

BIDDING FOR THE BCDA DIGITIZATION PROJECT

BID BULLETIN NO. BAC-G-DP-2021-01

This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference, with online coverage, held on 28 October 2021 at 10:00 AM at the BCDA Corporate Center and queries sent through e-mail by prospective bidders, as well as other matters relative to the **Bidding for the BCDA Digitization Project**.

I. General Queries

QUERIES	CLARIFICATION/S
1. Can we conduct an ocular inspection of the documents?	It is not necessary to conduct an inspection, because the only relevant information to obtain from the inspection is the volume of documents, which is already provided.
2. When will the project start?	The project will start upon the issuance of the Notice to Proceed to the winning bidder.
3. Regarding the eligibility, during the presentation, it was stated the SLCC is just 1 contract. However, in the BDS in the TOR, it states that the SLCC could be 2 contracts. Which one should we follow?	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar Contracts shall refer to contracts involving scanning or conversion of documents to digitized files.
4. After the scanning/digitization of the documents, what is the expected regrooming that we'd be doing after the scanning, encoding, because in the TOR there is a requirement for heavy duty stapler and/or binding equipment. What are we supposed to do after that?	It is expected that once the documents are digitized, the documents processed shall be bound again, intact, and stable enough not to lose its pages over time.
5. Would you be able to provide an estimate of the percentage of the 3 million sheets that are hard bound documents? The bidders want to know and prepare the equipment needed for the grooming and removal of the hard bound.	Per the documents that were put in inventory, the hard bound documents out of three (3) Million sheets are roughly 10%-20% which are generally construction documents.

<p>6. Is it absolutely necessary to use heavy duty staplers or any stapler is ok as long as the documents are re-groomed properly?</p>	<p>It is up to the winning bidder on how the documents will be re-groomed after being processed for as long as the documents will be the same or close to their original state, afterwards.</p>
<p>7. It was mentioned that we will be scanning A3 documents and there is a flatbed scanner requirement. If we have equipment that can accommodate A3 size documents, will it suffice or is it necessary to use a flatbed scanner?</p> <p>Do you have an estimated volume for A3 documents?</p>	<p>For as long as the machine can accommodate and process different sizes of the documents to be processed, it is acceptable to use in lieu of a flatbed scanner.</p> <p>Around 10%-15% of the documents are in A3 size.</p>
<p>8. Would you be able to provide us with a rough estimate of the amount of documents with sensitive paper?</p>	<p>Most of the subject documents are old files of BCDA. It is expected that these documents, due to their age, are already sensitive in nature. In relation to this, all documents that shall be subjected to the project shall be processed and handled with utmost care.</p>
<p>9. Any required specifications for the scanners?</p>	<p>There are no required specifications, as long as the machines to be deployed can deliver the requirement of the BCDA within the set timeline or earlier.</p>
<p>10. Do we need to use brand new equipment?</p>	<p>Although it is not needed to use brand new equipment, it is encouraged to use brand new equipment to make the processing of the documents more efficient. But for as long as the equipment to be used can deliver the requirement and meet expectations of BCDA, used equipment is acceptable.</p>
<p>11. Are we required to provide consumables (staple remover, staples, acetates, etc.)?</p>	<p>Yes. The winning bidder must provide consumables (staple remover, staples, acetates, etc.).</p>
<p>12. Any prescribed specification for the SSD?</p>	<p>A PCIe drive, preferably using USB 3.1 Gen 2 or the very least a USB 3.1 Gen 1.</p>

<p>13. For the 3 million sheets, are these pages not sheets, which have prints at the front & back?</p>	<p>These are sheets, not pages. Not all sheets are back to back.</p>
<p>14. On subcontracting, should the subcontractor be PhilGEPS registered? What must be submitted by the subcontractor and when are the documents expected to be submitted?</p>	<p>Subcontractors should have Certificate of PhilGEPS registration and comply with all other legal requirements.</p> <p><u>Class "A" eligibility documents</u></p> <p>a) SEC Registration Certificate/DTI; b) Mayor's/Business Permit or its Equivalent Document; c) Tax Clearance; and d) Audited Financial Statements for 2020</p> <p>Please refer to Section II. Instructions to Bidders, Item No. 7 for Subcontracts</p>
<p>15. On scanning experience, can the number of years of experience be reduced to 3 years?</p>	<p>No. BCDA requires 5 years of business experience for this project</p>
<p>16. When is the work plan going to be submitted?</p>	<p>Upon the issuance of the Notice of Award (NOA).</p>
<p>17. Are we required to provide brochures/specifications of the machines to be used?</p>	<p>No. But the bidders may submit their brochures of the machines as additional attachment to their bid proposals. During post qualification, we require the bidder with the Lowest Calculated Bid (LCB) to submit a brochure of the machines to be used for this project to ensure that they are in good running condition and appropriate for this project.</p>
<p>18. Is it required to give the list of our manpower to be deployed in the project?</p>	<p>No. The list will be required before the deployment of the manpower to the site for security of the confidential documents.</p>
<p>19. Will BCDA provide the internet connection at the work area?</p>	<p>No. For security reasons.</p>
<p>20. How big is the work area?</p>	<p>There is no final location yet for the work area. The end user will be guided by the space requirement that the winning bidder will submit in their work plan.</p>

21. Are the documents located in one (1) location or in more than one location?	The documents are situated in the BCDA Clark Project Management Office.
22. Is the performance securing declaration an acceptable performance security?	Yes, it is acceptable and must be notarized, as part of the eligibility requirements.

II. Notice of Change of Schedule

BIDDING ACTIVITY	FROM	TO
Issuance of Bid Bulletin	05 November 2021 (Friday)	11 November 2021 (Thursday)
Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal	09:00 AM, 12 November 2021 (Friday)	9:00 AM, 19 Nov 2021 (Friday)
Opening of the ff: Eligibility Requirements and the Financial Proposal	10:00 AM, 12 November 2021 (Friday)	10:00AM, 19 Nov 2021 (Friday)
Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	15-16 November 2021 (Monday-Tuesday)	19-20 November 2021 (Friday to Saturday)
Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	22 November 2021 (Monday)	23 November 2021 (Tuesday)
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	24-26 November 2021 (Wednesday-Friday)	25-27 November 2021 (Thursday-Saturday)

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 11 November 2021 (Thursday).

BIDS AND AWARDS COMMITTEE FOR GOODS


JOSHUA M. BINGCANG
Chairperson