



Bids and Awards Committee

Project Title: Supply of Services for Document Conversion to Digital Format of Audited Financial Statement (AFS) and General Information Sheets

Bid Bulletin No. 1

All Prospective Bidders are hereby informed of the following amendments to the SEC Bidding Documents:

AMENDMENT

FROM	TO
<p>Page 84, Statement of all Ongoing Contracts Including Awarded but not yet Started Government and Private Contracts, whether similar or not similar in Nature and Complexity to the Contract to be Bid</p> <p>Submitted by: Company Name: _____ Authorized Representative: _____ Designation: _____ Date: _____</p>	<p>Submitted by: Company Name: _____ Authorized Representative (Printed Name and signature above): _____ Designation: _____ Date: _____</p> <p>See revised form Annex "A"</p>
<p>Page 85, Statement of Single Largest Completed Contract Similar to the Contract to be Bid within the Five (5) Years Period</p> <p>Submitted By: Company Name: _____ Authorized Representative: _____ Designation: _____ Date: _____</p>	<p>Submitted by: Company Name: _____ Authorized Representative (Printed Name and signature above): _____ Designation: _____ Date: _____</p> <p>See revised form Annex "B"</p>

<p>Page 86, Bid Price Schedule</p> <p>Submitted by:</p> <p>Company Name: _____</p> <p>Authorized Representative: _____</p> <p>Designation: _____</p> <p>Date: _____</p>	<p>Submitted by:</p> <p>Company Name: _____</p> <p>Authorized Representative (Printed Name and signature above): _____</p> <p>Designation: _____</p> <p>Date: _____</p> <p>See revised form Annex "C"</p>
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CLARIFICATION

Minimum output requirement is 250,000 pages per week or 50,000 pages per day – what is the <i>maximum</i> daily output requirement?	There is no maximum daily output requirement.
What are the specs of the scanners, printers, and workstations?	There are no specific specifications for the scanners, printers, workstations as long as you achieve our requirements. For Scanner – it must have an imprint and at least 2 scanners For Printers – 2 Workstations – 10
What is the required accuracy level of encoding?	99.9%
How are the documents received? Are they already in the correct scanning order?	We will transmit the documents per box. In the document preparation happens the correct order of documents prior to scanning.
What is the estimated character count of the CD number, roll number, blip number?	CD Number – 5 Roll Number – 4 Blip Number – 4
How many documents do we save per CD?	2,000 pages per CD and 200 to 250 documents
On page 68, the process flow includes step 4 – matching. What are the mechanics for the matching?	SEC will provide database consists of company profiles of every corporation. The service provider will simply match the database vs the hardcopy (lookup)

<p>Can we do the scanning onsite and the encoding offsite?</p> <p>This will save space and utility expenses for SEC. We will also provide a workflow monitoring as part of the service, so SEC can check the status of each document should they want to. We can do the Quality Assurance in SEC premises as well.</p>	<p>As specified in the bid documents all stages of the project will be done in the SEC premises.</p>
<p>What is the required quality/format of the scanned documents (e.g. resolution, etc.)?</p>	<p>200 dpi</p>
<p>What is the required format of the scanned images and indices for them to be compatible with the i-View and the SEC Retrieval System? Are these systems one and the same?</p>	<p>Multi page format The format of the SEC i-View and SEC Retrieval System is the same.</p>
<p>How are CD number, roll number, and blip number assigned? Is it pre-assigned by SEC upon receipt of the physical document or are we going to follow a numbering scheme based on the type of data provided to us? When will the counter reset?</p>	<p>SEC will provide the CD Number, Roll Number and the Blip number are in the capture software of the scanner.</p>
<p>For document pages with exceptions (e.g. unreadable content, incomplete, etc.), how are they returned to SEC? Do we return the whole set of documents or just the specific page?</p>	<p>The whole set of document will be returned to SEC if in case there are problems.</p>
<p>What if we can deliver the same level of service using fewer people and equipment – is this allowed?</p>	<p>It will be allowed as long as you attained the requirements.</p>
<p>For the personnel that will be assigned to this project, what are the requirements (e.g. status of employment, qualifications, etc.)?</p> <p>Should they be all assigned to the SEC project full time and should be within SEC premises daily?</p>	<p>For the qualifications of the personnel, the service provider has the discretion to choose, select or appoint as long as they are skilled enough for the position.</p>
<p>Will you provide the job description of the personnel composing the project team?</p>	<p>No</p>
<p>Can the number of personnel composing the project team be decreased (e.g. due to termination or resignations) or increased during the contract period without change in bid amount?</p> <p>If yes, do we need SEC consent to implement this?</p>	<p>Yes, the service provider can decrease their personnel as long as they already meet the requirements.</p>

How many shifts per day can your office space accommodate? What is the operating hours allowable?	2 shifts (6am – 2pm) (2pm – 10pm)
What activities or business do you contemplate would fall under the terms "service information bureau" and "information dissemination."	Service information bureau" and "information dissemination" refers to the confidentiality of all documents submitted to SEC covered in this project.
The contract agreement form page is blank. Are you going to release a copy of the form?	The contract agreement will be provided upon contract signing.
Does the authorized representative have to sign on all pages of the docs?	Page 25, Instruction to Bidders, Item no. 19.4 provides that: "Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the bidder. Failure to do so shall be a ground for the rejection of the bid."
If we have multiple authorized representatives, can they all sign on the bid docs or should we have only one and the same representative sign on all of the pages?	Yes, provided that they are specified in the Authority of Signatory (Page 87) as the appointed representatives of the Bidder.
For the surety or insurance company issuing the performance security, do you require SEC accreditation?	No, under Page 35, a surety or insurance company must be duly certified by the Insurance Commission as authorized to issue such security.
Can we submit photocopy of the documents?	Page 39, Bid Data Sheet, Item no. 20.3, states that: "Each Bidder shall submit one (1) originally signed certified true copy of the original document and three (3) duplicate copies of the first and second components of its bid. Bidder must arrange each bid document according to the provided checklist."

ADDITIONAL INSTRUCTION

The Approved Budget for the Contract (ABC), shall be funded through the authorized appropriations under the FY 2019 National Expenditure Program. Notice of Award shall be issued once the 2019 General Appropriations Act is approved by Congress.

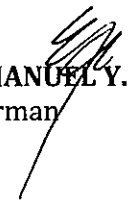
This Bid Bulletin No. 1 shall form an integral part of the Bidding Documents.

November 19, 2018

Prepared by:



MICHELLE B. LEE
BAC Secretariat



EMMANUEL Y. ARTIZA
Chairman

Noted by:



NOEL B. ARA
End-user Representative

Annex "A"

Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid

Name of Contract (Project Title/Name of Entity)	Date of contract	Contract duration	Owner's name and address	kind of Goods	Amount of contract	Value of outstanding works	Date of Delivery (Date of Delivery shall refer to the expected date the project shall be fully completed/delivered or paid)

Note:

1. Renewal/extended contracts shall be considered as on-going contracts.
2. Project's under Non-Disclosure Agreement (NDA) should be included per GPPB NPM-034-2014

Instructions:

- a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financing Contracting Capacity (NFCC) case an NFCC is submitted as an eligibility documents.

Submitted by:

Company Name:

Authorized Representative

(Printed Name and signature

above):

Designation:

Date:

Annex "B"

Statement of Single Largest Completed Contract similar to the contract to be bid within the five (5) years period

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

Name of Contract (Project Title/Name of Entity)	Date of contract	Contract duration	Owner's name and address	Kind of Goods	Amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery shall refer to the expected date the project shall be fully completed/delivered or paid)

Note: Bidder shall attach the following:

1. Photocopy of approved Contract, Service Contract, Purchase Order or Work Order
2. End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipts issued for the contract

Submitted by:

Company Name: _____
 Authorized Representative
 (Printed Name and signature
 above): _____
 Designation: _____
 Date: _____

BID PRICE SCHEDULE

Item No.	ARTICLES AND DESCRIPTIONS	Quantity	BID (inclusive of VAT and other applicable taxes)
1	Supply of Services for Document Conversion to Digital Format of Audited Financial Statements and General Information Sheets		
2	Cost per copy	1	Php _____
3	Total No. Pages	4,000,000	Php _____
4	Total Bid Price		Php _____

Submitted by:

Company Name: _____

Authorized Representative (Printed Name and signature above): _____

Designation: _____

Date: _____