BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1

Rebidding for the Procurement of Document Management Solution with Hardware
PB2024-Goods - 22

This Supplemental Bid Bulletin No. 1 dated October 18, 2024 is being issued to clarify, modify or amend items in the Bidding Documents.

The following items in the Bidding Documents for the **Rebidding for the Procurement of Document Management Solution with Hardware** as discussed and agreed during the pre-bid conference held last October 8, 2024 are hereby revised/amended:

1. Section I. Invitation to Bid

From...	To...
2. The **Philippine State College of Aeronautics** now invites bids for the above Procurement Project. **Delivery of the Goods is required within Ninety (90) days upon receipt of Notice to Proceed.** Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).	2. The **Philippine State College of Aeronautics** now invites bids for the above Procurement Project. **Delivery of the Goods is required within One Hundred Eighty (180) days upon receipt of Notice to Proceed.** Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

2. Section III. Bid Data Sheet

From...	To...
5.3 For this purpose, contracts similar to the Project shall be: a. ~~Consummated sales of related Document Management Software/System Solutions or any Software/System that includes DMS.~~	5.3 For this purpose, contracts similar to the Project shall be: a. Provider must have at least three (3) years of experience in the development of the customized system such as, document management system, inventory management system, accounting system, HRIS, POS, integrated school management system or a like in private or government agencies

14.1	14.1
The bid security shall be in the form of a notarized **Bid Securing Declaration**, **or** any of the following forms and amounts:	The bid security shall be in the form of a notarized **Bid Securing Declaration**, **or** any of the following forms and amounts:
a. The amount of not less than ~~Nineteen Thousand Two Hundred Fifty Pesos,~~ PhP 220,000.00 *which is equivalent two percent (2%) of ABC]*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or	a. The amount of not less than **Two Hundred Thousand Pesos,** PhP 220,000.00 *which is equivalent two percent (2%) of ABC]*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
b. The amount of not less than ~~Forty - Eight Thousand One Hundred Twenty Five Pesos,~~ PhP 550,000.00 which is equivalent to *five percent (5%) of ABC]* if bid security is in Surety Bond.	b. The amount of not less than **Five Hundred Fifty Thousand Pesos,** PhP 550,000.00 which is equivalent to *five percent (5%) of ABC]* if bid security is in Surety Bond.

3. **Section V. Special Conditions of Contract / Section VII. Technical Specification**

From...	To...
1. General Requirements	**1. General Requirements**
A. Provider must have at least ~~5~~ years of experience in the development of the customized system such as, documented management system, inventory management system, accounting system, HRIS, POS, integrated school management system or a like in private or government agencies.	A. Provider must have at least **three (3)** years of experience in the development of the customized system such as, documented management system, inventory management system, accounting system, HRIS, POS, integrated school management system or a like in private or government agencies.
~~B. Provider must be a certified/Authorized Partner of the primary cloud hosting company.~~	**B. Provider must have an existing cloud subscription and deployment.**
C. Provider must have experience in the deployment of the system on cloud and in an on-premises server.	C. Provider must have experience in the deployment of the system on cloud and in an on-premises server.
D. The proposed document management system must use opensource/proprietary programming languages.	D. The proposed document management system must use opensource or proprietary programming languages. *If the bidder will provide an opensource, the bidder may exclude to comply item H, otherwise, the bidder is required to pride item H for proprietary programming languages. The provider should be the creator of the DMS.*
E. The proposed system must be able to move from cloud to local servers without losing data, features or functionalities.	E. The proposed system must be able to move from cloud to local servers without losing data, features or functionalities.

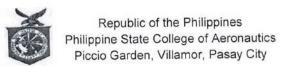|	
F. The proposed System must be able to run in the cloud and on-premises server at the same time.	F. The proposed System must be able to run in the cloud and on-premises server at the same time.
G. The provider is responsible in the installation and configuration of the system before turning over to PhilSCA.	G. The provider is responsible in the installation and configuration of the system before turning over to PhilSCA.
H. The provider should provide the license for server and database as part of the project.	H. The provider should provide the license for server and database as part of the project.
I. The system development and deployment should adhere to the security standard.	I. The system development and deployment should adhere to the security standard, **specifically the DICT standards.**
J. The provider should provide free support to the developed DMS if the bug or missing functionality is found and is within the scope of the project.	J. The provider should provide free support to the developed DMS if the bug or missing functionality is found and is within the scope of the project.
K. The provider must have a Certified Project Management Professional.	K. The provider must have a Certified Project Management Professional. **(by a third party certification accredited by the company).**
L. The Provider must have a Certified Data Protection Officer	L. The Provider must have a Certified Data Protection Officer, **certified by the NPC)**
M. The provider must have a certified software tester.	M. The provider must have a certified software tester, **using pen test and use case testing or have at least five (5) years of experience as software tester.**
N. The Provider must be Registered in National Privacy Commission with a valid certificate.	N. **The Provider must register the software in National Privacy Commission with a valid certificate. The provider must be registered in National Privacy Commission and the provider need to register the DMS to the NPC. The bidder need submit certification for registration to NPC and an oath of undertaking for the registration of DMS to NPC.**
O. The DMS system must be fully integrated with the school information system.	O. The DMS system must be fully integrated with the school information system. **(Oath of undertaking)**
2. End-Users Training / Knowledge Transfer 2.1 The winning bidder must train in full the end-users (at least 3 participants), System administrator training on hardware/software operability and management. 2.2 The winning bidder must train professors and teaching professionals on building modules around the DMS. 2.3 Training can be online both and on site. If online the provider must be able to accommodate at up to 500 personnel in single or multiple sessions. For On-site can accommodate at least 100 personnel in one session.	*No changes*

3. Deliverables:	**3. Deliverables:**
3.1 The Provider in the process of Digitization shall:	3.1 The Provider in the process of Digitization shall:
3.1.1 Digitize up to 1.5 million pages of document;	3.1.1 Digitize up to 1.5 million pages of document **that supports various sizes but not limited to A0, A4, legal, A3, letter;**
3.1.2 Deploy at least 5 on site personnel to in digitization process;	3.1.2 Deploy at least 5 on site personnel to in digitization process;
3.1.3 Deploy at least 5 units of computers and storage during operation;	3.1.3 Deploy at least 5 units of computers and storage during operation;
3.1.4 Assigned a Project Manager	3.1.4 Assigned a Project Manager
3.1.5 Assigned Project Supervisor	3.1.5 Assigned Project Supervisor
3.2 Coverage	No changes
3.2.1 Web based Document Management System 3.2.2 Document assessment and digitization 3.2.3 Scanning and indexing of documents 3.2.4 Provide document scanning equipment 3.2.5 Provision of back-up, restore and recovery plan	
3.3 Scope of Work	No changes
3.3.1 Provide document assessment and digitization conversion 3.3.2 Upload the document to computer storage 3.3.3 Provide process flow for the conversion of the documents 3.3.4 Train administrator and users of the records management process 3.3.5 Provide documents scanners and other hardware for the conversion and implementation of the project 3.3.6 The digitization will encompass all PhilSCA's current office processes.	
3.4 Hardware Requirements	**3.4 Hardware Requirements (the bidder need to submit manufacturer's certificate)**
3.4.1 Document Camera	3.4.1 Document Camera **(1 unit)**
3.4.1.1 Multi-scene Use-V500	3.4.1.1 Multi-scene Use-V500
3.4.1.2 Joyusing Visualizer500 with max shooting A3 area	3.4.1.2 Joyusing Visualizer500 with max shooting A3 area
3.4.1.3 Supports OCR function	3.4.1.3 Supports OCR function
3.4.2 High Speed Document Scanner	3.4.2 High Speed Document Scanner **(8 units)**
1. High-end Document Scanner with Image Capture with specification of up to 90ppm speed	1. High-end Document Scanner with Image Capture with specification of up to 90ppm speed
2. Scan at least 30, 000 pages per day	2. Scan at least 30,000 pages per day
3. Scanning Technology of Dual CCD	3. Scanning Technology of Dual CCD
4. Illumination of Dual LED	4. Illumination of Dual LED

5. Optical resolution of at least 600dpi	5. Optical resolution of at least 600dpi
6. Output resolution of 100/150/200/240/400/500/600/1200dpi	6. Output resolution of 100/150/200/240/400/500/600dpi **preferably with** 1200dpi.
7. Max./Min. Document Width: Auto-Feed: 305mm (12 in.)/63.5 mm (2.5 in.) HandFeed:305 mm (12 in.) /50mm (2 in.) Max./Min.	7. Max./Min. Document Width: Auto-Feed: 305mm (12 in.)/63.5 mm (2.5 in.) HandFeed:305 mm (12 in.) /50mm (2 in.) Max./Min.
8. Document Length: Auto-Feed: 863.6mm (34 in.) /63.5 mm(2.5in.)	8. Document Length: Auto-Feed: 863.6mm (34 in.) /63.5 mm(2.5in.)
9. Hand Feed: 863.6 mm (34 in.) / 50mm (2 in.) (rear exit only) Long Document Mode: 4,1 meters (160 in.) maximum length (The scanner supports continuous scanning mode)	9. Hand Feed: 863.6 mm (34 in.) / 50mm (2 in.) (rear exit only) Long Document Mode: 4,1 meters (160 in.) maximum length (The scanner supports continuous scanning mode)
10. Paper Thickness and weight: 34-413 g/m2 (9-110 1b.) paper	10. Paper Thickness and weight: 34-413 g/m2 (9-110 1b.) paper
11. Feeder/Elevator: Up to 250 sheets	11. Feeder/Elevator: Up to 250 sheets
12. Paper Path Options: U-turn path or straight through paper path (built in rear exit option); ability to exit either in the front tray or at the rear exit Document sensing:	12. Paper Path Options: U-turn path or straight through paper path (built in rear exit option); ability to exit either in the front tray or at the rear exit Document sensing:
13. Ultrasonic multi-feed detection; Intelligent document protection Software support:	13. Ultrasonic multi-feed detection; Intelligent document protection Software support:
14. Windows bundled software: TWAIN ISIS, and WIA drivers; smart touch and image capture professional software	14. Windows bundled software: TWAIN ISIS, and WIA drivers; smart touch and image capture professional software
15. Imaging Features:	15. Imaging Features:
15.1 Perfect page scanning; iThresholding; adaptive threshold processing; deskew; autocrop; electronic color dropout; dual 1 stream scanning; interactive color; brightness and contrast adjustment; automatic orientation; automatic color detection; intelligent background color smoothing; intelligent image edge fill; image merge; content-based blank page detection; streak filtering; image hole fill; sharpness filter; auto brightness; special document mode. continuous scanning mode;	16. Perfect page scanning; iThresholding; adaptive threshold processing; deskew; autocrop; electronic color dropout; dual 1 stream scanning; interactive color; brightness and contrast adjustment; automatic orientation; automatic color detection; intelligent background color smoothing; intelligent image edge fill; image merge; content-based blank page detection; streak filtering; image hole fill; sharpness filter; auto brightness; special document mode. continuous scanning mode;
16. File Format: Single and multi-page TIFF, JPEG, RTF	File Format: Single and multi-page TIFF, JPEG, RTF
3.5 BMP, PDF, searchable PDF, PDF/A	**3.5 BMP, PDF, searchable PDF, PDF/A**

1. Document Management System License (Perpetual)
 	
  a. Records Management Upload a single or batch document
	2. Document Management System License (Perpetual)
	
	  a. Records Management Upload a single or batch document

Left column:

b. Create document in the cloud
c. Manage approvals Trace Approvals in each document
d. Audit logs Archiving of records
e. Content Management Search record using title, indexes, keywords
f. Advance Search with filtering Status monitoring
g. Support QR code for searching document.
h. System Management
   i. Real time notification
   ii. Alerts monitoring
   iii. File permission
   iv. User and group access
   v. Storage management
   vi. Document Routing and Monitoring
   vii. Technical Specs
      1. PHP or ASP.net back-end language, full web based
      2. For opensource backend Code Igniter or similar Framework
      3. Service Oriented Architecture
      4. CSS and JavaScript Frontend
      5. For open source back-end language Open-source operating System
      6. MySQL/MSSQL Database
      7. Runs in cloud and on-premises server
   viii. The system should pass the following test
      1. Alpha Testing
      2. Beta Testing

   ix. **Deliverables**
      1. Source code should be turn over to PhilSCA
      2. All system credentials should be turned over to PhilSCA
      3. Alpha Testing results should be turn over to PhilSCA(Use case testing)

3.6 Technical Support

1) 7:00 a.m. to 5:00 p.m. Monday to Saturday

2) Mean time to respond: 2 hrs

3) Ticket status update: the provider should update PhilSCA once a day from the time the ticket is acknowledged.

4) The provider should provide a clear escalation procedure and the channel to use.

Right column:

b. Create document in the cloud
c. Manage approvals Trace Approvals in each document
d. Audit logs Archiving of records
e. Content Management Search record using title, indexes, keywords
f. Advance Search with filtering Status monitoring
g. Support QR code for searching document.
h. System Management
   i. Real time notification
   ii. Alerts monitoring
   iii. File permission
   iv. User and group access
   v. Storage management
   vi. Document Routing and Monitoring
   vii. Technical Specs
      1. **Opensource but preferably** PHP or ASP.net back-end language, full web based
      2. For opensource backend Code Igniter or similar Framework
      3. Service Oriented Architecture
      4. CSS and JavaScript Frontend
      5. For open source back-end language Open-source operating System
      6. MySQL/MSSQL Database
      7. Runs in cloud and on-premises server
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3.7 Delivery Time: 6 months	3.7 Delivery Period: 180 calendar days
Warranty/After Sales Agreement:	**Warranty/After Sales Agreement:** 1 year warranty and technical support after the acceptance date

2.2 Payment Terms:
 	
No further instruction.
	2.2
	Payment Terms:
	2.2.1 DMS
	    a. 50% payment for delivered, inspected and acceptance of DMS
	    b. 50% after installation of DMS on PhilSCA on-premise (server)
	2.2.2 Hardware: Full payment upon complete delivery
	2.2.3 Scanning Services: Full payment upon completion and acceptance

4. Section VI. Schedule of Requirement

From...	To....
Delivered, Weeks/Months	Delivered, Weeks/Months
90 days upon receipt of NTP	**180** calendar days upon receipt of NTP

5. Inquiries from the Bidders

Bidder Request/Query	End-User Response
1. Could you please confirm if the API will be provided for integrating the required systems into the DMS? Additionally, we would appreciate details on the type of school information that will need to be integrated into the system.	1. The API will be provided by the ISMS provider. Student documents submitted to the registrar and medical clinic, as well as TORs and diplomas generated by the registrar office, will be in the API.
2. Source Code: Instead of turning over the source code, would it be acceptable for us to provide a certificate ensuring our full and continuous support for the DMS system?	2. PhilSCA is procuring its Document Management System and part of it is ownership of the software at its source code as an assurance that the MIS office can support the system in the event that the provider is no longer existing.
3. Could you confirm whether your current workflow has been digitized? And is it possible to separate charges for any required customizations to align the system with your existing workflow?	3. The goal of this project is to digitize most of our processes. The scope of this project already includes charges for customization to align the system with the existing process.
4. High Speed Document Scanner Specification: Regarding the high-document scanner specifications, we	4. The File format could be single and multipage TIFF, JPEG, RTF/docx/doc

propose, if possible, to relax the RTF (rich text format), as it is an outdated format that has largely been replaced by modern alternatives such as Microsoft Word's DOCX or Google Docs' GDOC.	
5. For paper thickness, can we offer starting at 20-413 gsm? This can still cover the current specification of 34-413 gsm.	5. The offered 20-413gsm is acceptable because the scanner that can handle the thinner paper the better. Please include on the bid bulletin the 20-413GSM or 34-413GSM.

6. Schedule of Deadline and Opening of Bids

Original Schedule	New Schedule
Deadline for the Submission of Bids October 21, 2024, 8:30 AM BAC Office	*Deadline for the Submission of Bids* October 25, 2024, 8:30 AM BAC Office
Opening of Bids October 21, 2024, 9:00 AM BAC Office	*Opening of Bids* October 25, 2024, 9:00 AM BAC Office

7.Other instructions to Bidders

a. Bidders are requested to provide one flashdrive containing the softcopies of eligibility and technical requirements submitted.

b. Bidders are instructed to include in their submission the product catalogues or brochures as reference to the compliance to the specifications of the products/items.

c. Bidders are also instructed to submit their accomplished Price Schedule showing the detailed breakdown of costing such as the DMS, hardwares (per item), and scanning services.

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provision in the Bid Documents inconsistent herewith is hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 18th day of October, 2024 in the PhilSCA, Villamor, Pasay City.

MR. DARBY P. ESPERANZATE
Chairman, Bids & Awards Committee