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OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

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ADDENDUM / BID BULLETIN NO. 1

CONTRACT TITLE: PROCUREMENT OF SCANNING SERVICES (PBG00DS-23-008)

1. This Addendum/Bid Bulletin No. 1 is issued to clarify, as well as modify, certain items in the Bidding Documents and shall form an integral part of the Bidding Documents:

No	Requests/Queries	Amendments/Clarifications
1.	Bidder's request for clarification on the working days covered by the contract duration of two hundred forty (240) calendar days under the Schedule of Requirements, page 26.	The BAC clarifies that the working days covered by the contract duration of two hundred forty (240) calendar days shall be from Mondays to Fridays, excluding Holidays.
2.	Bidder's request for clarification on the composition of the Project Team that will be deployed to PRA premises for the duration of the project.	The BAC resolves to amend Item 3.a Equipment & Manpower Requirements of the Technical Specifications, page 28, as follows: <i>a. The Service Provider should have a dedicated Project Team deployed in the PRA Premises for the duration of the project, which shall be composed of the following:</i> <i>1. Project Lead;</i> <i>2. Scanner Operator;</i> <i>3. Quality Assurance/Index Validator; and</i> <i>4. Document Groomers.</i>
3.	Bidder's request to lower the requirement of 70ppm High-Speed Scanner with the option for additional scanners to comply with the 70ppm requirement under Item 3.b of the Technical Specifications, page 29.	The BAC resolves to retain the requirement of five (5) units of 70ppm High-Speed scanner under Item 3.b of the Technical Specifications, page 29.
4.	Bidder's request for clarification on the size and quality/thickness of papers to be scanned.	The BAC clarifies that the sizes of papers are A4 and Legal, while the thickness varies from 60 to 80 GSM.

No	Requests/Queries	Amendments/Clarifications
5.	Bidder's request for clarification on the quality of scanned documents under Item 5.m of the Technical Specifications, page 31.	The BAC clarifies that the resolution of the searchable PDF must be at least 300 DPI.
6.	Bidder's request for clarification on the extent of the file name convention to be provided by PRA under Item 6.a of the Technical Specifications, page 31.	The BAC resolves to amend the requirement under Item 6.a of the Technical Specifications, page 31 as follows: a. <i>SERVICE PROVIDER must provide Indexing via Excel and matches the file names of the documents as provided by PRA.</i>
7.	Bidder's request to attach an additional contract/Purchase Order to support the Single Largest Completed Contract (SLCC).	The BAC resolves to allow an aggregate of two (2) contracts or Purchase Orders to support the requirement for fifty percent (50%) of SLCC.
8.	Bidder's query if an internet connection shall be provided within the scanning area for the duration of the contract for the uploading of the scanned files.	The BAC clarifies that no internet connection shall be provided as a Network-Attached Storage (NAS) shall be dedicated to store all the scanned files through a Local Area Network (LAN).

Summary of Amendments to the Bidding Documents

Reference	Original Provision	Amended Provision
Section VI. Schedule of Requirements, Delivered, Weeks/Months Page 26	The Contract duration for the scanning, indexing, and tagging shall be for two hundred forty (240) calendar days from the issuance of the Notice to Proceed (NTP)	The Contract duration for the scanning, indexing, and tagging shall be for two hundred forty (240) calendar days (<i>Mondays to Fridays, excluding holidays</i>), from the issuance of the Notice to Proceed (NTP)

Reference	Original Provision	Amended Provision
Section VII. Technical Specifications, Item 3, Equipment & Manpower Requirements, Pages 28-29	a. The Service Provider should have a dedicated Project Team deployed in the PRA Premises for the duration of the project. The project team should be composed of at least the following personnel: <ol style="list-style-type: none"> 1. Project Manager (PM) (1 personnel) 2. Project Lead (1 personnel) 3. Scanner Operator (5 personnel) 4. Quality Assurance/Index Validator (2 personnel) 5. Document Groomers (3 personnel) 6. Technical Support (1 personnel) 	a. The Service Provider should have a dedicated Project Team deployed in the PRA Premises for the duration of the project, <i>which shall be composed of the following:</i> <ol style="list-style-type: none"> 1. <i>Project Lead;</i> 2. <i>Scanner Operators;</i> 3. <i>Quality Assurance/Index Validator; and</i> 4. <i>Document Groomers.</i>
Section VII. Technical Specifications, Item 6, Encoding, Retrieval, and Quality Assurance (QA), Page 31	a. SERVICE PROVIDER must provide Indexing via Excel and matches the file name convention provided by PRA.	a. SERVICE PROVIDER must provide Indexing via Excel and matches the <i>file names of the documents as provided by PRA.</i>

For the guidance and information of all concerned.

Atty. KAREN A. VILLAMIL
 Chairperson, Bids and Awards Committee

December 27, 2023

