

REPUBLIC OF THE PHILIPPINES

**Office of the Solicitor General**

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**OUTSOURCING SERVICE FOR THE DIGITIZATION OF  
ANCIENT DOCKET BOOKS OF THE DOCKET  
MANAGEMENT SERVICE**

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Terms of Reference

# **OUTSOURCING SERVICE FOR THE DIGITIZATION OF ANCIENT DOCKET BOOKS OF THE DOCKET MANAGEMENT SERVICE**

## **1.0 Project Description**

Digitization of ancient docket books primarily means that all docket books from the oldest to the latest, which were used shortly before the computerization in 2008, will be purposely scanned to produce a portable document format (PDF) which can be saved and stored digitally. Generally, these scanned/digitized records must be indexed and accessed in a database which can be used for searching of records through docket numbers, case numbers or case titles. The converted digital format will be stored in a separate disk location and will be integrated with the Case Management Information System (CMIS) module of the DMS.

The project is expected to rid the office of bulky, dusty, and at times, stinky docket books.

## **2.0 Objective**

2.1 To provide fast, more accurate and comprehensive data search and results to stakeholders by scanning the Docket Management Service (DMS) OLD record book, indexing and data integration to the Case Management Information System (CMIS).

2.1 To provide clients with credible, verifiable, more tamper-proof and consistent data.

2.2 To rid the office, especially the DMS, of the bulky docket and record books which attract dust and is easily the breeding ground for parasites and thus, may cause illnesses especially to those who usually come in contact with them.

## **3.0 Project Management**

To ensure that project implementation business needs and timelines are met, a collaborative partnership between the OSG and Contractor will be created, thus the Contractor shall be required to:

- Submit / Designate an official Project Manager who shall be responsible to ensure that their task and timeline are met.
- Contractor shall be required to coordinate with CMS to use the following:

- Use of OSG MS Teams for project management, documentation, issue tracking, reporting, task management and other matters.
- Set task/targets in MS teams.
- OSG Bitbucket; wherein Contractor shall commit source codes (*of the SIMPLE program that can access/retrieve the scanned documents and its information*).
- With the concurrence of the OSG TWG. The Contractor shall be required to set a regular scheduled meeting for reporting of project status, issues, and other concerns. Weekly meetings for the first two months and monthly meetings for the succeeding months of the project.
- Contractor is required to submit a status report twice a month to the TWG on the progress of the digitization process.

Moreover, the OSG will create a Technical Working Group wherein members are representatives from the Records Management Improvement Committee (RMICS), Docket Management Service (DMS), Case Management Service (CMS), Financial Management Service (FMS) and the Administrative Services. The TWG will also coordinate on the procedure, processes, and other matters for the disposal of the DMS Old record books after its digitization with different stakeholders.

#### 4.0 Scope of the Project / Deliverables

4.1 All record books shall be scanned and digitized by the Contractor with a total number of 1,210.

Record Books	Big Book	Small Book	Total
Special Civil Action (SCA) Cases	32		32
Ordinary Civil (OC) Cases	48		48
Civil Cases		40	40
NLRC Cases		239	239
Special Proceedings Cases	120	226	346
Criminal Cases	29	72	101
LRC / CAD Cases	404		404
			<b>1,210</b>

4.2 The size of the record books are the following:

<b>Books</b>	<b>Length</b>	<b>Width</b>
Big Books	18"	12"
Record Book 1	11"	8"
Record Book 2	12"	8"

4.3 The scanning / digitization of the record logbooks shall be done within OSG premises.

4.4 OSG will only provide an office space for the contractor to utilize in the processing of records. Thus, for record book security and other security related reasons, the contractor is advised to limit its work within said enclosed space designated for their exclusive use.

4.5 The contractor will provide its own cooling system if needed (*Contractor and Archive Section will share the office space*) and other office equipment deemed necessary in the completion of the project including the enclosure of the office space to used.

4.6 The Contractor shall convert the ancient docket books into Portable Document Format (PDF).

4.6.1 Minimum resolution of 300 dpi in PDF/A format with bitonal bit depth of 1. One image shall result from each page scanned.

4.6.2 100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction).

4.6.3 That there shall only be one image resulting from each page scanned and that the digital file shall have the same characteristics as the physical page.

4.6.4 That the scanned images contain or maintain the same level of legibility as the original document, i.e. that the image show the same characteristics and features of the original document.

4.6.5 The images must not be out of focus.

4.6.6 The horizontal incline must not be higher than five degrees/grades.

4.6.7 There must be no rays, stains or objects which are not part of the original document.

4.6.8 That the page must not be folded and it must not lose information if it is folded.

- 4.6.9 It should not show information from the next page in case the material is damaged or has holes.
- 4.6.10 The text orientation in the images should be in the natural reading format.
- 4.7 The following specifications will be followed in the storage and naming of digital files:
- 4.7.1 The images will be stored and sent in a hard disk with directory structure.
- 4.7.2 Each folder will have to be arranged by "directory" and "subdirectory", corresponding to a file. And each page or double page will have to be an individual image inside a folder.
- 4.7.3 In case the Record Series name is too long, it can be shortened by assigning abbreviations. However, this convention has to be approved by the Client and AANS.
- 4.7.4 Where the page being scanned is larger than the maximum size for scanning size for scanning (A2) the page can be broken down into multiple shots and charged per shot accordingly. The page broken down into multiple shots must be stitched together to form the single original image.
- 4.8 The Contractor shall index / record / encode the following record books details:
- a. Case Number
  - b. Caption (*if applicable*)
  - c. Case Title (Party1)
  - d. Case Title (Party2 - *if applicable*)
  - e. Category (Civil, Criminal, Special Proceeding, LRC/CAD, Marriage Related Cases, Miscellaneous)
  - f. Nature of cases (*if applicable*)
- 4.9 Delivery
- 4.9.1 The digital images shall be transferred to desktop external hard disk drive/s;
- 4.9.2 The number of desktop external hard drive/s that will be required for the transfer will be based on the total size of digitized documents;

- 4.9.3 Two sets of outputs in separate desktop external hard drive/s must be submitted every month in accordance with the submitted milestone/project plan;
- 4.9.4 External hard disk drives will be turned over to the Client after digitization process
- 4.10 The Contractor shall be allowed to bring its staff to use the space provided by the DMS as their exclusive office, subject to security and health protocols of the OSG security.
- 4.11 The Contractor shall bring its own scanning machine for processing of record digitization, storage for saving of scanned documents, and other things and equipment it may deem necessary for the project.
- 4.12 A Business Requirement Meeting shall be scheduled to discuss the detailed process flow and other matters between DMS and Contractor.
- 4.13 As early as project kick-off, the Contractor shall coordinate with the OSG Case Management Service for the integration of its digitized records to the Case Management Information System (CMIS).
- 4.14 Since this project will use a system for the retrieval of the digitized records, the Contractor shall create for the OSG a simple program/module for digitization (search, retrieve, and print).
- 4.15 The Contractor shall commit the source code of the simple program in 4.11 to the OSG Bitbucket Git repository server.
- 4.16 The digitized documents should be categorized according to nature of case. (e.g. Civil, Criminal, Special Proceedings, Marriage Related Cases, LRC / CAD, Miscellaneous)
- 4.17 The digitization project should meet the timetable agreed upon by the DMS and the contractor. Timetable should be reflected in MS Teams Tasking.
- 4.18 The Contractor must provide an Anticipated Risk and Corrective Action Procedure in the implementation of the project.
- 4.19 The Contractor must have Quality Assurance and Metrics.
- 4.20 The digitized documents can be searched, retrieved, and printed.