

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-09-637
PR No. 2022-09-1258
Mode of Procurement: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification,
please fill out all the items accordingly.
Indicate "N/A" if not applicable. Thank you!

*Title of the Project: Procurement of Service Provider for Digitization of Cash Advances Liquidation Reports of the Finances and Management Division.

Sir/Madam:

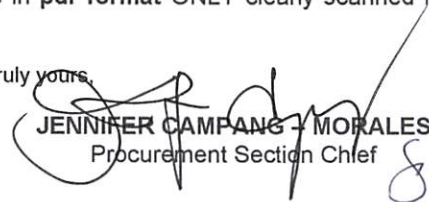
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

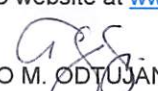
Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **3:00PM September 26, 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Deadline of Submission]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,


JENNIFER CAMPANG-MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: see attached Annex A or Terms of Reference
- Place of Delivery: see attached Annex A or Terms of Reference
- Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.


RIO M. ODUJAN
PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ No. 2022-09-637

Date:

*Company Name: _____

*Company Address: _____

*Contact Person: _____

*Contact No.: _____

*PhilGEPS Reg. No.: _____

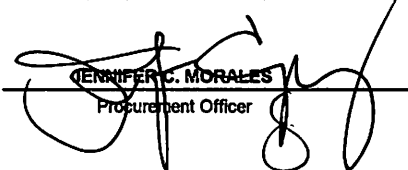
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
1	798,000	Pages	The service provider shall provide services for the digitization of 798,000 paper-based records/documents of DSWD Field Office III at a fixed price within the Fiscal Year of 2022			
			In general, the scope of work shall include the following:			
			1. Provide services for the digitization of paper-based records that follows the standard on procedures and formats set by the DSWD Field Office III.			
			2. Provide the Document Management System that will store and retrieve documents;			
			3. Perform the required pre and post-digitization process as required by the project			
			4. Provide the necessary index/metadata for all documents that shall be digitized as required by the project and to be encoded/uploaded in the server of the Document Management System;			
			5. Entire digitization process shall be done on-site of DSWD Field Office III. In under no circumstances shall any of the documents be allowed to be taken out of the Agency;			
			6. Provide the delivery, installation, and/or pull-out of necessary manpower, hardware, software, and/or network products necessary to produce the required the outputs of the project; and			
			7. Provide complete documentation of goods and services delivery.			
			The service provider shall provide services for the digitization of 798,000 paper-based records/documents of DSWD Field Office III at a fixed price within the Fiscal Year of 2021-2022			
			SOFTWARE and HARDWARE REQUIREMENTS:			
			SCANNING and INDEXING SOFTWARE			
			1.1 Software must be licensed or open-source, that can produce the required outputs of the project;			
			1.2 Software must support database platform/s that is SQL-based;			
			1.3 Software must support a wide range of TWAIN and ISIS compliant scanners;			
			1.4 Software must be capable of batch processing;			
			1.5 Software should allow for pages to be rearranged, removed or added to a document;			
			1.6 Software must be able to de-skew, de speckle and clean up scanned images;			
			1.7 Software must have OCR capabilities to produce outputs that shall allow full-text indexing;			
			1.8 Software must have zonal OCR capabilities to allow automated indexing;			
			1.9 Software must be able to produce digitized Images that can be searched through Boolean Searching;			
			1.10 Software must be able to produce digitized images files with metadata compatible and synchronized with what is specified in the existing system;			
			1.11 Software must be able to produce a file output of PDA/A (PDF) and Rich Text Format (RTF);			
			1.12 File naming convention must be related to the source document; and			
			1.13 Maximum of five (5) index fields			
			2. DOCUMENT SCANNER			
			2.1 At least 40 pages per minute scanning speed at 300 dpi;			
			2.2 With flatbed and Automatic Document Feeder (ADF);			
			2.3 Capable of scanning A4, A3, legal, long, blueprints and letter paper sizes for ADF; (Must be capable of long paper scanning with maximum size of 8.5" x 40")			
			2.4 Capable of simplex and duplex scanning ;			
			2.5 Capable of producing the required resolution of 300 dpi for the scanned images;			

		2.6 Color scanning capable;		
		2.7 Atleast 100 sheet capacity Automatic Document Feeder;		
		2.8 Capable of manual feeding for scanning bound and fragile documents;		
		2.9 At least USB 2.0 interface;		
		2.10 Supports TWAIN and ISIS drivers; and		
		2.11 Has correction and editing tools to further enhance image quality.		
		3. DESKTOP COMPUTER		
		3.1 Must follow the recommended system requirement of the scanning software and document scanner or higher;		
		3.2 Must have enough disk space to store the scanned images and/or temporary files produced by the scanning application, prior to being transferred to the desktop external hard drive;		
		3.3 Operating system and/or other necessary software must be licensed or open-source; and		
		3.4 Must use LCD or LED monitors.		
		4. DESKTOP EXTERNAL HARD DRIVE		
		4.1 USB 3.0 interface ; USB 2.0 backward compatibility		
		4.2 2TB capacity; 2.5" size		
		4.3 5400 rpm spindle speed		
		4.4 Windows and MAC OS compliance		
		4.5 Plug and Play connectivity		
		4.6 Includes pre-loaded easy-to use back up software		
		5. OTHER HARDWARE/SOFTWARE REQUIREMENTS		
		Service provider must provide other equipment necessary to the successful implementation of the project. This may include but is not limited to: uninterrupted power supply, networking equipment and electrical wiring (if needed); and service provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.		
		NOTE: SEE ATTACHED TERMS OF REFERENCE		
		* NOTHING FOLLOWS *		
		Approved Budget for the Contract: Php 957,600.00		

PURPOSE: Procurement of Service Provider for Digitization of Cash Advances Liquidation Reports of the Finances and Management Division.

PR No. 2022-09-1258

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check price, your (i.e. bid technical specifications and delivery date.) DSWD Field Office III implements a **"NO MODIFICATION and NO DELIVERY EXTENSION POLICY"**. Thank you very much!


JENNIFER C. MORALES
Procurement Officer

Supplier

DRN: 019-220517-052**TERMS OF REFERENCE****I. Project/Activity Information**

- a. **Title: Procurement of Service Provider for Digitization of Cash Advances Liquidation Reports of the Finance and Management Division**
- b. **Duration: October 1 2022 to December 31, 2022**
- c. **Budgetary Requirement: ₱ 957,600.00**
- d. **Source of Fund: DSWD Region 3 – Regional Funds (DRF/CMF) – Consultancy Services**

II. Rationale

As of May 16, 2022, there are thirty-seven (38) cash advances to SDOs aggregating to **₱ 2,348,736,370.00** of which most were issued this 4th quarter of the year 2021. Currently as of May 13, 2022, the said number of SDO's have an approximately **798,000 pages**.

Currently, the Liquidation Team - Accounting Reviewers were the one tasked to number and scan the liquidation reports prior COA submission, however, due to the voluminous number of folders being received by the Accounting Section and the priority to finish and complete the review to ensure full liquidation of all Special Disbursing Officers prior submission of Annual Report to Commission on Audit, there is a strong need to engage a service provider who will scan and digitize these documents to assist the section in the timely review at the same time immediate submission of all these liquidation reports to COA.

III. Objectives

The project mainly aims to improve the overall reviewing capacity of the FMD-Accounting Section and to digitize the liquidation reports for timely submission of reports, specifically, it aims to:

1. To ensure that the Field Office's permanent and valuable records are preserved, secured and accessible for future reference as required by the different offices of the Agency based on existing rules and regulation;

2. To ensure quality of review of all cash advance liquidation reports and timely submission of liquidation reports to oversight agencies like Commission on Audit;
3. To ensure full liquidation of cash advances prior annual report submission; and
4. To immediately provide available SDOs to the Operations group thru the issuance of Certificate of Liquidation and ensure full utilization of grants downloaded to Field Office III.

IV. DIGITIZATION WORKFLOW AND PROCESS

The digitization process that shall be followed by the service provider are as follows:

1. PRE-DIGITIZATION — process necessary for site and document preparation before the actual digitization of the records.

- 1.1 Assessment of site environment checking, planning and preparation;
- 1.2 Inventory of records;
- 1.3 Set-up of workforce and physical facilities;
- 1.4 Document preparation; and
- 1.5 Document grooming.

2. DIGITIZATION — actual process of digitizing records.

- 2.1 Digitization of documents;
- 2.2 Quality control;
- 2.3 DSWD watermark should be included on all pages of the digitized documents; and
- 2.4 Final acceptance of the DSWD Field Office III RAMS and FMD through a checking of ten (10) percent of volume of documents scanned.

3. POST-DIGITIZATION - involves the process of transferring the digital images to external drives and ensuring compatibility of the outputs with the Data Management System (DMS).

- 3.1 Transfer of digitized images to mobile hard disk drive after all the CDs submitted monthly has been reviewed and accepted;
- 3.2 Returning of scanned documents with intact and complete supporting documents;
- 3.3 Submission of inventory of digitized documents; and
- 3.4 Turnover of mobile hard disk drives to the Head of DSWD Field Office III -RAMS and FMD-Accounting Section.

V. OUTPUT FORMATS AND DELIVERY

1. DIGITAL IMAGE SPECIFICATIONS – involves the transferring the digital images to external drives and ensuring compatibility of the outputs with the Data Management System (DMS).

1.1. Minimum resolution of 300 dpi in PDF/A file format and colored or 1-bit depth (bi-tonal);

1.2 Lossless compression;

1.3 No image enhancement shall be applied during the scanning process.

2. DELIVERY

2.1 The digital images shall be transferred to desktop external hard disk drive/s;

2.2 The number of desktop external hard drive/s that shall be required for the transfer shall be based on the total size of digitized documents for each office of the Agency;

2.3 There shall be only one (1) set of desktop external hard disk drive for each office. No other copy may be produced by the service provider or the Agency. Likewise, external hard disk drives with unused space may not be used to store another office's digitized records;

2.4 External hard disk drives shall be turned over to the Head of DSWD Field Office RAMS or FMD-Accounting Section Head after the digitization process; and

2.5 Certification that the Service Provider conducted software orientation for five (5) DSWD Field Office III personnel.

VI. SOFTWARE AND HARDWARE REQUIREMENTS

1. SCANNING AND INDEXING SOFTWARE

1.1 Software must be licensed or open-source, that can produce the required outputs of the project;

1.2 Software must support database platform/s that is SQL-based;

1.3 Software must support a wide range of TWAIN and ISIS compliant scanners;

1.4 Software must be capable of batch processing;

1.5 Software should allow for pages to be rearranged, removed or added to a document;

1.6 Software must be able to de-skew, de speckle and clean up scanned images;

1.7 Software must have OCR capabilities to produce outputs that shall allow full-text indexing;

1.8 Software must have zonal OCR capabilities to allow automated indexing;

1.9 Software must be able to produce digitized images that can be searched through Boolean searching, fuzzy searching, keyword searching and other means specified by the existing system:

1.10 Software must be able to produce digitized image files with metadata compatible and synchronized with what is specified in the existing system;

1.11 Software must be able to produce a file output of PDA/A (PDF) and Rich

Text Format (RTF);

1.12 File naming convention must be related to the source document; and

1.13 Maximum of five (5) index fields.

2. DOCUMENT SCANNER

2.1 At least 40 pages per minute scanning speed at 300 dpi;

2.2 With flatbed and Automatic Document Feeder (ADF);

2.3 Capable of scanning A4, A3, legal, long, blueprints and letter paper sizes for ADF; (Must be capable of long paper scanning with maximum size of 8.5" x 40")

2.4 Capable of simplex and duplex scanning;

2.5 Capable of producing the required resolution of 300 dpi for the scanned images;

2.6 Color scanning capable;

2.7 At least 100-sheet capacity Automatic Document Feeder;

2.8 Capable of manual feeding for scanning bound and fragile documents;

2.9 At least USB 2.0 interface;

2.10 Supports TWAIN and ISIS drivers; and

2.11 Has correction and editing tools to further enhance image quality.

3. DESKTOP COMPUTER

3.1 Must follow the recommended system requirement of the scanning software and document scanner or higher;

3.2 Must have enough disk space to store the scanned images and / or temporary files produced by the scanning application, prior to being transferred to the desktop external hard drive;

3.3 Operating system and/or other necessary software must be licensed or open-source; and

3.4 Must use LCD or LED monitors.

4. DESKTOP EXTERNAL HARD DRIVE

4.1 USB 3.0 interface; USB 2.0 backward compatibility

4.2 2TB capacity; 2.5" size

4.3 5400 rpm spindle speed

4.4 Windows and Mac OS compliance

4.5 Plug and Play connectivity

4.6 Includes pre-loaded easy-to-use back-up software

5. OTHER HARDWARE / SOFTWARE REQUIREMENTS

Service provider must provide other equipment necessary to the successful implementation of the project. This may include but is not limited to: uninterrupted power supply, networking equipment and electrical wiring (if needed); and

Service provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.

VII. TERMS OF PAYMENT

Payment for the service provider shall be subject to one percent (1%) retention money. The DSWD FO III shall release to the service provider the total retention money or any bond or instrument acceptable to DSWD FO III, one (1) year after the completion of the project, and upon the clearance from all liabilities relative to the project.

The terms and schedule of payment shall be on a progress billing report based on the milestones/project plan submitted by the service provider and with prior approval and acceptance by DSWD FO III.

Number of Pages to be Digitized	Amount to be Paid
30% of total number of pages to be digitized and accepted by DSWD	30% of the total ABC

FO-RAMS / FMD- Accounting Section	
35% of total number of pages to be digitized and accepted by DSWD FO-RAMS / FMD – Accounting Section	35% of the total ABC
35% of total number of pages to be digitized and accepted by DSWD FO-RAMS / FMD – Accounting Section	35% of the total ABC

VIII. WARRANTY

The service provider shall provide a one (1) year workmanship warranty for the digitization / imaging and indexing of documents

IX. MISCELLANEOUS

1. The Service provider shall conduct Systems Analysis and Design to ensure compatibility, synchronicity and interoperability with the existing Program;
2. The service provider shall conduct management instructions;
3. The service provider shall undertake document preparation on behalf of DSWD. This shall include, but not limited to, cleaning, sorting and checking, pagination, listing, bundling and wrapping, and labelling;
4. The service provider shall be responsible for the installation, setup, programming, testing and other technical aspects of the project, especially when they execute the work within the premises of DSWD which records are being digitized;
5. The service provider shall assist the DSWD FO III during the actual operations and within the warranty period;
6. The service provider shall provide all necessary software and hardware equipment for the completion of the project;
7. Since the digitization service shall be outsourced to the service provider, costs for software licenses and repairs, maintenance and/or replacement of hardware equipment that shall be incurred during the duration of this project shall be borne by the service provider; and
8. The service provider shall create a multimedia presentation / publication for the Digitization Project to be used in the future orientation seminars and presentations. This will be perpetually owned by DSWD FO III.

X. ELIGIBILITY

The selection and bidding process is open to all legitimate companies based in the Philippines but the prospective bidder/s must have the following general qualifications:

1. Must have at least three (3) years' experience in the field of document imaging and indexing;
2. Must have a proven track record on digitization projects. Prospective bidders must have successfully completed a document imaging project that is comparative in size, scope and budget to that of this project, within the last two (2) years;
3. Proponents must disclose these similar projects identifying details such as: project title, size, scope (include scanning and indexing), project cost, project duration, client company name, client company address, contact person, and contact number;
4. Proven track record in providing post-sales support particularly in providing technical training and support services for clients in software and hardware aspects; and
5. Proven experience in synchronization and migration of data across different platforms.
6. Certification that the Service Provider is ISO-certified in the field of Scanning and Indexing.

XI. BIDDING REQUIREMENTS

Aside from the usual Philippine Government bidding requirements, the prospective bidder/s shall be required to submit the following documents:

2. PROJECT PLAN

- 1.1. Historical Service Track Record with other government agencies for the past 3 years, Project Plan, and Cost Analysis;
- 1.2 Must identify the different tasks / activities, including equipment and manpower that shall be deployed during the entire digitization process;
- 1.3 Must illustrate, through the use of a Gantt Chart, the detailed plan for execution of the tasks/activities identified (including scope of work, milestones, task dependencies); and
- 1.4 Must be based on the actual prescribed time for the project development.

2. DETAILED FINANCIAL PROPOSAL

- 2.1 Bids shall be expressed on a per page costing. This shall factor in manpower, equipment, maintenance, supplies and any other costs that may be part of their digitization proposal; and

Bidders shall represent their cost proposal in a separate sealed envelope that shall be known as the Financial Proposal (the sealed envelope shall be treated as the second envelope). The general guidelines for bidders in the preparation

In addition, this is to rectify the effectivity of the recently issued memorandum and Regional Special Order last April 18, 2022, pertaining to the list of authorized recommending and approving signatories of DSPMS Forms. Given that the submission of the Individual Performance Contract and Rating Guide is on May 31, 2022, the Undersigned is directing everyone to strictly follow the newly issued RSO No. 1794 Series of 2022, effective immediately.

Lastly, should you have further clarifications or in need of technical assistance, you may the contact the Performance Management Unit at 861-2413 loc. 121 or direct your query to the following email addresses: hrmdd.pmufo3@gmail.com / pmufores@dswd.gov.ph.

Thank you.


MARITES M. MARISTELA, CESO III

of the Detailed Financial Proposal shall follow the general rule that the total contract price shall be computed on the basis of cost of goods to be delivered and cost of services to be rendered by the bidder of the project and other direct expenses associated to the project undertaking. The Financial Proposal shall present a breakdown of the components of the total price.

3. TEAM COMPOSITION

1.1 PROJECT MANAGER

3.1.1 Must have handled a project similar to that of this project; and

3.1.2 Must be knowledgeable in the entire digitization process, including the technical aspects of the project such as indexing, file formats, and the like

3.2 PROJECTED NUMBER OF STAFF THAT SHALL BE ASSIGNED TO DO THE DIGITIZATION PROCESS

(Mon-Fri) - 7am to 7pm; (Sat) 8am to 5pm	
Document Groomers (w/ at least 2 years' experience in document grooming and a least 1 digitization project)	2 personnel
Scanner Operator (w/ at least 2 years' experience in document scanning and a least 1 digitization project)	2 personnel
Encoder/Indexer (w/ at least 2 years' experience in encoding/ indexing and a least 1 digitization project)	2 personnel
Quality Control Person (w/ at least 2 years' experience in quality control and a least 1 digitization project)	2 personnel

XII. CONTRACT DURATION

The contract will commence upon receipt of the Notice to Proceed (NTP) and must be completed within until September 30, 2022 for 2021 documents, and until December 31, 2022 for 3rd quarter 2022 documents.