



Republic of the Philippines

## National Economic and Development Authority

### NEDA BIDS AND AWARDS COMMITTEE FOR GOODS AND INFRASTRUCTURE PROJECTS (NBAC-GIP)

#### BID BULLETIN No. 1

#### Engagement of a Service Provider for the On-Site Digitization of NEDA-Infrastructure Staff (IS) Documents/References

TO ALL BIDDERS:

Following the Pre-Bid Conference held on 24 October 2016, hereunder are the clarifications/modifications under Section IX (Terms of Reference) of the Bidding Documents relative to the above-cited procurement:

1. Item 5.9.1

Ensure that all scanned documents are indexed using NEDA's approved parameters. The scanned documents are to be indexed based on the following major indices: Title; Sector; Types of Documents; Agencies; and, Year. Details on said indices will be provided/discussed and finalized with the winning Service Provider during the Pre-Digitization Phase.

2. Item 5.10.3

Ensure availability of full text retrieval of digitized documents from the external portable HDDs. The Service Provider should ensure that users should be able to easily search, view, retrieve, print and share the digitized documents using a software with perpetual license developed/provided by the Service Provider, consistent with Section 1.2.2 and other relevant provisions of the Terms of Reference (TOR). In case of system failure, users should be able to manually search the documents from the HDD / storage device.

3. Item 6.3

Prepare and classify documents for digitizing. The documents for digitization and indexing consist of about 1,800,000 A4 and 100,000 A3 pages of colored/black and white documents/references (70% loose and 30% hard bound) in the possession of the Infrastructure Staff (IS) of NEDA.

Should there be any queries, please contact the NBAC-GIP Secretariat at telephone nos. 631-37-15, 631-37-32 or 631-09-45 loc. 203, 204 and 209.

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