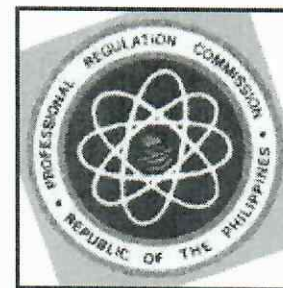





Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
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Member

BID BULLETIN NO. 1 September 13, 2019

PROJECT: PROCUREMENT OF INTERACTIVE ARCHIVAL STORAGE AND RETRIEVAL OF RECORD SYSTEM WITH TOTAL APPROVED BUDGET FOR THE CONTRACT OF NINE MILLION NINE HUNDRED THIRTY-SIX THOUSAND PESOS (Php9, 936,000.00)

Please be advised of the following modification/amendment to the Bidding Documents.

Procurement of Interactive Archival Storage and Retrieval of Record System – ITB No. 2019-24

1. Section IV. General Conditions of the Contract shall now read as follow:

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

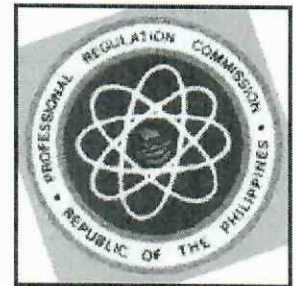
23. Termination for Default

- 23.1 The Procuring Entity may rescind or terminate a Contract for default, without prejudice to other courses of action and remedies available under the circumstances when, outside *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contact price;
- 23.2 The Procuring Entity may terminate the contract when, as a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- 23.3 The Procuring Entity shall terminate the contract when the Supplier fails to perform any other obligation under the Contract.
- 23.4 In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it



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deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.5 In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified

2. Section III. Bid Data Sheet shall now read as follows:

ITB Clause	
5.4	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. For this purpose, similar contracts shall refer to <i>contracts for the Document Management System</i> .

3. Section VII. Technical Specifications shall now read as follows:

<p>1. DOCUMENT / DATA CAPTURE AND MANAGEMENT SOLUTION LICENSE</p> <p>1.1 Perpetual License</p> <p>1.2 Latest Version and compatible with the existing scanners of PRC (Kodak i3400 Scanner with KCP Software Capture Pro 1.2)</p> <p>1.3 Can be used in the Central/Regional Offices (100 users):</p> <ul style="list-style-type: none"> ➤ 100 users for the scanning, adding records, and annotation of documents ➤ 1100 users for the searching/viewing of documents ➤ 1100 users for the editing of documents being routed using the Document Tracking System ➤ 1100 users are usernames <p>1.4 Auto Classification of documents</p> <ul style="list-style-type: none"> ➤ These will be given during the gathering of requirements ➤ 1100 users for the editing of documents being routed using the Document Tracking System ➤ Sample Forms: These will be given during the gathering of requirements ➤ User license: The system will be auto-classifying the documents, not the users. 100 users for the hand-written / unreadable documents <p>1.5 Auto Extraction of documents</p> <ul style="list-style-type: none"> ➤ The scanner you use can save an image file into either excel, CSV, PDF, Word, .JPG, .PNG, .TIFF, and .TXT. <p>1.6 With validation/verification/extraction of data captured</p> <p>1.7 Intelligent Recognition of a minimum of 20 document types</p> <ul style="list-style-type: none"> ➤ The Process Flow and Documents Types will be available during the requirements gathering



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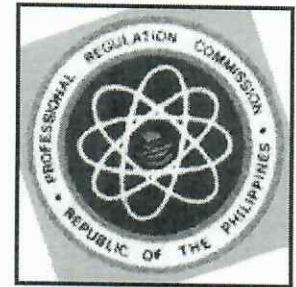
ELIEZER C. LEYCO
 Member

- 1.8** Classify, search and share all types of files between Regional offices and Central office
- 1.9** Ability to provide access level rights to documents in folders and subfolders by users and/or by level of access
- 1.10** Access to a minimum of 1,100 users in searching of documents
- 1.11** Ability to store documents on premise
- 1.12** Ability to access documents stored in a central location (on-premise) that can be access in all PRC offices nationwide
- 1.13** Ability to securely share the documents
- 1.14** Make image files full-text searchable through OCR.
- 1.15** Autosaving of document from scanning to the assigned folders/subfolders (PDF, JPG, etc)
- 1.16** Document Tracking System
- 1.17** Auto-routing of documents : Yes
- 1.18** Comprehensive Workflow functionality
- 1.19** Document Editor
- 1.20** Dashboard (Table / Charts)
 - This should be customizable depending on the requirements of the end-users. The needed data/statistics will be provided during the requirements gathering and/or systems design.
- 1.21** Mandatory watermarks for printed documents
- 1.22** Documents are viewable via the web through web browser or mobile phones (Android, iOS)
- 1.23** 2 years maintenance and support (8 hours daily support onsite or via telephone, email and remote access)
- 1.24** Access to systems updates
- 1.25** Installation and configuration
- 1.26** Systems Testing
- 1.27** Administrator and end-user training and knowledge transfer
 - To be determined during the requirements gathering
- 1.28** Installation & base configuration on premise and on cloud, and accessible in all PRC offices and Offsite centers nationwide (Document Management Solution)
 - 1000 users with search capability with an N number of document viewers – 1100 can view, including those who will scan the documents
 - List of PRC Offices and Offsite Center: Central Office, 16 Regional Offices, 21 service centers, 3 OSSCOs, 3 service centers (under negotiation)
- 1.29** Systems Roll-out nationwide.



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2. SERVER (2 Units)

- 2.1 Operating System: Windows Server 2016 Standard
- 2.2 Processor: Intel Xeon Silver 4110 (2.1GHz, 8 cores, 16 threads)
- 2.3 Cache: 11 MB
- 2.4 Memory: 128GB RDIMM, 2666MT/s, Dual Rank
- 2.5 Network Controller: Dual-Port 1GbE On-Board
- 2.6 Storage Controller: PERC H730P+ RAID Controller, 2GB NV Cache, Adapter, Low Profile
- 2.7 Hard Drive: 4 x 1TB 7.2K RPM NLSAS 12Gbps 512n 2.5" Hot-plug, CK
- 2.8 Optical Drive: DVD+/-RW, SATA, Internal
- 2.9 Power Supply: Single, Hot-Plug Power Supply (1+0), 550W
- 2.10 Management: iDRAC9, Enterprise or its equivalent
- 2.11 Form Factor: 1U Rack Server, ReadyRails Sliding Rails with Cable Management Arm
- 2.12 Warranty: Three (3) years warranty on parts and on-site services
- 2.13 Mouse: USB Optical Mouse
- 2.14 Keyboard: USB Multimedia Keyboard

4. PROJECT LEADER

- 1.1. There will be a Project Team

5. OTHERS

- 1.1. Documents being edited using the document editor that will be used in the Document Tracking System.
- 1.2. Presentation – the Lowest Calculated Bidder shall present the System on Post-Qualification.
- 1.3. The system will only be accessed by authorized users for specific document types

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF INTERACTIVE ARCHIVAL STORAGE AND RETRIEVAL OF RECORD SYSTEM

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY

Please be guided accordingly.


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman