies are hereby mandated to allow and accept the submission of the bidder's recently expired Mayor's Permit **and** the Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within the prescribed period; *Provided* that, the current and valid Mayor's Permit, as renewed, will be submitted or presented by the bidder with the Lowest Calculated and Responsive Bid or Highest Rated and Responsive Bid as a condition to the award of contract.
- 5.0 This Circular shall take effect immediately.
- 6.0 For guidance and compliance.

(Sgd.)
FLORENCIO B. ABAD
Chairperson