

**CLARIFICATION/AMENDMENT BASED ON
APRIL 22, 2019 PRE-BID CONFERENCE**

**PROJECT: Three-Year Contract for the Outsourcing of Imaging Services for SSS
Priority Documents (Membership and Contribution Records)**

A. ISSUES RAISED DURING THE PRE-BID CONFERENCE

	Query/Clarifications	SSS Reply
1	Does the particular project call for a shifting schedule? How about RASD specifically, will it be open for a shifting schedule considering the volume of the documents to be scanned?	No. No.
2	What will be the working schedule?	Monday to Fridays; 8:00 am to 5:00 pm
3	Regarding the hardware to be provided by the winning bidder, will it remain in the property of the winning bidder by the end of the contract? Is it required for the winning bidder to provide brand new units?	Yes. No. As long as the unit is reliable.
4	Will there be sorting or document grooming in the part of the winning bidder?	No.
5	Is there a required speed for the scanner?	No. As long as the required volume per day is met.
6	How much documents can the SSS turn over to the winning bidder in a day?	700 pages per day.
7	Will the winning bidder be allowed to process more documents than the required volume per day?	No, since the sorting and document grooming will be done by SSS, the processing of the documents will be limited by the volume of document that the SSS will provide.
8	Will there be a delay in the delivery of the documents to be scanned?	No.
9	In what state will the documents be delivered to the winning bidder?	The documents will be ready for scanning by the time of delivery to the winning bidder per batch.
10	Are the documents new files?	No.
11	For the Single Largest Completed Contract (SLCC) requirement, would it be possible to consider accumulate contracts?	No.
12	Regarding the surveillance system, is it required that the process be monitored by the SSS Main Office?	No. Surveillance will only be conducted by the local branch within the project site.
13	To whose benefit is the surveillance and monitoring of the project?	Both the SSS and the winning bidder.
14	What will be the required mode of	The SSS requires the recorded mode

	surveillance? Livestream or Recorded?	since the security of the place is already provided by the system,
15	Will the transmission of the files from the winning bidder to the SSS be shouldered by the SSS?	Yes.
16	Will the winning bidder provide for the tables and chairs to be used for the project for each site?	Yes.
17	Will there be a Look-up database provided?	No.
18	Why is there a need for the winning bidder to provide a scanner training for the SSS employee?	Because the hardware will be provided by the winning bidder and the training covers the operation of the said hardware.

B. RESPONSE TO WRITTEN QUERIES/CLARIFICATIONS

LAS MANAGEMENT AND GENERAL SERVICES INC.

QUERIES/CLARIFICATIONS	SSS RESPONSE
1. Will the bidder provide the needed furniture (chairs and tables) for the scanning team?	Yes.
2. If the 31,947,202 doc pages are all part of backlog, can the winning bidder provide more equipment and manpower to finish/complete the project shorter than the 3 year contract? Or does the the 3 year contract assumes that sss can only provide the minimum required volume per batch based on what Sss can prepare and groom on a monthly basis?	Yes.
3. How many work days before Sss can quality check and accept a batch of delivered outputs from the service provider?	Variable.

MICRODATA SYSTEMS & MANAGEMENT INC.

QUERIES/CLARIFICATIONS	SSS RESPONSE
1. Completed with 3 years to 5 years?	Yes.
2. A single largest contract that is equivalent to this Project, equivalent to at least fifty percent (50%) of the ABC to a single largest contract/aggregate contracts that is similar to this Project?	No.
3. Similar contracts shall refer to those of the same nature such as: <ul style="list-style-type: none"> • Digitization/imaging/scanning services, data encoding or transcription services change to Digitization/imaging/scanning 	Yes. This amends the section III. Bid Data Sheet

services, data encoding or transcription services and other related IT security/imaging office system equipment services.	ITB Clause No. 5.4
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SU INFORMATION SERVICES

QUERIES/CLARIFICATIONS	SSS RESPONSE
1. Are we allowed to have multiple signatories sign at different stages of the bidding?	Yes, as long as they are in the list of authorized signatories.
2. Can we submit 2017 FS if 2018 FS is not yet available?	No.
3. SLCC Can it be accumulated contracts?	No.
4. BDS 1.2 Identification number of the contract is ITB No. 2019-026-Goods?	Yes.
5. Do you have any preferred form of the sec cert since the bid documents did not provide a template for this?	None.
6. Annex F Location 10 # 10 – Where is the actual location of RIMS-RASD?	To be provided to the winning bidder.
7. Annex G For the payment milestones, what if we can deliver more than the minimum required document volume? Will we be paid for all the output for the month (QA reviewers will be pushed to finish reviewing everything) or are we limited by the capacity of SSS' QA reviewers to accept all the output?	Refer to page 64 Bid breakdown.
8. There will not be any turnover of software and hardware, only the output?	Yes.
9. The bidder is in charge of providing the scanners and PCs, including the workstations (chairs, tables, etc.)? Or does SSS have available workstations?	Refer to page 59 Item # 2.
10. Do we need to set up servers in the remote offices? Can we set up servers in the remote offices if we need to based on our tools and processes?	No.
11. Page 58 For the computer server in the head office, can we use the cloud instead?	No.
12. Page 58 SSS shall be responsible for the file transmission to the computer server – how long are the files stored in the server? (e.g. do we clean up 60 days from upload of a batch?)	Files shall remain in the computer server for the entire duration of the project.
13. Just to confirm, we will only transmit the files to a server, and not load it to SSS' system. The billing is based on	Yes.

<p>the output loaded to the server, and not the document management system.</p>	
<p>14. Page 60 We need to destruct the physical server/hard drive? Won't the certification that we deleted all the records suffice? This will affect our costing. What if we use the cloud?</p>	<p>Yes, refer to page 60 Item No. 3. No. Not applicable. No.</p>
<p>15. Page 58 #3 – SSS shall be responsible for QA/QC #6 – Winning bidder must provide QA/QC services Just to clarify, the winning bidder will only provide the facility and training for SSS personnel to do the QA/QC? SSS personnel will do the actual QA/QC?</p>	<p>Yes. Yes.</p>
<p>16. Page 58 The training scope covers scanning, indexing, QA/QC. Why do we need to train them for scanning and indexing if the winning bidder will be in charge of this functions and we will not turn over the software to SSS?</p>	<p>Refer to page 59 Item No. 4 of C.</p>
<p>17. Will the training be conducted in a central location or per branch? There are some branches wherein we only need to train 1 person. If we can centralize the training for some offices, who will shoulder the transportation expenses? Will training be done at the same time at all locations or can we schedule?</p>	<p>Refer to page 59 Item No. 4 of C. Not applicable. Not necessarily</p>
<p>18. Annex C Estimated number of QA/QC – is this the number of SSS personnel who will do the QA/QC function? Will they be working full-time as QA? A capacity of 700 pages per QA committer per day is set – can we scan and encode as much as we can in a day regardless if the QA committer can finish all the QA work for the same documents within the same day? Will SSS be able to do the document preparation ahead of time or only as we process them?</p>	<p>Yes. Yes. Yes. Yes.</p>
<p>19. How long will it take SSS to review the output and endorse it to the winning bidder?</p>	<p>Variable. See ANNEX F of the Bidding Documents.</p>
<p>20. How long is the warranty period?</p>	<p>Refer to page 59 Item No. 6 of d.</p>
<p>21. Page 59 Transmission of images shall use SSS' existing data communications facility - What is the speed of SSS' connection?</p>	<p>Refer to Attachment I – Project Sites – Network Capability.</p>

- What is the schedule of output transmission to the head office?	
22. Page 57 The proposal shall not have a three-shift schedule - How many shifts are allowed?	One shift.
23. SCC 6.2 The deployed personnel should be in uniforms - Can we implement a dress code instead?	No.
24. Does the winning bidder need to do any type of grooming? E.g. removing staple wires, unfolding, etc.	No.
25. Follow up question for the question above: The winning bidder is paid for the output accepted by SSS Unofficial pages that were not removed by SSS during document preparation are still scanned by the winning bidder, thus costs are incurred But since these pages will be removed during the QA stage, the winning bidder will not be paid for the unofficial page that was scanned Can SSS require 100% accuracy from its document preparation team and require the winning bidder to just scan the documents handed over to them as is – no images should also be removed in the QA stage OR winning bidder should still be paid for the 'unofficial' pages scanned but deleted by the QA?	Payment is based on accepted images
26. Are we allowed to finish the work earlier than the three-year schedule	No.
27. Are we assured that the branches will provide the documents of the minimum number of pages per day? What time will they turn these over to us daily?	Yes.
28. If we can do more than the minimum daily volume, can SSS provide the hard copy documents for conversion as needed? Given they will be in charge of the grooming, this will be the defining factor of how much work we can do in a day.	No.
29. For the index fields, will SSS provide a database for quicker encoding and validation of values? - SS number, member name, date of birth - Employee ID number, name	No.
30. What do we do if the mandatory field is not available in the physical document?	Index as is
31. How old are the documents?	2018 below

<p>32. For each document class, how many records are these? You provided the estimated volume in pages – how many pages in average are there per document class? The multi-page tiff file size must not exceed 1,000 kilobytes I assume this is per record – we need to know the average number of pages per document class to verify if the file size is doable</p>	<p>Average number of pages per document class is 2 pages.</p>
<p>33. Can we do scheduled scanning/indexing per branch? Or should operations in all branches commence at the same time?</p>	<p>No.</p>
<p>34. Can we have a central SSS facility to do all the encoding work? All scanning work will be done in the branches, no hard copy documents will be taken out of the SSS offices.</p>	<p>No.</p>
<p>35. Can we do the encoding offsite?</p>	<p>No.</p>