

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **MICROFILM CONVERSION TO DIGITAL FORMAT AND UPDATING OF SEC DATA BASE** under Public Bidding No. **2023-006**.

REFERENCE	AMENDMENT								
<p>Section VII. Technical Specifications <i>Page 28</i></p> <p>xxx</p> <table border="1" data-bbox="284 819 804 1122"> <tr> <td data-bbox="284 819 628 882">Maintenance of Scanner Machines, 2 Units</td> <td data-bbox="628 819 804 882">Statement of Compliance</td> </tr> <tr> <td data-bbox="284 882 628 1122">Compliance to the Terms of Reference for Maintenance of Scanner Machines, 2 units, as attached, including amendments as may be reflected in a Bid/Supplemental Bulletin, if any of it to be issued.</td> <td data-bbox="628 882 804 1122"></td> </tr> </table>	Maintenance of Scanner Machines, 2 Units	Statement of Compliance	Compliance to the Terms of Reference for Maintenance of Scanner Machines, 2 units, as attached, including amendments as may be reflected in a Bid/Supplemental Bulletin, if any of it to be issued.		<p>Section VII. Technical Specifications <i>Page 28</i></p> <p>xxx</p> <table border="1" data-bbox="826 819 1361 1149"> <tr> <td data-bbox="826 819 1182 909"><u>Microfilm Conversion to Digital Format and Updating of SEC Database</u></td> <td data-bbox="1182 819 1361 909">Statement of Compliance</td> </tr> <tr> <td data-bbox="826 909 1182 1149">Compliance to the Terms of Reference for <u>Microfilm Conversion to Digital Format and Updating of SEC Database</u>, as attached, including any amendment thereto through bid or supplemental bulletin/s.</td> <td data-bbox="1182 909 1361 1149"></td> </tr> </table> <p><i>Please see attached revised Technical Specification compliance form.</i></p>	<u>Microfilm Conversion to Digital Format and Updating of SEC Database</u>	Statement of Compliance	Compliance to the Terms of Reference for <u>Microfilm Conversion to Digital Format and Updating of SEC Database</u> , as attached, including any amendment thereto through bid or supplemental bulletin/s.	
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RELATED PROVISION/S	CLARIFICATIONS TO QUERIES FROM LANE ARCHIVE TECHNOLOGIES AND MICROIMAGING SALES AND SERVICES, INC.								
<p>Section I. Invitation to Bid <i>Page 9</i></p> <p>2. SEC now invites bids for the above procurement project. Delivery of the Goods is required in FY-2023 as specified in Section VI (Schedule of Requirement) of the Bidding Document. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.</p>	<p>Question: As for the previous projects not older than 5 years, to qualify the location of the project done is not limited to the local country. Is that acceptable?</p> <p>Response: The bidder should have a completed project as defined under BDS Clause 5.3 which should have been completed within five (5) years from the date of submission of bid.</p>								

<p>Section II. Instruction to Bidder ITB 5. Eligible Bidders</p> <p>5.1 Only Bids of Bidders found to be legally, technically, and financially, capable will be evaluated.</p> <p>5.2 Foreign ownership exceeding those allowed under rules of may participate pursuant to;</p> <ul style="list-style-type: none"> i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate; ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines; iii. When the Goods sought to be procured are not available from local suppliers; or iv. When there is a need to prevent situations that defeat competition or restrain trade. 	<p>Question: Iron Mountain Philippines (IMPH) and Lane Archive Technology (LAT) are both domestic company-owned and operated by a Global Parent company namely Iron Mountain Incorporated (a Delaware corporation with principal office address at One Federal Street Boston, MA 02110).</p> <p>With the two corporation (IMPH and LAT) having the same set of directors and beneficial owner. Would a letter of reciprocity to engage with the SEC as a government entity suffice eligibility to participate in this bid?</p> <p>Response: The abovementioned letter may be submitted as supporting document to prove reciprocity subject to post-qualification process.</p>
<p>5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty (50%) of the ABC.</p>	<p>Question: Since we are a foreign company, our current projects of this magnitude are ones we have done abroad, does this qualify?</p> <p>Response: Yes, as long as such project is similar in nature as defined under BDS Clause 5.3</p>
<p>Section VII. Technical Specifications P. 29</p> <p>Item III. Rationale</p> <p>the SEC maintains a total of 27,875 microfilm rolls consisting of an estimated total number of 2,230,000 documents consisting of 55,750,000 pages that need to convert to digital format to do away with microfilm documents.</p> <p>Item IV. Scope of the Project</p> <p>B. Minimum of 55 desktop computers with imaging and data capture application that are compatible with existing SEC Facility.</p>	<p>Section VII. Technical Specifications P. 29</p> <p>Item III. Rationale</p> <p>Question: Is the declared volume set at 55.7M images the minimum guaranteed volume for this project? If the volume exceeds 55.7M, will SEC allow the term extended?</p> <p>Response: Yes, 55.7M pages is the minimum guaranteed volume. However, we will not allow any extension.</p> <p>Item IV. Scope of the Project</p> <p>Question: When is the delivery of the 55 Desktop Computers with imaging and Data Capture Application? Is it on the start of the project?</p>

<p>B. 1 Output: B/W or grayscale, JPG, Single and Multipage TIFF, Single and Multipage PDF.</p> <p>B. 2 Enterprise Network Attached Storage (2 X 12TB, 8GB RAM, Intel® Xeon® D-1541 8-core 2.1 GHz processor, Dual Power Supply)</p> <ul style="list-style-type: none"> • 2-year support • To be turned over to SEC at the end of the project 	<p>Response: Upon issuance of Notice to Proceed, the 55 Desktop Computers must be deployed onsite.</p> <p>Question: Please define expected output, does SEC require that the vendor produce only one of the 3 outputs defined below or all?</p> <p>a. Single TIFF b. Multipage TIFF c. Multipage PDF</p> <p>Response: It must be Multipage TIFF format.</p> <p>Question: The 2-year support is in reference to the H/W production scanners only and term is from the commencement of the project? At the end of the project, the expectation is only leave 2 production scanners and storage NAS?</p> <p>Response: The 2-year support applies to the Network Attached Storage only.</p>
<p>E. Project/Team Organization</p>	<p>Question: Can we implement our own Production Strategy in terms of # of H/W and Resources as long as we meet the target output?</p> <p>Response: It must be on site.</p>
<p>P.30 Item VI. Scope of Services A. Service Provider A.1 The Service Provider should demonstrate its capability to complete the project by conducting a Proof of Concept (POC) based on section VII of this TOR. SEC will issue a Certificate of Acceptance upon passing the POC Process.</p> <p>The conduct of the POC shall be done at the SEC premises to enable staff to validate the output required in the project.</p>	<p>Question: What is the POC success criteria?</p> <p>Response: The Service Provider should be able to scan the microfilm rolls with a minimum speed of 5 microfilm per hour.</p> <p>Question: What is the duration of the POC?</p> <p>Response: One day.</p> <p>Question: Upon SEC advisory to conduct POC, can a contractor be given reasonable time to get the solution ready to conduct POC?</p> <p>Response: The contractor is given a whole day.</p>
<p>P.31 A.5 The Service Provider must ensure that all DIGITAL images from microfilm are the best quality output and conform to existing industry standards.</p> <p>P.31 A.8 The Service Provider should provide standby service units (back-up equipment of the same type to handle the job) to ensure zero downtime in production operations.</p>	<p>Question: What is the expected dpi output? Please help define the industry standard?</p> <p>Response: The dpi output should be at 200 - it must be readable, clear and good quality.</p> <p>Question: In the event, we use a higher capacity scanner that can output more than 5 rolls per hour. Can we be more flexible in this provision for</p>

<p>A.11 The Service Provider must be able to encode the required information/index fields as indicated in this TOR.</p> <p>Excerpt from TOR: B2 Letter C</p> <p>The indices described in the TOR only refers to below:</p> <ul style="list-style-type: none"> • SEC Number • Company Name • Document Type (100 types) • Period Date • CD Number • Roll Number • Blip Number • Start to End Pages • Number of Pages <p>Under Exception Handling, the number of Index Field may increase with the inclusion of Remarks (reason for inclusion in the exception log.)</p> <p>P.32</p> <p>A.24 The Service Provider's personnel Shall report to work from 8:00 am to 5:00 pm Monday to Friday. Saturday work can be scheduled and with prior approval from SEC.</p> <p>A.25 The Team Leader/Point Person for the project shall ensure that all equipment will perform and deliver the full technical processes at its optimum operational level to be able to achieve SEC's internal Performance Target.</p> <p>A.27 The Service Provider shall provide an output that is readily up-loadable to SEC's i-View Back-up/ ODRS. The service Provider's output must be placed in network attached storage with retrieval facility to be deployed before end of the project.</p> <p>B. Securities and Exchange Commission</p> <p>2. Provide an adequate work area for the Service Provider, with the work area having air-conditioning facilities which the Service</p>	<p>back-up provided that we still meet the required productivity without compromising the timeline?</p> <p>Response: No, the back-up equipment should be provided.</p> <p>Question: Will SEC provide a transmittal report to indicate a list of the document types? If yes, what is the file format of the report? Are different versions of the same documents considered as different document types? Will SEC provide the knowledge transferring/training to the SP to properly identify the document types?</p> <p>Response: Yes, we will provide transmittal report. File format will be discussed during the contract implementation. Different versions are considered as different document types. SEC will arrange knowledge transfer/training for SP in order to properly identify the document types.</p> <p>Question: Will we be allowed to work on a shifting basis to increase work output?</p> <p>Response: Work shifting can be arranged, subject to prior approval from SEC.</p> <p>Question: What is expected SLA?</p> <p>Response: The required output is 3,097,223 pages per month.</p> <p>Question: To our understanding, all processed images will be stored in your NAS environment?</p> <p>Response: Yes and it will be uploaded into our system.</p> <p>Question: What is the space area size to be provided?</p>
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<p>Provider can use during work hours, 8:00 a.m. to 5:00 p.m., Mondays to Fridays, and/or Saturday and Sunday as the need arises.</p> <p>P.34 Item VIII. Security and Confidentiality Bidders Qualification No. 1</p> <p>1. The contractor must be directly engaged in the business of micrographics equipment and microfilm-related services for at least ten (10) years.</p> <p>2. The CONTRACTOR must have a 24 x 7 technical support capability for all hardware, equipment and software to be used for the project.</p> <p>5. The Contractor should be a duly registered Labor Contractor of the Department of Labor and Employment under D.O. 174 to comply with labor regulation and present a certificate of no pending case from the Department of Labor and Employment.</p>	<p>Response: We will allot a 50sqm space.</p> <p>Question: Services rendered are done through partnership with Hardware provider, not necessarily engaged in the business of providing the equipment directly. Can we be more flexible in this term.</p> <p>Response: No, we require direct engagement of bidder/s in the micrographics and microfilm-related businesses.</p> <p>Question: Since we are in operation only from 8am-5pm, is 24x7 support still needed?</p> <p>Response: Yes, this is a requirement to meet the target on time (18 months).</p> <p>Question: Can this requirement be removed?</p> <p>Response: We cannot remove this requirement for the protection of your assigned encoder to this project.</p>
<p>Other Matters</p>	<p>Other Matters:</p> <p>Question: Reconfirming that microfilms are rolls and not in 3M Cartridges?</p> <p>Response: Yes, they are in 16mm rolls, dated from 1991 to 2011.</p> <p>Question: Any chance they blipped?</p> <p>Response: Yes, it is level 1 and 2.</p> <p>Question: Confirming on 100' rolls based on 2,000 images per roll?</p> <p>Response: Yes, there are 100 rolls with 2,000 pages per roll.</p> <p>Question: Duplicate Rolls-Diazo or Vesicular?</p> <p>Response: Master copy is in Kodak Microfilm.</p> <p>Question: Age of Microfilms?</p> <p>Response: From 1980-2011.</p> <p>Question: Are the images Negative or Positive?</p> <p>Response: We have negative images.</p>

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. Further clarifications, which do not impact the financial bid, on the matters presented above shall be entertained during contract implementation.

For guidance and information of all concerned.

February 20, 2023

For the Bids and Awards Committee:

Sgd.
ARMANDO A. PAN, JR.
Chairman

Section VII. Technical Specifications

Microfilm Conversion to Digital Format and Updating of SEC Database	<u>Statement of Compliance</u>[1]
Compliance to the Terms of Reference as attached and any amendment thereto through bid or supplemental bulletin/s.	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

AUTHORIZED REPRESENTATIVE:

Signature : _____

Company Name : _____

Printed Name : _____

Position : _____

Date : _____

[1] Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance"