

ANNEX "A-2"

CLARIFICATION/AMENDMENT BASED ON  
MAY 20, 2019 PRE-BID CONFERENCE

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

<b>SVI SYSTEMS</b>	
Do we need to set up servers in the remote offices?	No.
Can we set up servers in the remote offices if we need to based on our tools and processes?	No.
Will the training be conducted in a central location or per branch? There are some branches wherein we only need to train 1 person.	Per site (10 sites).
If we can centralize the training for some offices, who will shoulder the transportation expenses?	Not applicable.
Will training be done at the same time at all locations or can we schedule?	Training may be done on different schedules.
Annex C  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?	Yes.
How long will it take SSS to review the output and endorse it to the winning bidder?	700 pages per Quality Assurance committer per day.
Page 59  Transmission of images shall use SSS' existing data communications facility - What is the schedule of output transmission to the head office?	After 5pm, every working day.
Are we assured that the branches will provide the documents of the minimum number of pages per day?	Yes.
What time will they turn these over to us	Document preparation/grooming

daily?	started last March 2019. Documents shall be turned over to the Service Provider starting 8am every working day.
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.	Document preparation/grooming of 15 million pages is the target of RASD/RIMS for 2019. Remaining documents shall likewise be provided to the Service Provider as scheduled.
On the Omnibus Sworn statement – The prescribed format does not include the ff statements found in page 32 of the bid docs that – SSS has the option to deduct from the contract price any delinquency amount due to SSS AND Comply with the provisions of the SSS law (RA 1161 as amended) and all labor law and social legislations, rules and regulations.  Issue: should we include the above statements in the omnibus sworn statement even if the form itself does not prescribe it (pages 69 to 70 of the bid docs)	No. Omnibus Sworn Statement is the standard format of the GPPB.

<b>MICROGENESIS</b>	
Section III. Bid Data Sheet 5.4. "Bidder must have completed, within three (3) years prior to the deadline for submission and opening of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to those of the same nature such as digitization/imaging/scanning services, data encoding or transcription services. Ongoing contracts cannot substitute for the requirement for completed contracts of similar nature."  Request for an evaluation regarding the Single Largest Completed Contract	SLCC is changed from 3 to 5 years and Similar contracts shall refer to those of the same nature such as: Digitization/imaging/scanning services, data encoding or transcription services and <b>other related IT security/imaging office system equipment services.</b>  <b>This amends Section III. Bid Data Sheet, Clause 5.4 of the Bidding Documents.</b>

<p>(SLCC).</p> <p>The project is Supply, Delivery and Installation of Document Management and Capture System with Professional Services and Maintenance. Unfortunately, the system was deployed to another entity.</p> <p>May we please ask the guidelines on how SSS will conduct the Post Qualification evaluation for the submitted SLCC?</p>	<p>Please refer to Section 34.3 of 2016 IRR of R.A. 9184.</p>
<p>GCC 16.1 (B) – Page 51</p> <p>“No payment will be made until the output is validated and accepted by a designated SSS RASD/RIMS representative and confirmed by a DCOD representative at the SSS Main Office after transmission of images subject to the usual COA rules and regulations.”</p> <p>What will be the parameters to ensure that the bidder will be paid on time after completing the required output? We understand that payment will be only be received once the validation and acceptance by a designated SSS RASD/RISM has been done.</p>	<p>GCC 16.1 shall be revised as follows:</p> <p>No payment will be made until the output is validated and accepted and confirmed by SSS representative/s at the SSS Main Office after transmission of images subject to the usual COA rules and regulations.”</p> <p>Refer to Section IV, General Conditions of Contract, Item 10, Payment and Annex G – Payment Milestones</p>
<p>Section 6. Schedule of Requirement (page 56)</p> <p>Item # 4. 145 PC WS and 1 Computer Server</p> <ul style="list-style-type: none"> <li>• Do we need to provide total of 145 PC WS?</li> <li>• Based on our data gathering our solution will not require 145 PC.</li> </ul>	<p>Yes. The 145 PCWS is inclusive of 58 units for QA/QC.</p>
<p>Section 7. Technical Specifications (page 59)</p> <p>Item 6.B. “Briefing for SSS personnel on QA/QC procedures. Please refer to Annex C for the minimum number of QA/QC per site.”</p> <p>How can we do the briefing for SSS personnel on QA/QC procedures, will it be a one- time briefing in one location or briefing will be done per location?</p> <p>Item 6.F. “Facility to securely transmit valid and accepted images by QA/QC from the remote site to SSS Main Office. Transmission capability must be able to automatically reconnect in case of broken transfers and resume at point of uncompleted transfers. Transmission of images shall use SSS’ existing data communications facility.”</p> <p>May I ask on the bandwidth to be provided to the bidder for transmitting the images?</p>	<p>No, briefing shall be done per site.</p> <p>Refer to attachment 1 – Project Sites – Network Capability.</p>

<p>Item 9. "The winning bidder shall ensure security within the SSS Project sites by providing the necessary video surveillance system of work areas."</p> <ul style="list-style-type: none"> <li>• If the bidder will provide the Video surveillance system, is there available data port/network?</li> <li>• Who will be given the access to view the video surveillance system?</li> <li>• Is cloud managed acceptable?</li> </ul> <p>Item C. Training venues shall be at RASD and RIMS offices</p> <ul style="list-style-type: none"> <li>• Is it possible that the training venue will be conducted at the winning bidder office for all the 58 QA/QC personnel?</li> </ul>	<p>The Video Surveillance System shall not be connected to SSS network.</p> <p>SSS RIMS Head and Winning Bidder's Project Team Leader shall be allowed to review the Video Surveillance System recordings.</p> <p>No.</p>
<p>Annex F (page 79) ANNEX F – Project Sites and Estimated Daily Production Volume</p> <ul style="list-style-type: none"> <li>• Are we required to stay at RISM offices for the entire duration of the project (36 months)?</li> <li>• If not, can we pull out the assigned manpower and equipment and re-assigned to the other RISM office?</li> <li>• For the ESTIMATED DAILY PRODUCTION (In Pages), is this the actual page count for scanned images and Indexing?</li> </ul>	<ul style="list-style-type: none"> <li>• No.</li> <li>• Yes</li> <li>• Yes</li> </ul>
<p>Bid Submission Bid opening as discussed during the Pre-bid was schedule on June 3, 2019.</p> <ul style="list-style-type: none"> <li>• Please confirm on the schedule of the bid submission since there is no bid bulletin available.</li> </ul> <p>If June 3, 2019, may we request for extension?</p>	<p>June 3, 2019 is the deadline for the submission and opening of bids.</p>

<p>EPDS</p>	
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<p>1.For VI. Schedule of Requirements, Item no. 4. Degaussing/ Destruction of Storage Media, quantity is 145PC WS and 1 Computer Server, page 56...</p> <ul style="list-style-type: none"> <li>• It mentioned about the number of PC Workstations at 10 different project sites. What is the basis of the 145 PC Workstations? Is the 145 PC inclusive of the 58 QA/QC 24" Monitor? Will the winning bidder be providing the PC workstations or just the 24" monitors?</li> <li>• Will SSS be amenable for laptop to be deployed instead of PC workstation for the scanning and encoding purposes only?</li> <li>• Can the winning bidder deploy less than 145 PC workstation to the 10 project sites? Provided that the declared estimated volume will all be delivered in accordance to the terms?</li> </ul>	<p>Bidders must provide 145 PCWS inclusive of the 58 units for QA/QC.</p> <p>Yes. Laptop shall remain inside the project sites for the duration of the project and shall be subject to degaussing.</p> <p>No.</p>
<p>2. For VII. Technical Specifications, B. 4. c. iv. File size must not exceed 1,000 kilobytes...</p> <ul style="list-style-type: none"> <li>• How to handle file size exceeding 1MB in 1 tiff despite the compression?"</li> </ul>	<p>Based on SSS approximations, multi-page TIFF will not exceed file size of 1MB if the output file specifications are strictly followed (refer to Section VII – Technical Specifications, Item 4.c)</p>
<p>3. For VII. Technical Specifications, C. Training for End-Users...</p> <ul style="list-style-type: none"> <li>• Who will handle the representation expense that will be incurred during the SSS QA/QC training? (meals and the like)</li> <li>• Why do the winning bidder need to train SSS employees for scanning and encoding facility? They will</li> </ul>	<ul style="list-style-type: none"> <li>• The winning bidder shall handle the representation expense that will be incurred during the QA/QC trainings.</li> <li>• SSS QA/QC employees must have understanding of the entire scan, index, QA/QC process. The Winning</li> </ul>

<p>only have to be trained for QA/QC facility.</p> <ul style="list-style-type: none"> <li>• Can the winning bidder possibly encode the images remotely at their site? "</li> <li>• Will SSS be able to provide media devices/ related support for the training? (projector, venue, etc.)</li> </ul>	<p>Bidder shall provide orientation or overview on the scanning and indexing functions/modules of the process. QA/QC training shall be in complete detail.</p> <ul style="list-style-type: none"> <li>• No</li> <li>• SSS can only provide the venue, lightings, electrical power, tables and chairs.</li> </ul>
<p>4. For VII. Technical Specifications, D. Degaussing/Destruction of Storage Media Devices...</p> <ul style="list-style-type: none"> <li>• Where would SSS want the winning bidder to perform the degaussing/physical destruction procedure? Would SSS be amenable to do it at the winning bidders site or the SSS Project Sites?</li> </ul>	<p>Degaussing/physical destruction procedure shall be done at SSS project sites. This is to ensure that the member records are protected and secured.</p>
<p>5. For ANNEX C - Project Sites and QA/QC per site (Locations, Available Workspace, etc.)</p> <ul style="list-style-type: none"> <li>• Is the work area well ventilated and with power outlets?</li> <li>• Will the 232.5 sq. meters cater and accommodate 58 SSS QA/ QC?</li> <li>• We would assume that the tables and chairs of these 58 SSS QA/ QC will be provided by SSS since they are directly hired by them?</li> <li>• How many images/ pages in one account/ document class? Or how many pages or attachments in one document class/ account?</li> <li>• Can SSS reconsider sharing the look up database e.g. SSS number, LFM name, Employer No. and birthdate? This is to validate the accuracy of the information tagged to the scanned images.</li> <li>• Can we conduct an ocular site visit of the work space at RASD?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Two (2) to Three (3) pages at most</p> <p>No</p> <p>Yes</p>