

**Procurement for the Digitization of BCDA Records - Phase 3**

**BID BULLETIN NO. 2**

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on 14 June 2024 at 03:00 PM and from various queries received through email from the prospective bidders, as well as other matters relative to the above Project.

**A. Queries/Questions from Prospective Bidders**

<b>QUERY</b>	<b>CLARIFICATION</b>
1. Clarification on the Scope of the project, Page 55, No. 5 - In reviewing the digitized copies, whether the image is a QA Process.	Yes. The image is a QA Process.
2. Clarification on the Scope of Project, Page 55, No. 6 - In Re-organizing of Physical Records, whether BCDA shall provide the rebinding materials such as fasteners, folders, staple wires, etc.?	No. The winning bidder shall provide rebinding materials e.g. plastic fasteners, folders, staple wires, etc.
3. Clarification on the Scope of Project, Page 55 - No. 8 - In Returning of Physical Records. Whether BCDA shall provide the boxes? If not, what box size should the winning bidder provide? Is the cost for the boxes part of the ABC?	The records have already been boxed. The end-user has replaced all the deformed and tattered boxes. An inventory of the physical records that will be digitized has already been conducted.  If replacement boxes are further required, BCDA shall provide the corresponding number of records boxes.
4. Clarification with the Batching, whether the records are stored in a box? Or will it be bundled?	For size A4 documents, the records are stored in boxes. For A0-A1, they are bundled.

<p>5. Clarification on the Scope of Project, Page 55, No. 8 - Returning Physical Records to Storage Area. How far is the area in which the records are being stored?</p>	<p>There are two (2) sites for the project, one (1) in Clark and one (1) in Taguig. The records storage on these sites is near the digitization sites. A working space is provided for the winning bidder to conduct their digitization process.</p>
<p>6. Clarification whether there is an available warehouse? If so, how will the warehouse be organized?</p>	<p>There is a warehouse for the records subject of the digitization project - Phase 3.  Records are boxed and initially labeled. The records boxes shall be pulled out and returned to the exact location.</p>
<p>7. Is there an available percentage of the number of contracts, plans, manuals, etc.? What will be the breakdown of the 7 Million pages of documents?</p>	<p>Generally, the 7 Million pages, roughly around 6,950,000 pages are A4 sized documents.  Around 50,000 of which are A0-A3 mostly composed of masterplans.</p>
<p>8. Clarification on the list of document types? Whether the winning bidder will be in charge of sorting these documents?</p>	<p>In order to organize the digitization process, the scanning of documents must be on a per box basis to ensure the documents are returned to their original boxes.  There is an inventory of records to be shared to the winning bidder upon the implementation of the project.</p>
<p>9. Clarification on how will the bidder separate each record/transaction? (for the separators in the grooming process)</p>	<p>The duplicate copy is identified during the sorting period, with a BCDA personnel assigned dedicated to the project and will be involved every step of the way from sorting to the final step of the digitization process; it will be able to identify whether specific documents are duplicates, master copies, or original copies themselves.</p>
<p>10. Clarification if the duplicate copy has been removed, what will be the processing? Is it document level or folder level?</p>	<p>At the sorting stage, the BCDA representative/s are present, for any clarification by the winning bidder. If duplicate copies are detected, the winning</p>

	<p>bidder shall call the attention of the BCDA rep/s, for guidance.</p> <p>Generally, the procedure is to separate and bundle the duplicated copies while original copies are digitized. Once the scanning of documents is done, the original and duplicate copies will be returned to their box the way they were originally arranged.</p>
11. Clarification on the current state/nature of the documents (good/bad condition). What is the percentage of the good and bad documents?	The documents are from CY 1993-2021. As to the nature of the documents, the brittleness of the document is at least 3%.
12. Clarification on the size of the paper/document, what percentage of documents will use an automatic feeder and overhead scanner? a. Percentage of A0, A1, etc. papers	Refer to No. 7
13. Clarification if there is an internet connection on the site, or will the winning bidder provide their own internet connection for reports and communication?	<p>No internet connection will be provided, and gadgets such as cameras and gadgets are not allowed within the digitization area.</p> <p>Moreso, provision of internet connection at the work site by the Service Provider is prohibited for security purposes.</p>
14. Clarification on the size of the working area that will be allocated to the vendor? Will space be a constraint? And will the area be furnished with chairs, desks, air conditioning, etc.	BCDA will provide the area, table, and chairs. The winning bidder may inspect the area during the inspection.
15. Whether BCDA will allow off-site indexing instead of on BCDA's own site?	No. BCDA will not allow it for security of records purposes.

16. Clarification whether this is a multi-site project? Whether the bidder can choose where to do the scanning/indexing (Clark, Clark City, Manila)?	Both sites will be used due to the volume of the documents and storing it in one site only may not be enough.
17. In terms of the number of pages, clarification on how to compute these pages?	There is already an inventory of records to be endorsed to the winning bidder. The actual count of digitized pages shall be determined on a monthly basis.
18. Clarification on the payment and acceptance procedure? Whether there will be a mobilization fee? Will this be a progress billing?	For Phase 3, the end users will be reviewing the documents weekly.  Two digitization clerks will be deployed to oversee the operations. In terms of the submission of the scanned documents, the end user also wants it to be done every week and will be reviewed right away.  And yes, this is going to be a progress billing.
19. What is the expected quality control process? Will they be able to handle the QA if we do this fast?	On the winning bidder's side, they can conduct 2 review processes for the documents to ensure they are properly indexed and scanned. On the BCDA side, it will be checked whether or not the documents are properly indexed and scanned.
20. Clarification if there is an opportunity to sell the Electronic Data Warehouse (EDW) that constitutes a comprehensive data management system utilized in our client acceptance and digitization processes. As a data management system, one of its features is to be utilized as a streamlined and expedited Quality Assurance (QA) platform for our vendors, especially in our digitization projects. Subscription for at least a year or six	No. This is a separate matter for discussion since this is outside of the terms of reference.

<p>months if they are slow in the acceptance process.</p>	
<p>21. Clarification with regards to the loose pages: will they be placed at the end of the box after scanning?</p>	<p>The end-users prefer to see the loose pages, where the winning bidder found them within the group of documents from the box.</p> <p>These loose pages are in-between pages of documents, there may be considerations for the filers of the documents. It may be beneficial to maintain the continuity of the filed records in a box.</p>
<p>22. Whether the 600 DPI output is final? Can this not be lowered to 300 DPI? The 600 DPI could cause their server to suffer and become slow. Their QA will be slow due to the file size.</p>	<p>If 300 dpi were considered, it would only apply to text-based pages. Specifications for the pages that have pictures and signatures will be changed; the result is that on a batch of documents, there are different resolutions, and that would not be friendly to the service provider because the process will be slowed.</p>
<p>23. Clarification in terms of sorting, is it part of the deliverables of the service provider?</p>	<p>As mentioned in the project's scope, it will be part of the service provider.</p> <p>The BCDA personnel will assist in checking the multiple copies, the nature of the document, and any other things that would concern the documents.</p>
<p>24. Clarification in terms of scanning, whether BCDA shall provide a copy of the list of documents that will be scanned?</p>	<p>No list will be provided; all documents are subject to the digitization process.</p>
<p>25. Clarification on the binding machine, are there books to unbound?</p>	<p>Normally, the books to be unbounded have staples and screws, and some are ring-bound.</p>
<p>26. Clarification in the two work areas for digitization, are all the plans from Clark, particularly the large format ones from Clark only?</p>	<p>Some will be from the Taguig area, but most of the plans will be from the Clark area.</p>

27. Clarification after finishing the large format in Clark, whether the large format scanner can be combined and be transferred to Manila?	It's up to the winning bidder on how they will strategize their operation.  Should there be a requirement to transport equipment, the necessary fees should be charged to the Service Provider.
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## B. General Reminders

Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline for Request for Clarification, if any	25 June 2024, Tuesday
Issuance of Bid Bulletin, if any	28 June 2024, Friday
<b>Deadline for Submission of bid documents</b>	<b>12:00 PM, 05 July 2024, Friday</b>
<b>Opening of Bids</b>	<b>1:00 PM, 05 July 2024, Friday</b>

The above changes further amend the bidding documents accordingly. **The Submission and Opening of Bids will be conducted face-to-face at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.** However, the bidders may opt to attend online via Zoom. The meeting link will be provided upon a request by the prospective bidders to the BAC-G Secretariat through the e-mail address: [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph).

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on **28 June 2024 (Friday)**.

### BIDS AND AWARDS COMMITTEE FOR GOODS

By: [REDACTED]

**ATTY. ELVIRA V. ESTANISLAO**  
*Chairperson*

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