



Republic of the Philippines
Department of Education
PROCUREMENT MANAGEMENT SERVICE

BAC SECRETARIAT DIVISION

REQUEST FOR INFORMATION

March 31, 2022

To the prospective Provider:

The Department of Education, through the Procurement Management Service – BAC Secretariat Division, is in need of the services described below. In this regard, kindly accomplish in full this Request for Information form by filling out the tables with the required details. Attach separate sheet/s if necessary. Attach brochures, flyers, or any materials describing product specifications if desired. Indicate N/A if not applicable.

Item No.	Description	Deliverables/ Technical Specifications	Quantity	Estimated Unit Cost	Estimated Service Cost	Other Charges	Total
1	Digitization of hard/paper copies of records, and re-organizing of the original hard/paper copies of records	<i>Refer to the Terms of Reference, in the following pages</i>	2,687,920 pages				
GRAND TOTAL							

Delivery Terms	Other Terms and Conditions	Remarks

TERMS OF REFERENCE

Procurement of Services for Dorm E Records Organization and Digitization

I. Rationale and Objectives

In compliance with Section 14.1 (d) of the Implementing Rules and Regulations (IRR) of R.A. No. 9184, the Procurement Management Service - BAC Secretariat Division (ProcMS-BACSD) safe keeps hard/paper copies of procurement and other office records from 2002 onwards.

This project is about digitizing and organizing such records so that:

1. Its contents can be easily accessed without touching the hard/paper copies;
2. The data it contains will be preserved from eventual loss and damage of the hard/paper copies; and
3. In preparation for the disposal of 11-year and older hard/paper records.

The above-mentioned records, currently located on the Second Floor of Dorm E, DepEd Complex, Meralco Avenue, Pasig City, are too voluminous for digitization and organization by the current ProcMS-BACSD personnel and equipment, which will also disrupt its current office operations. It is also in rapid and serious deterioration due to its age and ongoing exposure to dust, moisture, rainwater, and other records-deteriorating elements.

Thus, the engagement of a service provider to implement the digitization of ProcMS-BACSD records is proposed.

II. Scope of Work

The service provider shall digitize and organize ProcMS-BACSD Dorm E Records that have a minimum of 2,000,000 pages, and a maximum of 2,687,920 pages.

The engagement of the service provider covers the following three (3) phases:

1. Pre-digitization

- Physical site checking
- Planning

- Setup of the scanning equipment and other facilities at the workplace
- Hard/paper copies of records preparation

2. Digitization

- Scanning of hard/paper copies of records
- Quality control
- Acceptance of digitized records

3. Post-digitization

- Storage of the digitized records to:
 - o ProcMS-BACSD Google Shared Drive
 - o External Solid-State Device/s (external SSD/s)
- Returning and re-organizing the scanned hard/paper copies of records
- Submission of inventory of digitized records
- Turnover of external SSD/s containing the accepted digitized records to ProcMS-BACSD

III. Deliverables

A. Pre-digitization Phase

1. Physical site checking;
2. Conduct meetings with the ProcMS-BACSD to plan, establish, update, finalize the setup of the scanning equipment and other facilities at the workplace, and workflow of the digitization process;

3. Submit the finalized setup of the scanning equipment and other facilities at the workplace, and workflow of the digitization process to the ProcMS-BACSD within ten (10) calendar days upon receipt of Notice to Proceed (NTP);
4. Setup the scanning equipment and other facilities in Dorm E;
5. Physical and onsite verification of hard/paper copies of records from earliest (the year 2002) onwards;
6. Sort and groom hard/paper copies of records for scanning, including but not limited to: removal of dust, dirt, staple wires, and fasteners, and ensure that each page is well-accounted before scanning; and
7. Such other works and services include but are not limited to: loosening, unbinding, unfolding, repairing torn pages, and re-assembling of the individual pages.

B. Digitization Phase

1. Scanning

Digitization of the following hard/paper copies of records into corresponding file formats:

Type	File Format	Other Specifications
<ul style="list-style-type: none"> - Text/word-dominant hard/paper copy of a record - Table-dominant hard/paper copy of a record <p>Dominant – at least 70% of each page's area; at least 70% of a record's pages</p>	Portable document format (PDF, .pdf)	<ul style="list-style-type: none"> - If the size of a page is A4 paper, 11.69 inches x 8.27 inches, 96.6763 inches² or larger = 300 dots per inch (dpi) or higher per page - Smaller than A4 size paper = 600 dpi per page
<ul style="list-style-type: none"> - Photograph-dominant hard/paper copy of a record - Graphics/ Drawings/ Illustration/ Chart-dominant hard/paper copy of a record <p>Dominant – at least 70% of each page's area; at least 70% of a record's pages</p>	Tag image file format (TIFF, .tif)	<ul style="list-style-type: none"> - Colored, if the hard/paper copy of a record contained colors other than black and white - 100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction) - Uncompressed

Type	File Format	Other Specifications
		<ul style="list-style-type: none"> - Where the page being scanned is larger than the maximum scanning size of the service provider's scanning equipment, the page can be broken down into multiple shots; the page broken down into multiple shots must be stitched together to form the single original image - there shall only be one image resulting from each page scanned; nevertheless, the resulting digitized record shall have the same characteristics as the hard/paper copy (e.g. a two-page hard/paper copy of a record in A4 size papers shall result in a single digitized record file containing two A4-size paper pages and two separate images) - must not exceed one (1) terabyte (TB) per digitized record file; splitting of a digitized record into two (2) or more files to reduce the file size each shall be allowed - that the digitized records contain or maintain the same level of legibility as the hard/paper copies of records - the images must not be out of focus - the images' horizontal incline must not be higher than five (5) degrees/grades - there must be no rays, stains, or objects which are not part of the hard/paper copy of a record - that each page must not be folded and it must not lose information if it is folded

Type	File Format	Other Specifications
		<ul style="list-style-type: none"> - it should not show information from the next page in case the material is damaged or has holes - the text orientation in the images should be in the natural reading format - all blank pages will not be scanned, however, the information on how many pages are blank and not digitized must be recorded in the scanning log

2. File naming

Filename format shall be provided in each digitized record by the ProcMS-BACSD authorized representative.

3. Quality Control and Acceptance of Digitized Records

Each digitized record file shall meet the following qualifications:

- If the size of a page is A4 paper, 11.69 inches x 8.27 inches, 96.6763 inches² or larger = 300 dots per inch (dpi) or higher per page
- Smaller than A4 size paper = 600 dpi per page
- Colored, if the hard/paper copy of a record contained colors other than black and white
- 100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction)
- Uncompressed
- Where the page being scanned is larger than the maximum scanning size of the service provider's scanning equipment, the page can be broken down into multiple shots; the page broken down into multiple shots must be stitched together to form the single original image

- there shall only be one image resulting from each page scanned; nevertheless, the resulting digitized record shall have the same characteristics as the hard/paper copy (e.g. a two-page hard/paper copy of a record in A4 size papers shall result in a single digitized record file containing two A4-size paper pages and two separate images)
- must not exceed one (1) terabyte (TB) per digitized record file; splitting of a digitized record into two (2) or more files to reduce the file size each shall be allowed
- that the digitized records contain or maintain the same level of legibility as the hard/paper copies of records
- the images must not be out of focus
- the images' horizontal incline must not be higher than five (5) degrees/grades
- there must be no rays, stains, or objects which are not part of the hard/paper copy of a record
- that each page must not be folded and it must not lose information if it is folded
- it should not show information from the next page in case the material is damaged or has holes
- the text orientation in the images should be in the natural reading format
- all blank pages will not be scanned, however, the information on how many pages are blank and not digitized must be recorded in the scanning log

Any image declared non-compliant in any of the applicable qualifications above must be deleted and the source hard/paper copy of the record shall be re-scanned at no additional cost to ProcMS-BACSD.

C. Post-digitization Phase

- **Storage of the Digitized Records**
 - o The digitized records shall be uploaded to the ProcMS-BACSD Google Shared Drive;
 - o The digitized records shall be stored in the external SSD/s; and
 - o Each folder shall be arranged by "directory" and "subdirectory" corresponding to a file (refer to **Annex “A”** for details).

- **Indexing/Tagging/Labelling**

Each digitized record shall be indexed/tagged/labeled, to wit:

- o Year
- o Type of the Document, i.e. Resolution to Award (RTA), Notice of Award (NOA), Notice to Proceed (NTP), Contract, Purchase Order (PO), Performance Security, Memorandum of Agreement (MOA), Annual Procurement Plan (APP), Procurement Monitoring Report (PMR), etc.
- o If available:
 - Project Number
 - Project Title
 - End-user Unit/Office
 - Approved Budget for the Contract (ABC)
 - Name of the Supplier
 - Contract Amount

- **Returning and Re-organizing the Scanned Hard/Paper Copies of Records**

The Service Provider will be responsible for returning and re-organizing the original hard/paper copies of records to the ProcMS-BACSD, in the same conditions that it has been given him/her, to be arranged as per **Annex “A.”**

- **Submission of Inventory (Indexing/Tagging/Labelling Based System) of Digitized Records**

- **Turnover of External SSD/s to ProcMS-BACSD**

Each external Solid-State Device (external SSD) shall meet the following requirements:

- o Minimum of 1TB per external SSD;
- o Minimum transfer speed (throughput) of 400 megabytes per second (MB/s, Mbps);
- o Must not rely on a separate power source, other than the power coming from the PC when using; and
- o These external SSD/s are not the ones used as storage device/s during the digitization process.

IV. Responsibilities

Service Provider:

- a. Complete and submit the deliverables within the agreed timeline;
- b. Assign personnel for the digitization of the records; they shall mobilize additional personnel, if necessary, without additional cost to ProcMS-BACSD;
- c. Provide the software and hardware to undertake all the complete digitization processes; they shall add additional software and hardware, if necessary, without additional cost to ProcMS-BACSD;
- d. Provide internet connection to its personnel and their equipment required to upload accepted digitized records to the ProcMS-BACSD Shared Drive, without additional cost to the ProcMS-BACSD;
- e. Provide other articles and supplies for the appropriate working environment of the service provider's personnel;
- f. Assign an authorized representative in the on-site area to monitor daily performance and quality of outputs of its staff and serve as a coordinator between the service provider and the ProcMS-BACSD;
- g. Shall work from Mondays to Fridays, from 8 AM to 5 PM; the service provider may request an extended work schedule beyond working hours subject to the ProcMS-BACSD concurrence/approval; the overtime payment shall be borne by the service provider subject to DOLE policies on overtime work without additional cost to ProcMS-BACSD;
- h. Hold the Proprietary Information in strict confidence; sign a 5-year confidentiality and non-disclosure agreement with ProcMS-BACSD before the digitization phase;
- i. Guarantee that ProcMS-BACSD records shall not be removed out of the Dorm E premises by the service provider by any means;
- j. No copies of these records, in physical and digitized form, shall be kept in custody by the service provider;
- k. No copies of these records, in physical and digitized form, shall be made available by the service provider to any third party; and
- l. A written progress report of the project, the number of digitized records and pages, and issues encountered with the ProcMS-BACSD shall be submitted every Thursday.

ProcMS-BACSD:

- a. Provide office space for the service provider to utilize in the processing of records;
- b. Provide electricity for the service provider;
- c. Secure passage through DepEd Security to gain access to and from Dorm E;
- d. Assign a ProcMS-BACSD focal person who will work closely with the service provider during contract implementation;
- e. Provide "Contributor" (Add and edit files) access in the ProcMS-BACSD Google Shared Drive;
- f. Performs Quality Control (QC) on the digitized record files output by the service provider;
- g. Approve parameters of indexing/tagging/labeling of digitized records;
- h. Approve parameters of returning and re-organizing scanned hard/paper copies of records;
- i. Confirm that the digitized records are uploaded successfully in the ProcMS-BACSD Shared Drive; and
- j. Confirm the turn-over of external SSD/s, and that said device/s contains all the digitized records processed by the service provider.

V. Proprietary Information and Ownership

The ProcMS-BACSD records, its components, all specifications, data, ideas, and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as "Proprietary Information") are proprietary to the ProcMS-BACSD.

The hard/paper copies of records before and after the digitization and organization process are the property of the ProcMS-BACSD of the Department of Education; their corresponding digitized equivalents stored in any medium shall become the property of the ProcMS-BACSD of the Department of Education.

VI. Proposed Schedule of Payment

The payment terms and schedule shall be on a monthly progress billing report based on the actual number of pages scanned and submitted by the service provider and accepted by the ProcMS-BACSD.

The maximum payment amount shall be the total awarded contract amount offered by the service provider in reference to the maximum of 2,687,920 pages.

In case the projected number of pages is not met, the guaranteed minimum of 2,000,000 pages shall be paid to the service provider.

VII. Contract Duration

The service provider shall complete the project within four (4) months or earlier upon receipt of the Notice to Proceed (NTP).

Submitted by:

Submitted by:

Contact Person: _____

Company Name: _____

Contact number/s: _____

Email address/es: _____

Requested by:


JAMES RONALD G. YBIERNAS
Supervising Administrative Officer
Officer-In-Charge

Kindly send your reply to:

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Annex "A"

**Storage of Digitized Records and
Re-organization of Returned Hard/Paper Copies of Records**

- per Year
 - o Administrative
 - per Office
 - per Date (format MMDDYY)
 - o APP
 - per Date (MMDDYY)
 - o Big Ticket Projects
 - per Project Number/per Project Title
 - RTA
 - o per Annex (arranged as mentioned in the RTA)
 - per Date (MMDDYY)
 - NOA
 - o per Date (MMDDYY)
 - Contract/PO/MOA
 - o per Date (MMDDYY)
 - NTP
 - o per Date (MMDDYY)
 - Other Documents
 - o per Date (MMDDYY)
 - o Finance
 - per Date (MMDDYY)
 - o Others
 - per Date (MMDDYY)
 - o Request for Quotations (RFQ)
 - per Project Number/per Project Title
 - RTA
 - o per Annex (arranged as mentioned in the RTA)
 - per Date (MMDDYY)
 - NOA
 - o per Date (MMDDYY)
 - Contract/PO/MOA
 - o per Date (MMDDYY)
 - NTP
 - o per Date (MMDDYY)
 - Other Documents
 - o per Date (MMDDYY)
- Personnel
 - o per Name of Personnel (format Surname First Name)
 - per Type of Document
 - per Date (MMDDYY)
- Forms
 - o per Office
 - per Type of Form
 - per Date (MMDDYY)
- References
 - o per Office
 - per Date (MMDDYY)