



**BID AND AWARD COMMITTEE**

**Bid Bulletin No.1**

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **PROCUREMENT OF DIGITALIZATION PROJECT FOR THE SEC LIBRARY**, Public Bidding No. 2023-011.

REFERENCE	CLARIFICATION
<p>Section VII. Technical Specifications <i>page 31-34</i></p> <p><i>Lot 2: Digitalization of SEC Issuances (opinions, memorandum circulars, manual of operations, bulletins. etc.)</i></p>	<p>Question: What is the output format?</p> <p>Answer: Outputs should be in PDF/A or TIFF.</p>
	<p>Question: Is the provision “[a]ll softwares must have a perpetual license inclusive of bug fixes and patches at no additional cost to SEC” applicable the Project?</p> <p>Answer: The software to be used for the entire project should have a perpetual license.</p>
	<p>Question: Who shall be responsible for the encoding software?</p> <p>Answer: The service provider shall be responsible for the encoding software.</p>
	<p>Question: What are the five (5) index fields key?</p> <p>Answer: The unique number of documents, subject, date, signatory, number of pages, and searchable terms. These are just some of the index fields.</p>
	<p>Question: Can the project duration of one (1) year from receipt of the Notice to Proceed be adjusted?</p> <p>Answer: The entire project shall should be finished within one (1) year.</p>
	<p>Question: Can the service provider unbind the book/s for scanning purposes?</p> <p>Answer: Books should be scanned “as is”.</p>
	<p>Question: Is the service provider allowed to provide two (2) machines to reach the minimum requirement of 140 pages per minute?</p> <p>Answer: Yes, but should be at no additional cost to SEC.</p>
	<p>Question: How many of 55,903 pages of SEC documents are books?</p> <p>Answer: About 5% to 10% of the 55,903 pages are from books.</p>

*Handwritten initials/signature*

<p>Section VII. Technical Specifications page 31-34</p> <p><i>Lot 3: Technical Specifications for the Supply and Delivery of Integrated Library System (ILS) with RFID and Security System</i></p>	<p>Question: Is SEC requiring a certificate of good performance during the conduct of proof-of-concept?</p> <p>Answer: Yes, the service provider/s should be able to present three (3) Certificates of Good Performance from locally-installed libraries in the Philippines in the past three (3) years to ensure that the service provider/s has/have good after-sales service.</p>
	<p>Question: Will SEC provide remote access during support?</p> <p>Answer: Yes, remote access will be provided to the service provider during support.</p>
	<p>Question: When can the service provider commence the project implementation for Lot 3?</p> <p>Answer: Lot 3 can be started once Lot 1 has been fully delivered.</p>

SEC REQUIREMENT	AMMENDMENT/ADDENDUM
<p>Section III. Bid Data Sheet ITB Clause 20.1 page 20</p> <p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post qualification requirements:</p> <ol style="list-style-type: none"> <li>1. Proof/s of the Single Largest Completed Contract shall be copy of purchase order or contract, or proof of completion which may be the certificate of final acceptance, or official receipts or sales invoice/s covering the full amount of the contract;</li> <li>2. Latest Income Tax Return filed and paid through the Electronic Filing and Payments System (EFPS); and</li> <li>3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment within the last six (6) months preceding the date of bid submission.</li> </ol>	<p>Section III. Bid Data Sheet Bid Data Sheet Clause 20.1 page 20</p> <p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post qualification requirements:</p> <ol style="list-style-type: none"> <li>1. Proof/s of the Single Largest Completed Contract shall be copy of purchase order or contract, or proof of completion which may be the certificate of final acceptance, or official receipts or sales invoice/s covering the full amount of the contract;</li> <li>2. Latest Income Tax Return filed and paid through the Electronic Filing and Payments System (EFPS); and</li> <li>3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment within the last six (6) months preceding the date of bid submission.</li> <li>4. The prospective bidder/s shall present a Certificate from the National Telecommunications Communication (NTC) to guarantee that the end-user shall receive an NTC-approved type of RFID devices for the project.</li> </ol>

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Section V. Special Condition of Contract  
GCC Clause 2.2  
page 26

The terms of payment shall be as follows:  
Payment shall be made upon complete delivery of the Good.

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The terms of payment shall be as follows:

**For Lot 1:**

Payment shall be made upon complete delivery of the Goods.

**For Lot 2:**

The terms of payment shall be as follows:

Milestones	Payment per Contract Price
40% of the total number of pages to be scanned with Progress Report	40%
30% of the total number of pages to be scanned with Progress report	20%
30% of the total number of pages to be scanned with Progress Report	20%
Acceptance by the end-user with Terminal Report	20%
<b>Total</b>	<b>100%</b>

**For Lot 3:**

The terms of payment shall be as follows:

Milestones	Payment per Contract Price
Supply, Delivery, and Installation of the Integrated Library System with User Training	50%
Supply, Delivery, and Installation of the RFID Gate, 2000 pcs. book	30%

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	tags, tagging, and circulation devices, and portable inventory	
	Acceptance by the end-user	20%
	<b>Total</b>	<b>100%</b>

Provision in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

October 20, 2023

  
 ARMANDO A. PAN, JR.  
 Chairman  
 /s/