

Republic of the Philippines
Office of the Solicitor General

SUPPLEMENTAL BID BULLETIN NO. 2020-002

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

TO ALL PROSPECTIVE BIDDERS:

Please be guided of the following clarifications to the queries posted by the prospective bidders and raised during the Pre-bid Conference.

A. Floro International Corporation

QUERIES	CLARIFICATIONS
<p>1. The terms of reference state that the contract must “provide 25 Jira Server on prem license for project management.” However, this pertains to a particular brand made by Atlassian.</p> <p>We suggest that the licensing for 25 Jira server licenses be separated from the digitization project because the Jira licenses can only be sold by authorized dealers. Separating the licenses from the digitization project opens the bid to more suppliers thereby providing competitive pricing.</p>	<p>Jira is the tool we use on all our project management; this digitization project is just one entry to that project management tool.</p> <p>On the contractors note that “Jira licenses can only be sold by authorized dealers” . Jira licenses can be bought online by any person on their website. Please check with your IT Team on how you can avail. You may also check with https://www.atlassian.com/buy for your reference.</p> <p>Nonetheless, in order to clarify the issue, the provision in the Terms of Reference (TOR) (see p. 75 of the bid documents) which reads:</p> <ul style="list-style-type: none">○ Provide 25 Jira Server on prem license for project management, documentation, issue tracking, reporting and other matters <p>is revised to read as follows:</p> <p>“A project management tool that will be installed on premise to OSG datacenter that is accessible through web and mobile application. It must also be compatible with the existing project management tool used by OSG with at least 25 licenses”.</p>

<p>2. Since the focus of the project is the “Outsourcing services of the digitization of ancient docket books,” may we request that this be adjusted to allow the use of any document management software that will be suitable for the verification requirements?</p>	<p>As per TOR, we did not state any particular document management software.</p>
<p>3. The terms of reference state that the “contractor shall commit its source codes and version controls.” Source codes are proprietary and cannot be given upon completion of the project.</p> <p>A software license may be provided during the duration of the project in order to view and check the metadata and digitized images, however, the source codes will not be turned over to the OSG upon completion. The software license that can be provided is for a complete document management software containing audit trail, annotation, version control, and security features.</p> <p>Since the terms of reference does not state that a customized program must be created to view and check the digitized work to be submitted to the OSG. May we request that the provision of source codes be omitted from the terms of reference?</p>	<p>Service provider is expected to provide a digitized copy of the record book that can be queried, accessed and viewed through SQL database with the use of a front-end application that will be committed on our code repository server.</p> <p>Nonetheless, in order to clarify the issue, the provision of 4.8 and 4.9 in the (TOR) (see p. 76 of the bid documents) are revised to read as follows:</p> <p>“4.8. 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). For this purpose, the Contractor shall create a front-end application for the access and retrieval of the digitized records.</p> <p>4.9. Since this project will use a front-end application for the access and retrieval of the digitized records, the Contractor shall turn over the same to the OSG upon completion and commit its system source code to the OSG Bitbucket Git repository server and other DevOps tools without paying any license or any other extra fees by OSG to the Contractor.</p>
<p>4. May we know how many users will be verifying the digitized images and metadata submitted to the OSG?</p>	<p>Four (4) DMS personnel’s will be designated for the verification of digitized Portable Document Format (PDF)</p>
<p>5. During the pre-bid conference held last January 29, it was stated by the technical working group that there is an estimate 500 pages per book to be</p>	<p>Each Big docket book has 250 pages while small docket books have 500 pages. 12,729 pages to be digitized for the big books while the small docket books are 465,500 pages</p>

<p>scanned. May we confirm that there is a maximum of 605,000 pages for digitization (1,210 books x 500pages each)?</p>	<p>for digitization. Less for the table of contents and blank pages.</p>
<p>6. May we confirm that the following fields are to be indexed?</p> <p>a. Docket Number b. Case Number c. Case Title</p>	<p>Yes</p>
<p>7. Item 4.15 in the terms of reference state that “the digitized documents will have a data format on a Portable Data Format (PDF),” may we clarify if this is on a per docket basis?</p> <p>In relation to this, if multiple dockets are found on a single page, will the page be scanned multiple times?</p>	<p>Yes, per docket basis in relation to it.</p> <p>No, you may no longer need to re-scan it provided that you can link the other pages. (Maybe as attachment. What’s important is, end user can see the whole records.) You may consult your IT Team on how this can be done.</p>
<p>8. May we confirm the following digitization specifications:</p> <p>a. Dots Per Inch (DPI) – 200 DPI b. Black and white (bitonal)</p>	<p>At least 200(DPI); this is our current specifications. Nevertheless, what’s important is that scanned pdf files must be CLEAR, READABLE and can be PRINTED by the end users when needed for certifications.</p>

B. SVI SOFTWARE SERVICES CORPORATION

QUERIES	CLARIFICATIONS
<p>1. Documents / Books</p> <p>a. What is the total volume of pages/leaves per small book and per big book that needs to be digitized for the project?</p> <p>Will the volume increase or decrease during the term of the project?</p> <p>Can the Procuring Entity or end user, as the case may be, warrant the volume of pages/books?</p>	<p>a. Each big book has 250 pages while small books have 500 pages</p> <p>No, the volume/number of workloads is already fixed</p> <p>Yes</p>

<p>b. Are all documents books readily available or will there be some that are still to be collected or collated?</p> <p>c. Please provide the final index fields and the estimated number of characters per index field?</p> <p>d. How old are the documents/books?</p> <p>e. What are the current conditions of the documents/books?</p> <p>f. Are all documents/books in printed form or are there handwritten?</p> <p>g. Please identify how many of the 404 LRC/CAD cases are small books and big books.</p> <p>h. Is there an existing masterlist or database of the terminated cases that can be used as reference?</p>	<p>b. All ancient docket books for digitization are readily available, it is stored at the Document Management Division.</p> <p>c. The following fields are to be indexed:</p> <table border="1" data-bbox="927 354 1414 491"> <tr> <td>Docket Number</td> <td>20</td> </tr> <tr> <td>Case Number</td> <td>30</td> </tr> <tr> <td>Case Title (Party1 & Party2)</td> <td>500 at least</td> </tr> </table> <p>d. Ancient docket books can be as old as 60 years old (Year 1960)</p> <p>e. In a scale of 1 to 10 with 1 the least dilapidated, 30% are 7 and the rest are 5 and below.</p> <p>f. All entries in the Docket Books are handwritten.</p> <p>g. Among the 404 LRC/CAD cases, 30 are big books and 374 are small books.</p> <p>h. There is no masterlist or database of the terminated cases.</p>	Docket Number	20	Case Number	30	Case Title (Party1 & Party2)	500 at least
Docket Number	20						
Case Number	30						
Case Title (Party1 & Party2)	500 at least						
<p>2. Work Site</p> <p>a. Where is the work site?</p> <p>b. Are there multiple worksites?</p> <p>c. Will Procuring Entity provide air-conditioner, tables and chairs?</p> <p>d. How big is the space to be allotted for Service Provider's use?</p> <p>e. Is Service Provider allowed to perform work during weekends and/or holidays and/or after regular Office hours? If yes, is use Of the airconditioners allowed?</p>	<p>a. The work site is situated at the Archived Section, Ground floor, Montepino bldg.</p> <p>b. There is only one worksite</p> <p>c. There is one aircon installed in the worksite shared to the current staff of the Archiving Section. It is advisable that contractor provide its own table, chairs and other necessary things it may deemed necessary since the Contractor may pull-out its things after the project.</p> <p>d. The worksite is 12 square meters</p> <p>e. DMS does not allow working after regular working hours, during weekends and holidays.</p>						

<p>3. Internet Connectivity</p> <p>a. Will Procuring Entity provide Internet connectivity to the Service Provider for the purpose of productivity monitoring and remote troubleshooting? If not, can Service provider set up its Own Internet connectivity?</p>	<p>a. No, As answered in the pre-bid conference. Contractor may provide its own internet connectivity.</p>
<p>4. Required Manpower</p> <p>a. How many of Service Providers personnel are required to perform the project requirements particularly –</p> <ul style="list-style-type: none"> i. Document Groomer ii. Scanner Operator iii. Data encoder <p>b. Is Service Provider allowed to change/replace assigned personnel from time to time?</p> <p>c. Is Service Provider allowed to increase or decrease the number of assigned personnel during the project term?</p>	<p>a. The number of personnel shall be the prerogative of the service provider as long as they utilize the provided and agreed workspace and be able to meet the timetable.</p> <p>b. It is the prerogative of the service provider to change the assigned personnel based on their assessment. It is also highly advised that these changes in manpower must be advised to OSG for security purposes.</p> <p>c. Yes, as long as it is not contrary to answer 4.A.</p>
<p>5. Work Process</p> <p>a. Is Service Provider allowed to groom and un-bind the books to be able to scan the pages/leaves?</p> <p>b. Is Service Provider expected to scan both sides (front and back) of the leaf/page as well as blank I empty pages?</p> <p>c. Is Service provider expected to re-bind, staple, file or return the documents/pages/leaves in the same filing condition when surrendered for processing?</p>	<p>a. Grooming and unbinding is allowed with optimal case because there are pages where data is written up to the edges of the pages. Service provider must make sure that all entries are readable upon scanned.</p> <p>b. Service provider must scan both sides of the page except for blank pages and table of contents.</p> <p>c. Yes</p>

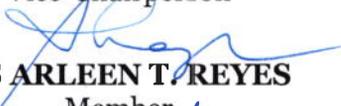
<p>d. Will the entire work process be performed in Procuring Entity's work site? If not, what are the specific works to be performed onsite and what are those that are allowed to be performed offsite?</p> <p>e. Is there a required output or deliverable per day/week/month?</p> <p>f. What is the Service Provider's required file output?</p> <p>g. Will Service Provider's obligation end when required output has been uploaded to End-user/Procuring Entity's own system? If yes, what is End-user/Procuring Entity' own system?</p> <p>h. Is Service Provider expected to perform proof of concept? If yes, at what stage of the bid process?</p>	<p>d. All work processes must be performed at the assigned DMS work site</p> <p>e. Yes, there is an output needed from the service provider as stated in the TOR and as may be agreed by the TWG and Service Provider.</p> <p>f. 202 docket books a month for 50 docket books a week or 10 docket books per day. File output is in PDF format (please check the TOR)</p> <p>g. Procuring entity uses a customized information system designed for its work process. Thus, Service provider does not need to upload on procuring entities system. That is the purpose of requiring the sour code. Service provider is expected to coordinate for the integration of this data to our system</p> <p>h. No, Not expected to perform proof of concept. Although having one is encouraged. Please refer to TOR, it can be discussed in a scheduled business requirement meeting.</p>
<p>6. Software</p> <p>a. After the completion of the project, is Service Provider expected to turn over any software application and/or license and/or source codes to the Procuring Entity?</p> <p>b. Regarding the requirement of a system to retrieve the digitized records, can Service Provider only provide the system but not the source code? The source code is proprietary in the same way as when purchasing off-the-shelf applications like Microsoft Office.</p>	<p>a. Only the source code of the front-end application used in encoding data</p> <p>b. As answered/explained above, source code per se is not proprietary. Please consult your IT team.</p>
<p>7. Hardware/Equipment</p>	

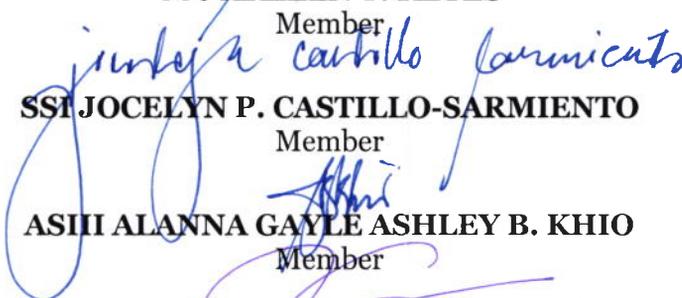
<p>a. How many workstations and document scanners are required for the project?</p> <p>b. Will Procuring Entity provide computers? If yes, what are the specifications? On the other hand, if Service Provider will provide the computers/hardware, is Service Provider expected to turn them over to the Procuring Entity?</p>	<p>a. In relation to the answer above, the number of workstations and document scanners shall be the prerogative of the service provider as long as they utilize the provided workspace and be able to meet the timetable.</p> <p>b. No, procuring entity will not provide computers. It is stated in the TOR that you are expected to bring your own equipment's, furniture and other things you may deemed necessary in the completion of the project. No, we do not expect it to be turned over to us. You may pull-out your equipment's after the completion of the project. Except of course the output of the project.</p>
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February 05, 2020.


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Chairperson

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Vice-Chairperson


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Member


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