



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE

Double Dragon Tower, DD Meridian Park Avenue
EDSA Extension, Pasay City

Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Scanning Services and Lease of ICT Equipment (Scanners) for the Digitization Project of the Office of Asset Management and Support Services (OAMSS) of the Department of Foreign Affairs
Reference : PB-GS-11-2025
ABC : PhP 2,000,000.00
Date : 18 June 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following updates in the Technical Specifications of the above-named project:

1. Section III, Contractor's Obligations

Old Version	New Version
Contractor's Obligations	
<ol style="list-style-type: none">1. Upon return or replacement of scanners, the Contractor shall turnover all digital files created during the duration of the lease and ensure that no copy of these digital files remain with the Contractor.2. The Contractor shall immediately inform the Department of breaches, attacks, or other forms of cyber threats/activities that may contribute to disclosure of any confidential information.3. The Contractor shall submit a weekly report listing the records digitized.4. The Contractor shall be responsible for bringing their own scanners, personnel, and	<ol style="list-style-type: none">1. Upon return or replacement of scanners, the Contractor shall turnover all digital files created during the duration of the lease and ensure that no copy of these digital files remain with the Contractor.2. The Contractor shall immediately inform the Department of breaches, attacks, or other forms of cyber threats/activities that may contribute to disclosure of any confidential information.3. The Contractor shall submit a weekly report listing the records digitized.4. The Contractor shall be responsible for bringing their own scanners, personnel, and

<p>other equipment at no additional cost to the Department.</p> <p>5. Upon completion of the project, the Contractor shall turnover all hard drives, USBs and similar storage devices to the Department.</p>	<p>other equipment at no additional cost to the Department. Upon completion of the project, the Contractor shall turnover all hard drives, USBs and similar storage devices to the Department.</p> <p>6. The contractor shall conduct an onsite inspection of the documents subject to scanning on <u>20 June 2025 at 10:00 AM</u>, to allow proper assessment of the volume, condition, and type of records involved. Contractors shall send a formal notice of attendance via email to archives@dfa.gov.ph, copy furnished to bac.secretariat@dfa.gov.ph for their entry clearance on or before 19 June 2025.</p>
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2. Section VIII, Payment

Old Version	New Version
Payment	
<ul style="list-style-type: none"> • Payment for the project shall be made in full only upon the successful completion of the project, as per the agreed scope of work and deliverables outlined in this Terms of Reference (TOR). • All payments shall be inclusive of all applicable taxes and other lawful charges. 	<ul style="list-style-type: none"> • First Tranche: An amount equivalent to fifty percent (50%) of the total contract price shall be paid upon the completion and acceptance of at least fifty percent (50%) of the scanning project. • Final Tranche: The remaining balance of fifty percent (50%) shall be settled upon the full completion and acceptance of the entire scanning project, subject to the submission of all necessary supporting documents including, but not limited to delivery receipts and acceptance certificate. • All payments shall be inclusive of all applicable taxes and other lawful charges.

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.

A handwritten signature in blue ink, appearing to read 'Edgar B. Badajos', is positioned above a horizontal line.

EDGAR B. BADAJOS

Assistant Secretary
and BAC Chairperson

TECHNICAL SPECIFICATIONS
Procurement of Scanning Services and Lease of ICT Equipment
(Scanners) for the Digitization Project of the Office of Asset Management
and Support Services (OAMSS) of the Department of Foreign Affairs

Approved Budget for the Contract (ABC): P2,000,000.00

I.	<p>BACKGROUND</p> <p>The Office of Asset Management and Support Services (OAMSS) of the Department of Foreign Affairs (DFA) is launching a Digitization Project to improve records management by converting physical documents into digital format. To support this, OAMSS plans to lease ICT equipment (scanners) with professional scanning services. This initiative aims to enhance accessibility, security, and efficiency in handling administrative and asset-related documents, while aligning with the DFA's digital transformation goals. Leasing equipment and outsourcing services ensures cost-effectiveness, high-quality output, and compliance with best practices. The project will also reduce physical storage needs and promote transparent, accountable governance.</p>	
II.	<p>OBJECTIVE</p> <ul style="list-style-type: none"> ● Convert paper-based documents into high-quality, searchable digital formats to facilitate electronic storage, access, and preservation. ● Enable fast, secure, and user-friendly retrieval of records through indexing and metadata tagging, reducing manual search time. ● Streamline records handling, reduce physical storage requirements, and support more efficient workflows across departments. ● Loose Sheets (regular and fragile papers) - 430,000 pages to be scanned ● Binded / Books - 100,000 pages pages to be scanned 	
	PARTICULARS	STATEMENT OF COMPLIANCE
III.	<p>CONTRACTOR'S OBLIGATIONS</p> <p>The Contractor shall provide following:</p> <ol style="list-style-type: none"> 1. Specialized Scanners to be used for the scanning of the treaties and agreements (both bilateral and multilateral); and, Post and Annual Reports of Foreign Service Posts under the possession of the DFA Archives. <p>The specialized scanners required for the service include, but are not limited to, the following:</p> <ol style="list-style-type: none"> a. Overhead Scanner b. Automatic Document Feeder Scanner c. Flatbed Scanner d. Book Scanner e. Sheetfed Scanner 	

	<p>f. Bookeye Scanner</p> <p>*** The total number and type of scanners to be used will be decided once the scoping/inspection of the records/documents has been done.</p> <p>2. Scanner operators and other personnel as may be needed to efficiently complete the project, such as:</p> <ul style="list-style-type: none"> a. Project Manager who will also serve as liaison between the Contractor and the Department. b. Project Team Leader to direct the project. c. Groomers and Sorters to prepare the records for scanning d. Scanner Operators to do the scanning e. Indexer to index the necessary information from the digitized records. f. Quality Assurance personnel to ensure the quality of the output and for document re-filing. <p>*** The total number of personnel, who will work on the project and report to the Department, must be decided by the Contractor in coordination with the Department.</p> <p>Other Obligations of the Contractor</p> <ul style="list-style-type: none"> 1. Upon return or replacement of scanners, the Contractor shall turnover all digital files created during the duration of the lease and ensure that no copy of these digital files remain with the Contractor. 2. The Contractor shall immediately inform the Department of breaches, attacks, or other forms of cyber threats/activities that may contribute to disclosure of any confidential information. 3. The Contractor shall submit a weekly report listing the records digitized. 4. The Contractor shall be responsible for bringing their own scanners, personnel, and other equipment at no additional cost to the Department. 5. Upon completion of the project, the Contractor shall turnover all hard drives, USBs and similar storage devices to the Department. 6. The contractor shall conduct an onsite inspection of the documents subject to scanning on 20 June 2025 at 10:00 AM, to allow proper assessment of the volume, condition, and type of records involved. Contractors shall send a formal notice of attendance via email to archives@dfa.gov.ph, copy furnished to bac.secretariat@dfa.gov.ph for their entry clearance on or before 19 June 2025. 	
IV.	<p>CONTRACTOR'S GUARANTY</p> <p>The Contractor shall guarantee that all scanners and machines to</p>	

	<p>be brought to the Department's premises shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall guarantee that the processing and scanning of the archival records will be exercised with utmost care to avoid causing further damage to the collection.</p> <p>The Contractor shall guarantee the quality of the scanned outputs and make sure they meet the requirements set in this Terms of Reference.</p>	
V.	<p>CONTRACTOR'S QUALIFICATIONS</p> <p>Experience and Past Performance</p> <ul style="list-style-type: none"> • Minimum of five (5) years providing scanner leasing services for projects involving confidential or sensitive information. • Completion of at least two (2) Philippine government contracts in the past five (5) years for secure document imaging or digitization. • Submission of at least two (2) client references from Philippine government agencies demonstrating successful project execution. <p>Security and Confidentiality Compliance</p> <ul style="list-style-type: none"> • Scanner operators and other personnel must be a regular employee of the contractor as evidenced by the holder/s' Certificate of Employment, and Company Identification. • All assigned personnel must pass background checks (e.g. NBI, Police Clearance, and NICA) and sign Non-Disclosure Agreements (NDAs). • Use of secure transportation and a documented chain of custody for all scanners and physical materials. The contractor shall assume full responsibility for the safe transport, handling, and return of all leased equipment. • The contractor should demonstrate understanding and compliance with the Data Privacy Act of 2012, especially if they are involved in confidential data processing or management. <p>Technical and Operational Capability</p> <ul style="list-style-type: none"> • Provision of commercial-grade scanners that meet or exceed the technical specifications set in the Terms of Reference. 	

	<ul style="list-style-type: none"> • Availability of qualified and trained technical personnel capable of installing, maintaining, and troubleshooting the specific type of specialized scanners offered. • Availability of backup / replacement equipment within 24 hours in the event of hardware failure and ensures the equipment will be properly supported throughout the lease of term. • All leased equipment will be provided in excellent working condition, regularly serviced, calibrated, and ready for immediate use. <p>Compliance and Certification</p> <ul style="list-style-type: none"> • Updated and valid legal and business registrations with good standing recognized by the Philippines and PhilGEPS. • The contractor must have a valid general liability insurance to cover any property damages, accidents, or injuries during the performance of the project, with the Department held free from any liability. <p>Project Management and Documentation</p> <ul style="list-style-type: none"> • Submission of a draft project implementation plan, including delivery, setup, and scanning and grooming processes. • Certification of data sanitization or erasure and turn over in case of using back up equipment (e.g. Contractor's hard drives). 	
VI.	<p>DURATION</p> <p>The lease period for the ICT equipment shall be for a duration of six (6) months, starting from July 2025 to December 2025.</p> <p>For the scanning services it shall be rendered for a period of six (6) months starting from July 2025 to December 2025, Mondays to Fridays, 8:00 - 5:00 PM.</p> <p>Work on Saturdays is permitted upon prior request and approval. A gate pass will be issued for any Saturday work.</p> <p><i>Note: If the project duration was not met within the target period, the contractor can request for an extension until the project has been completed and subject to the approval of the end user.</i></p>	
VII.	<p>OUTPUT</p> <p>Documents will be scanned in multi-page searchable PDF image format at 300 dpi, in color or black and white (depending on original). Images will be quality assured and verified against their original paper format, in particular to its clarity, skewness, and completeness. File naming convention and index fields to be included will be discussed with the Department.</p>	

	<p>A masterlist of the digitized records together with its respective index and hard drive shall be turned over to the DFA Archives after the completion of the Project.</p>	
VIII.	<p>PAYMENT</p> <p>First Tranche: An amount equivalent to fifty percent (50%) of the total contract price shall be paid upon the completion and acceptance of at least fifty percent (50%) of the scanning project.</p> <p>Final Tranche: The remaining balance of fifty percent (50%) shall be settled upon the full completion and acceptance of the entire scanning project, subject to the submission of all necessary supporting documents including, but not limited to delivery receipts and acceptance certificate.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
IX.	<p>WARRANTY</p> <p>Should images be required for rescanning during the project duration, the Contractor shall do so at no additional cost from one month of the image's initial delivery.</p>	
X.	<p>CONFIDENTIALITY</p> <ol style="list-style-type: none"> 1. The Contractor shall ensure that each of its personnel assigned to the Department signs a Non-Disclosure Agreement (NDA) and submits NBI, Police and NICA Clearances prior to the commencement of the service. 2. The Contractor shall not have any internet access on workstations. 3. The Contractor shall not be allowed to bring any personal belongings such as mobile phone, camera or wireable device. 4. The Contractor shall not disclose any confidential information accessed through the use of its services in relation to the official functions or operations of the Department. 5. All copies of digital files created during the project may not be brought out of the Department's premises. 6. Failure to comply with the confidentiality clause shall be subject to penalties as provided in Republic Act No. 10173-Data Privacy Act of 2012 and all other relevant rules and regulations. 	

Note:

Bidders must state compliance with each of the provisions in the Terms of Reference/Technical Specifications, as well as with the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of

the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have the authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification, stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-referenced to that evidence. Evidence shall be in the form of the manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date}