



**Bids and Awards Committee**  
**BID BULLETIN NO. 1**

**Supply of Services for Document Conversion to Digital Format of Audited Financial  
Statement and General Information Sheets**

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

**Amendment:**

<b>SEC Requirement</b>	<b>Amended</b>
1. Bid Data Sheet: 24.1 – page 36  The place of bid opening is Function Room B, 2 <sup>nd</sup> Floor, Secretariat Building PICC Complex, Pasay City	The place of bid opening is <b>Function Room A</b> , 2 <sup>nd</sup> Floor, Secretariat Building PICC Complex, Pasay City

**Clarification:**

<b>SEC Requirement</b>	<b>Response</b>
<p>Statement:</p> <p>1. Bid Data Sheet, ITB Clause No. 5.4</p> <p>For this purpose, Similar contracts shall refer to the Supply of Services for Document Conversion to Digital Format.</p> <p>Q1: Will the End-User consider a contract for outsource manpower and services and scanner maintenance support where the service level is daily achievement of production target of scanned images and encoded documents in a format ready for uploading into a document repository system as similar contract.</p> <p>Q2: Will the End-User consider a contract which pertains to supply and delivery installation with pre-implementation</p>	<p>Yes. Based on the End-User's review of the subject contract, the scope of the project is considered similar to the project for bidding.</p> <p>No. The processes and the machine used in the conversion is different from our required conversion process</p>
<p>2. Terms of Reference: VI- A.I</p> <p>The prospective bidder shall bring to the SEC, the required equipment (Document scanner with speed of at least 140 pages per minute)</p> <p>Q1: Relax the scanning speed from 140 ppm to 100 ppm</p>	<p>The scanner speed of 140 ppm remains.</p>

<p>3. Terms of Reference: page 59, B.</p> <p>Resources to be provided should include the following: Ten (10) Work Station that are compatible with our existing facility both in SEC I view and Computer Assisted Paper Submission and the corresponding Data Encoders per WS (1.1)</p>	<p>Ten (10) Workstation will be dedicated solely for encoding of document.</p>
<p>4. Terms of Reference: page 60, A.1</p> <p>Contractor/Service provider: The conduct of the POC shall be done at the SEC premises to enable Staff to validate the output required in the project. The prospective bidder shall bring to SEC, the required equipment.</p>	<p>During the POC , The LCB is required to bring the required scanner capable of printing 140 copies per minute.</p>

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

November 8, 2019

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