



**NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**  
**(53.1 OF THE REVISED IRR OF R.A. 9184)**

**INVITATION FOR NEGOTIATED PROCUREMENT**  
**FOR THE**  
**DIGITIZATION OF ARCHIVAL RECORDS IN NAP-RAN DAVAO**

1. In view of the two (2) failed public biddings, the National Archives of the Philippines (NAP) Bids and Awards Committee (BAC) invites interested Suppliers to participate in the negotiation for the Digitization of Archival Records in NAP-Regional Archival Network (RAN) in Davao with an Approved Budget for the Contract (ABC) of **One Million Six Hundred Fifty Five Thousand Four Hundred Fifty Pesos (Php 1,655,450.00)** in accordance with section 53.1 of the Implementing Rules and Regulations of Republic Act 9184, otherwise known as the “Government Procurement Reform Act.”

For more details on this project, please refer to the attached Schedule of Requirements (Annex A) and Technical Specifications (Annex B).

2. The schedule of activities are as follows:

<b>ACTIVITIES</b>	<b>DATE / TIME (FY 2016)</b>
Posting / Advertisement	May 23 -29, 2016
Negotiation Conference	May 30, 2016 2:00 P.M.
Issuance of Amendments/Clarifications/Addendum	June 3, 2016
Deadline for Submission of Eligibility, Technical and Financial Documents	On or Before June 10, 2016 1:30 P.M.
Submission and Opening of Eligibility, Technical and Financial Documents	June 10, 2016 2:00 P.M.

3. The following Eligibility, Technical documents as well as the Financial Proposal Form (Annex C) shall be submitted on or before the scheduled date as stated above at the National Archives of the Philippines, Velco Centre, Oca cor. Delgado St. Port Area, Manila:

Eligibility and Technical Documents will be composed of:

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- (a) Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) Registration Certificate;
- (b) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (c) Statement of all its ongoing and completed government and private contracts within three years, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - i. name of the contract;
  - ii. date of the contract;
  - iii. kinds of Goods;
  - iv. amount of contract and value of outstanding contracts;
  - v. date of delivery; and
  - vi. end user's acceptance or official receipt(s) issued for the contract, if completed.
- (d) Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- (e) NFCC computation;
- (f) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
- (g) Latest income and business tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS);
- (h) Conformity / Compliance with the Schedule of Requirements (Annex A) and Technical Specifications (Annex B);
- (i) Omnibus Sworn Statement;
- (j) Authority of the Signatory; and
- (k) Certification of PhilGEPS Registration.

Financial Proposal will be composed of:

- (a) Financial Proposal Form (Annex C)

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4. The **National Archives of the Philippines** reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.
5. For further information, please refer to:

**JANET A. FRANCIA**

*BAC Secretariat Chairperson*

**JENNIE C. LITIGIO**

*BAC Chairperson*

*Bids and Awards Committee*

*National Archives of the Philippines*

*Velco Center, Oca cor. Delgado Sts.*

*Port Area Manila 1018*

*Philippines*

*Contact Nos: (02)521-6830 / (02) 521-3034*

*Email address: [nabox2012@gmail.com](mailto:nabox2012@gmail.com)*

*Fax: (02) 521-6830*

*[www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)*

*(Sgd.)*

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**JENNIE C. LITIGIO**

*BAC Chairperson*

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**ANNEX A**

**Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Services for the Digitization Archival Records in NAP Regional Archival Network – Davao City  - Digitization of at least 888,240 pages paper-based records	1 lot	1	Within the year 2016

**1. PROJECT BACKGROUND**

**1.1. The National Archives of the Philippines’ (NAP) Regional Archival Network in Davao**

The Regional Archival Network, Davao is a repository of vital government records in Mindanao. It is currently holding 272.683 cu.m of records where majority of these are notarial records transferred to the center by different Regional Trial Courts in Mindanao. These notarial records are considered archival materials needing utmost concern and protection that form part of the cultural heritage of Mindanao. Notarial records in Davao City is found to be the most voluminous among the records holdings that is considered for digitization due to the frequency of its use considering that they are the most requested records by the public clientele.

This initiative is a 3-year project in digitizing and indexing of notarial records of Davao City that will start in 2016 and expected to be completed in 2018. The approved budget for 2016 is Php 1,655,450.00 (One Million Six Hundred Sixty-five Thousand Four Hundred Fifty Pesos).

**1.2. Project Details**



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This project is part of a three-year project in digitizing and indexing of a portion of its Notarial Documents. The project will start in 2016 and expected to be completed in 2018.

### 2. PROJECT OBJECTIVES

The Project aims to ensure business continuity of the Regional Archival Network - Davao in the accessibility, retrieval and security of its holdings. The success of this project would ensure that these records are preserved and accessible to the public in digital format.

### 3. SCOPE OF WORK

The bidder should provide services for the digitization of paper-based documents from the RAN's collection of Davao City notarial records dating from 1947-1999 at a fixed price within the Fiscal Year 2016.

Notarial Records of Davao City to be digitized for this purpose are according to the Family Name of Notary Public in alphabet order such as the following:

Notary Public A – E (Notary Public whose family names begin with letter A, B, C, D and E)

No. of Bundles – 1,439 Note: Each bundle has individual unique unrepeated numbering as shown by example below:

Notary Public whose Family Names begins with letter A, where the numbering of Bundle shall be A-1 to A-100 and so forth and so on while the new records transferred shall be numbered A-101 and so forth and so on regardless of the period covered or year of notarization of records.

For Notary Public B, C, D and E follows the same bundle numbering as shown by above example.

Condition of Documents – 90% in Good Condition and Readable

Approximate No. of Pages – 888,240

The bidder shall also take into account that the majority of the records to be digitized are in legal size paper while some are in Short Bond Paper. It is noted also that there are approximately 20% of the records to be digitized are in Onion Skin.

Furthermore, the scope of work shall include, but not be limited to the following:

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- 3.1. Provide services for the digitization of at least 888,240 pages of paper-based records in accordance with the standards on procedures and formats set by NAP;
  - 3.1.1. Perform the pre- and post- digitization process as required by the project;
  - 3.1.2. Provide the necessary index/metadata for all documents that will be digitized and converted digitally as required by the project;
  - 3.1.3. Deliver, install and/or pull-out the necessary manpower, hardware, software and/or network products necessary to produce the required outputs;
- 3.2. Deliver and install the book scanner/s and its vital peripherals and software necessary to produce the required outputs of the project; and
- 3.3. Provide complete documentation and inventory of goods and services delivered.

#### **4. OPERATION WORKFLOW AND PROCESS**

- 4.1. The digitization processes that will be followed by the service provider are as follows:
  - 4.1.1. PRE-DIGITIZATION – process necessary for site and document preparation before the actual digitization of the records.
    - 4.1.1.1. Assessment of site environment checking, planning and preparation;
    - 4.1.1.2. Inventory of records;
    - 4.1.1.3. Setup of workforce and physical facilities; and
    - 4.1.1.4. Document preparation (bundles are individually numbered).
  - 4.1.2. DIGITIZATION – actual process of digitizing records.
    - 4.1.2.1. Digitization of documents;
    - 4.1.2.2. Quality Control;
    - 4.1.2.3. Final acceptance of images.
  - 4.1.3. POST-DIGITIZATION – involves the process of transferring the digital images to external drives.
    - 4.1.3.1. Transfer of digitized images to mobile hard disk drives;
    - 4.1.3.2. Returning scanned documents;
    - 4.1.3.3. Submission of inventory of digitized documents;
    - 4.1.3.4. Turnover of mobile hard disk drives to identified NAP point person.

#### **5. OUTPUTS FORMATS AND DELIVERY**

- 5.1. DIGITAL IMAGE SPECIFICATIONS

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- 5.1.1. OCR enabled images in grayscale and in PDF, in 300 dpi with no compression (one image shall result from each page scanned).
- 5.1.2. 8-bit tonal bit-depth
- 5.1.3. 100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction)
- 5.1.4. The image labeling will have to show the true resolution in dpi when it is viewed using “thumbs plus or Irfan View”. There should be no modification whatsoever of the output resolution.
- 5.1.5. That there shall only be one image resulting from each page scanned and that the digital file shall have the same characteristics as the physical page.
- 5.1.6. That the scanned images contain or maintain the same level of eligibility as the original document, i.e. that the image show the same characteristics and features of the original document.
- 5.1.7. The images must not be out of focus.
- 5.1.8. The horizontal incline must not be higher than five degrees/grades.
- 5.1.9. There must be no rays, stains or objects which are not part of the original document.
- 5.1.10. That the page must not be folded and it must not lose information if it is folded.
- 5.1.11. It should show information from the next page in case the material is damaged or has holes.
- 5.1.12. The text orientation in the images should be in the natural reading format.
  - 5.1.12.1. All images will be “read from left to right”, i.e. a reader can read the page upon opening without the need to rotate the image.
  - 5.1.12.2. Reading orientation will be determined based on the direction of the majority of the text, when the material has more than one direction of orientation.
  - 5.1.12.3. If an image or illustration is accompanied by a text, reading orientation will follow the direction of the text and not of the image.
- 5.1.13. There should be no borders that are not part of the original document.
- 5.1.14. The authenticity of documents must be immediately proven by means of the complete signature or mark in the paper medium, whenever these are present.
- 5.1.15. The digitized images must be viewed using any type of “document viewer”.
- 5.1.16. The luminosity (or contrast) must be equal to the original.
- 5.1.17. The resolution must be in accordance to the deliverables requested.

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- 5.1.18. With regards permeability of pages, one clear sheet of paper must be placed behind the page to minimize permeability.
- 5.1.19. Pamphlets or brochures, if present, must always be scanned per single side.
- 5.1.20. Documents will be scanned based on the order that it has been received (as per prepared, materials/list for scanning). The scanning will not start until the order has been confirmed.
- 5.1.21. All blank pages will not be scanned. However, this must be recorded in the scanning log, as well as the information on how many pages are blank and not digitized.

### 5.2. NAMING OF FILES

- 5.2.1. The following specifications will be followed in the storage and naming of the digital files.
  - 5.2.1.1. The images will be stored and sent in a hard disk with a directory structure.
  - 5.2.1.2. Each folder will have to be arranged by “directory” and “subdirectory”, corresponding to a box/volume and a file. And each page or double page will have to be an individual image inside a folder.
  - 5.2.1.3. The box/volume directory will be the record series name. The subdirectory folder will be the bundle’s number. Zeros need to be added to the left of the number so that it will be composed of six digits.
  - 5.2.1.4. In case the Record Series name is too long, it can be shortened by the assigning abbreviations. However, this convention has to be approved by the NAP.
  - 5.2.1.5. The image files must follow this nomenclature: Place Grouping of Notarized Records\_Bundle Number\_Page Number [A/B].PDF.
  - 5.2.1.6. Where the Page Number is the actual page number of the scanned material or the sequence of pages. Zeros need to be added to the left so that it will be composed of five digits.
  - 5.2.1.7. Where the [A/B] is a capital letter that identifies whether the image is the front or reverse of the page. In case it is the front, an “A” will be put and a “B” for the reverse. For succeeding pages that has the same page numbering as the previous page, the next letters in the alphabet will be used as needed until the next page number.

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5.2.1.8. Examples for the above conventions are the following:

5.2.1.8.1. The images scanned is the front part of page 1 of Bundle No 1 of RAN Davao's notarized records. The nomenclature should be:

Sulu\_0000001\_0001A.pdf

5.2.1.8.2. The image scanned is the back part of page 1 of Bundle No 1 RAN Davao's notarized records. The nomenclature should be

Sulu\_0000001\_0001B.pdf

5.2.1.9. File names should be no longer than 25 characters and must be alphanumeric with no special characters. Allowable characters in file and folder names include letters, numbers, and underscores.

5.2.1.10. There should be no blank spaces in the file name.

5.2.1.11. When using numbers, make sure that the number of characters is consistent to ensure that these are accurately sorted by the computer. For example:

- 1 10.tif
- 2 100.tif
- 3 2.tif

are **not** sorted correctly, whereas the following files are:

- 4 002.tif
- 5 010.tif
- 6 100.tif

### 5.3. INDEXING AND METADATA

5.3.1. The Service Provider should provide an external index that shows page numbering, chronological order, alphabetical order, or any other readily apparent organizational system inherent in the documents to be digitized.

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- 5.3.2. The Provider should encode/embed/add into the image metadata information classified according to data fields with the following specifications:
  - 5.3.2.1. Unique autonumber information (12 numeric characters)
  - 5.3.2.2. Name of Notary Public (40 characters)
  - 5.3.2.3. Nature of Instruments (50 characters)
  - 5.3.2.4. Parties Concerned (50 characters)
  - 5.3.2.5. Date (20 characters)
- 5.3.3. Metadata information that are long and which repeatedly appears in different images/group may be replaced by only one agreed acronym that has been submitted to and approved by the NAP. The Provider shall prepare a list of all these acronyms in a separate file. Some examples are:
  - 5.3.3.1. Deed of Sale can be replaced with DOS;
  - 5.3.3.2. Extra-Judicial Partition should be replaced with XJP; and
  - 5.3.3.3. Special Power of Attorney should be replaced with SPA.

### 5.4. OTHER REQUIREMENTS

- 5.4.1. All personnel must use efface mask for dust and spores, and as well as white clean gloves.
- 5.4.2. During digitization, the following acts are strictly prohibited:
  - 5.4.2.1. The use of any type of adhesive tapes, clips or staples to hold pages.
  - 5.4.2.2. Pressing or placing under glass any bound documents that may result to damage to its stitching or binding.
  - 5.4.2.3. Needlessly leaving any document exposed to the light of the scanning equipment.
  - 5.4.2.4. Needlessly exposing any document to any type of infrared or ultraviolet light that produces heat.
- 5.4.3. The following shall be strictly followed during the digitization process:
  - 5.4.3.1. The careful handling of any material with both hands, especially those with tears and which are very fragile.
  - 5.4.3.2. In case of damage to any document, the personnel employed by the Service Provider must immediately notify the assigned NAP personnel.

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- 5.4.3.3. In case that any document would have rolled edges, it must be unfolded and placed in mylar.
- 5.4.3.4. The materials shall only be transported to the assigned work area using a designated route.
- 5.4.3.5. The documents must not be placed in stacks of more than 20 cm. and must be placed in the assigned shelves for this effect.
- 5.4.3.6. The use of planetary scanner/s is required. Feeding through plain scanners is not allowed.
- 5.4.3.7. The entire digitization process will be done on-site and under no circumstances will any if the documents be allowed to be taken out of the NAP premises;

5.4.4. A page for errors must be created and the information to be given must provide a concise explanation of its nature. This should be documented in a separate electronic file, preferably Excel. The errors may be categorized under, but not be limited to, the following key codes:

1. Blank page
2. Severe permeability
3. Fixed bookbinding
4. Loss of text
5. The information is taken from the original page.

- 5.4.5. If there is any error that requires immediate actions, the NAP's project supervisor must immediately be notified.
- 5.4.6. The NAP will perform a weekly sampling by evaluating and verifying the image quality of from 5% to 10% of the maximum number of images produced weekly.
- 5.4.7. If any error is found during the quality control of one batch, all that have been received for the said batch will be returned for rescanning. Repeat scans will have to be delivered the following week after prior notice.

### 5.5. DELIVERY

- 5.5.1. The digital images shall be transferred to desktop external hard disk drive/s;
- 5.5.2. The number of desktop external hard drive/s that will be required for the transfer will be based on the total size of digitized documents;

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5.5.3. External hard disk drives will be turned over to the NAP after the digitization process.

## **6. SOFTWARE AND HARDWARE REQUIREMENTS**

### 6.1. Document Scanner

6.1.1. The specifications of the recommended book scanner/s are the following:

- 6.1.1.1. Capable of scanning in 8 bits, grayscale, and bitonal in at least 300 dpi resolution;
- 6.1.1.2. Capable of producing raw uncompressed image files in TIFF, PDF and other formats;
- 6.1.1.3. Must use LED type illumination or others that do not produce UV or IR light;
- 6.1.1.4. Capable of scanning A4 and up to at least A3 sized paper;
- 6.1.1.5. At least USB 2.0 interface;
- 6.1.1.6. Supports TWAIN and ISIS drivers; and
- 6.1.1.7. Has correction and editing tools for enhancing image quality.

### 6.2. Scanning and Indexing Software

- 6.2.1. Software must be licensed or open-source, that can produce the required outputs of the project;
- 6.2.2. The indexing software to be used should support the capability of uploading/exporting metadata into another system such as NARMIS and its future version/s;
- 6.2.3. Software must support OCR capabilities to produce outputs that will allow full text indexing;
- 6.2.4. Software must support database platform/s that is SQL-based;
- 6.2.5. Software-based image correction will only be done if necessary, under the following conditions:
  - 6.2.5.1. Straightening: no image shall have an incline greater than 5 degrees/grades.
  - 6.2.5.2. Automatic cropping of images: the image must have a small margin beyond the page boundaries of at least a millimeter but not exceeding 3mm.

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- 6.2.5.3. All images must be submitted as one page per image. Books could be scanned as two pages but these must be divided into two separate images through cropping and straightening requirements.
- 6.2.5.4. The pages of pamphlets must not be divided.
- 6.2.5.5. Automatic correction of curvature.
- 6.2.5.6. Automatic erasure of shadows.

### 6.3. Desktop Computer

- 6.3.1. Must follow the recommended system requirements of the scanning software and document scanner or higher;
- 6.3.2. 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;
- 6.3.3. Operating system and/or other necessary software must be licensed or open-source; and
- 6.3.4. Must use LCD or LED monitors.

### 6.4. Desktop External Hard Drive

- 6.4.1. Minimum of 1TB per external hard disk drive;
- 6.4.2. Minimum speed of 7200 rpm;
- 6.4.3. Must have an external power source; and
- 6.4.4. Desktop external hard drive may not be used as storage space during the digitization process.

### 6.5. Other Hardware/Software requirements

- 6.5.1. 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
- 6.5.2. Service Provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.

## 7. TERMS OF PAYMENT

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Payment in favor of the Service Provider shall be subject to ten percent (10%) retention money. NAP shall release to the service provider the total retention money or any bond or instrument acceptable to NAP, one (1) year after the completion of the project, and upon 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 NAP.

### **8. WARRANTY**

- 8.1. The Service Provider shall provide a one (1) year workmanship warranty for the digitization/imaging and indexing of documents.
- 8.2. The Provider shall also warrant the said equipment to be in conformity to relevant international archival standards such as that of the Association of Imaging and Information Management.

### **9. MISCELLANEOUS**

- 9.1. The NAP shall require the Provider to provide a sample machine output for the purpose of testing and selection of the book scanner.
- 9.2. The Service Provider will conduct System Analysis and Design to ensure compatibility, synchronicity and interoperability with any of the NAP's Program/s.
- 9.3. The Service Provider will conduct management instruct.
- 9.4. The Service Provider shall undertake document preparation on behalf of the NAP. This shall include, but not be limited to, cleaning, sorting and checking, pagination, listing, bundling and wrapping, and labelling.
- 9.5. The Service Provider will be responsible for the installation, setup, programming, testing and other technical aspects of the project within the NAP premises.
- 9.6. Service Provider will assist the NAP during the actual operation within the warranty period.
- 9.7. The Service Provider will provide all necessary software and hardware equipment for the completion of the project.
- 9.8. Since the digitization will be outsourced to the service provider, costs for software licenses and repairs, maintenance and/or replacement of hardware equipment that will incurred during the duration of this project shall be borne by the service provider.
- 9.9. The Service Provider will create a multimedia presentation/publication for the Digitization Project to be used in future orientation seminars and presentations. This will be perpetually owned by NAP.

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- 9.10. The Service Provider shall provide at its own expense, all the necessary materials for the execution of the project like gloves, face masks, mylar, and others.
- 9.11. The Service Provider will be responsible for returning the original documents to the NAP, in the same conditions that it has been given him/her, maintaining its original order.
- 9.12. The Service Provider must develop a method of tracking of documents for the entire duration of the digitization process; this is in order to have a mechanism for the location of any physical as well as digitized document, may it be in manual or electronic logbook since the materials should not be taken for consultation.
- 9.13. The personnel employed by the Service Provider will adjust to the calendar and schedule of NAP and they will be allowed access to common areas (restrooms, dining areas, etc.).

I hereby certify to comply and deliver all the above requirements.

---

**Name of Company / Bidder**

---

**Signature Over Printed Name of  
Representative**

---

**Date**



**ANNEX B**

**Technical Specifications**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>  Bidders must state here either "Comply" or "Not Comply".
<b>A.</b>	<b>SCOPE OF WORK</b>	
	<p>The bidder should provide services for the digitization of paper-based documents from the RAN's collection of Davao City notarial records dating from 1947-1999 at a fixed price within the Fiscal Year 2016.</p> <p>Notarial Records of Davao City to be digitized for this purpose are according to the Family Name of Notary Public in alphabet order such as the following:</p> <p style="padding-left: 40px;">Notary Public A – E (Notary Public whose family names begin with letter A, B, C, D and E)</p> <p>No. of Bundles – 1,439 Note: Each bundle has individual unique unrepeated numbering as shown by example below:</p> <p style="padding-left: 40px;">Notary Public whose Family Names begins with letter A, where the numbering of Bundle shall be A-1 to A-100 and so forth and so on while the new records transferred shall be numbered A-101 and so forth and so on regardless of the period covered or year of notarization of records.</p> <p style="padding-left: 40px;">For Notary Public B, C, D and E follows the same bundle numbering as shown by above example.</p> <p>Condition of Documents – 90% in Good Condition and Readable</p> <p>Approximate No. of Pages – 1,110,300 (600 page per bundle)</p> <p>The bidder shall also take into account that the majority of the records to be digitized are in legal size paper while some are in Short Bond Paper. It is noted also that there are approximately 20% of the records to be digitized are in Onion Skin.</p>	





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	<p>Furthermore, the scope of work shall include, but not be limited to the following:</p> <ol style="list-style-type: none"> <li>1. Provide services for the digitization of at least 1,110,300 pages of paper-based records in accordance with the standards on procedures and formats set by NAP;             <ol style="list-style-type: none"> <li>a. Perform the pre- and post- digitization process as required by the project;</li> <li>b. Provide the necessary index/metadata for all documents that will be digitized and converted digitally as required by the project;</li> <li>c. Deliver, install and/or pull-out the necessary manpower, hardware, software and/or network products necessary to produce the required outputs;</li> </ol> </li> <li>2. Deliver and install the book scanner/s and its vital peripherals and software necessary to produce the required outputs of the project; and</li> <li>3. Provide complete documentation and inventory of goods and services delivered.</li> </ol>	
<b>B.</b>	<b>OUTPUTS FORMATS AND DELIVERY</b>	
	<p>DIGITAL IMAGE SPECIFICATIONS</p> <ol style="list-style-type: none"> <li>1. OCR enabled images in grayscale and in PDF, in 300 dpi with no compression (one image shall result from each page scanned).</li> <li>2. 8-bit tonal bit-depth</li> <li>3. 100% scale (without amplification or reduction of the original size, 1:1 scale for reproduction)</li> <li>4. The image labeling will have to show the true resolution in dpi when it is viewed using “thumbs plus or Irfan View”. There should be no modification whatsoever of the output resolution.</li> <li>5. That there shall only be one image resulting from each page scanned and that the digital file shall have the same characteristics as the physical page.</li> <li>6. That the scanned images contain or maintain the same level of eligibility as the original document, i.e. that the image show the same characteristics and features of the original document.</li> <li>7. The images must not be out of focus.</li> <li>8. The horizontal incline must not be higher than five degrees/grades.</li> <li>9. There must be no rays, stains or objects which are not part of the original document.</li> <li>10. That the page must not be folded and it must not lose information if it is folded.</li> <li>11. It should show information from the next page in case the material is damaged or has holes.</li> <li>12. The text orientation in the images should be in the natural reading format.</li> </ol>	

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	<ul style="list-style-type: none"> <li>a. All images will be “read from left to right”, i.e. a reader can read the page upon opening without the need to rotate the image.</li> <li>b. Reading orientation will be determined based on the direction of the majority of the text, when the material has more than one direction of orientation.</li> <li>c. If an image or illustration is accompanied by a text, reading orientation will follow the direction of the text and not of the image.</li> </ul> <ul style="list-style-type: none"> <li>13. There should be no borders that are not part of the original document.</li> <li>14. The authenticity of documents must be immediately proven by means of the complete signature or mark in the paper medium, whenever these are present.</li> <li>15. The digitized images must be viewed using any type of “document viewer”.</li> <li>16. The luminosity (or contrast) must be equal to the original.</li> <li>17. The resolution must be in accordance to the deliverables requested.</li> <li>18. With regards permeability of pages, one clear sheet of paper must be placed behind the page to minimize permeability.</li> <li>19. Pamphlets or brochures, if present, must always be scanned per single side.</li> <li>20. Documents will be scanned based on the order that it has been received (as per prepared, materials/list for scanning). The scanning will not start until the order has been confirmed.</li> <li>21. All blank pages will not be scanned. However, this must be recorded in the scanning log, as well as the information on how many pages are blank and not digitized.</li> </ul>	
	<p><b>NAMING OF FILES</b></p> <p>The following specifications will be followed in the storage and naming of the digital files.</p> <ul style="list-style-type: none"> <li>1. The images will be stored and sent in a hard disk with a directory structure.</li> <li>2. Each folder will have to be arranged by “directory” and “subdirectory”, corresponding to a box/volume and a file. And each page or double page will have to be an individual image inside a folder.</li> <li>3. The box/volume directory will be the record series name. The subdirectory folder will be the bundle’s number. Zeros need to be added to the left of the number so that it will be composed of six digits.</li> <li>4. In case the Record Series name is too long, it can be shortened by the assigning abbreviations. However, this convention has to be approved by the NAP.</li> <li>5. The image files must follow this nomenclature: Place Grouping of Notarized Records_Bundle Number_Page Number [A/B].PDF.</li> </ul>	

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<p>6. Where the Page Number is the actual page number of the scanned material or the sequence of pages. Zeros need to be added to the left so that it will be composed of five digits.</p> <p>7. Where the [A/B] is a capital letter that identifies whether the image is the front or reverse of the page. In case it is the front, an “A” will be put and a “B” for the reverse. For succeeding pages that has the same page numbering as the previous page, the next letters in the alphabet will be used as needed until the next page number.</p> <p>8. Examples for the above conventions are the following:</p> <p>a. The images scanned is the front part of page 1 of Bundle No 1 of RAN Davao’s notarized records. The nomenclature should be:</p> <p style="text-align: center;">Sulu_0000001_0001A.pdf</p> <p>b. The image scanned is the back part of page 1 of Bundle No 1 RAN Davao’s notarized records. The nomenclature should be:</p> <p style="text-align: center;">Sulu_0000001_0001B.pdf</p> <p>9. File names should be no longer than 25 characters and must be alphanumeric with no special characters. Allowable characters in file and folder names include letters, numbers, and underscores.</p> <p>10. There should be no blank spaces in the file name.</p> <p>11. When using numbers, make sure that the number of characters is consistent to ensure that these are accurately sorted by the computer. For example:</p> <p style="margin-left: 40px;">1 10.tif 2 100.tif 3 2.tif</p> <p>are <b>not</b> sorted correctly, whereas the following files are:</p> <p style="margin-left: 40px;">4 002.tif 5 010.tif 6 100.tif</p>	
<p>INDEXING AND METADATA</p> <p>1. The Service Provider should provide an external index that shows page numbering, chronological order, alphabetical order, or any other readily apparent organizational system inherent in the documents to be digitized.</p>	

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	<p>2. The Provider should encode/embed/add into the image metadata information classified according to data fields with the following specifications:</p> <ul style="list-style-type: none"><li>• Unique autonumber information (12 numeric characters)</li><li>• Name of Notary Public (40 characters)</li><li>• Nature of Instruments (50 characters)</li><li>• Parties Concerned (50 characters)</li><li>• Date (20 characters)</li></ul> <p>3. Metadata information that are long and which repeatedly appears in different images/group may be replaced by only one agreed acronym that has been submitted to and approved by the NAP. The Provider shall prepare a list of all these acronyms in a separate file. Some examples are:</p> <ul style="list-style-type: none"><li>a. Deed of Sale can be replaced with DOS;</li><li>b. Extra-Judicial Partition should be replaced with XJP; and</li><li>c. Special Power of Attorney should be replaced with SPA.</li></ul>	
	<p><b>OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"><li>1. All personnel must use efface mask for dust and spores, and as well as white clean gloves.</li><li>2. During digitization, the following acts are strictly prohibited:<ol style="list-style-type: none"><li>a. The following shall be strictly followed during the digitization process:</li><li>b. Pressing or placing under glass any bound documents that may result to damage to its stitching or binding.</li><li>c. Needlessly leaving any document exposed to the light of the scanning equipment.</li><li>d. Needlessly exposing any document to any type of infrared or ultraviolet light that produces heat.</li></ol></li><li>3. The following shall be strictly followed during the digitization process:<ol style="list-style-type: none"><li>a. The careful handling of any material with both hands, especially those with tears and which are very fragile.</li><li>b. In case of damage to any document, the personnel employed by the Service Provider must immediately notify the assigned NAP personnel.</li><li>c. In case that any document would have rolled edges, it must be unfolded and placed in mylar.</li><li>d. The materials shall only be transported to the assigned work area using a designated route.</li><li>e. The documents must not be placed in stacks of more than 20 cm. and must be placed in the assigned shelves for this effect.</li></ol></li></ol>	

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	<ul style="list-style-type: none"> <li>f. The use of planetary scanner/s is required. Feeding through plain scanners is not allowed.</li> <li>g. The entire digitization process will be done on-site and under no circumstances will any of the documents be allowed to be taken out of the NAP premises;</li> </ul> <p>4. A page for errors must be created and the information to be given must provide a concise explanation of its nature. This should be documented in a separate electronic file, preferably Excel. The errors may be categorized under, but not be limited to, the following key codes:</p> <ul style="list-style-type: none"> <li>a. Blank page</li> <li>b. Severe permeability</li> <li>c. Fixed bookbinding</li> <li>d. Loss of text</li> <li>e. The information is taken from the original page.</li> </ul> <p>5. If there is any error that requires immediate actions, the NAP's project supervisor must immediately be notified.</p> <p>6. The NAP will perform a weekly sampling by evaluating and verifying the image quality of from 5% to 10% of the maximum number of images produced weekly.</p> <p>7. If any error is found during the quality control of one batch, all that have been received for the said batch will be returned for rescanning. Repeat scans will have to be delivered the following week after prior notice.</p>	
	<p><b>DELIVERY</b></p> <ul style="list-style-type: none"> <li>1. The digital images shall be transferred to desktop external hard disk drive/s;</li> <li>2. The number of desktop external hard drive/s that will be required for the transfer will be based on the total size of digitized documents;</li> <li>3. External hard disk drives will be turned over to the NAP after the digitization process.</li> </ul>	
<b>C.</b>	<b>SOFTWARE AND HARDWARE REQUIREMENTS</b>	
	<p><b>DOCUMENT SCANNER</b></p> <p>The specifications of the recommended book scanner/s are the following:</p> <ul style="list-style-type: none"> <li>1. Capable of scanning in 8 bits, grayscale, and bitonal in at least 300 dpi resolution;</li> <li>2. Capable of producing raw uncompressed image files in TIFF, PDF and other formats;</li> <li>3. Must use LED type illumination or others that do not produce UV or IR light;</li> </ul>	

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	<ol style="list-style-type: none"> <li>4. Capable of scanning A4 and up to at least A3 sized paper;</li> <li>5. At least USB 2.0 interface;</li> <li>6. Supports TWAIN and ISIS drivers; and</li> <li>7. Has correction and editing tools for enhancing image quality.</li> </ol>	
	<p><b>SCANNING AND INDEXING SOFTWARE</b></p> <ol style="list-style-type: none"> <li>1. Software must be licensed or open-source, that can produce the required outputs of the project;</li> <li>2. The indexing software to be used should support the capability of uploading/exporting metadata into another system such as NARMIS and its future version/s;</li> <li>3. Software must support OCR capabilities to produce outputs that will allow full text indexing;</li> <li>4. Software must support database platform/s that is SQL-based;</li> <li>5. Software-based image correction will only be done if necessary, under the following conditions:             <ol style="list-style-type: none"> <li>a. Straightening: no image shall have an incline greater than 5 degrees/grades.</li> <li>b. Automatic cropping of images: the image must have a small margin beyond the page boundaries of at least a millimeter but not exceeding 3mm.</li> <li>c. All images must be submitted as one page per image. Books could be scanned as two pages but these must be divided into two separate images through cropping and straightening requirements.</li> <li>d. The pages of pamphlets must not be divided.</li> <li>e. Automatic correction of curvature.</li> <li>f. Automatic erasure of shadows.</li> </ol> </li> </ol>	
	<p><b>DESKTOP COMPUTER</b></p> <ol style="list-style-type: none"> <li>1. Must follow the recommended system requirements of the scanning software and document scanner or higher;</li> <li>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;</li> <li>3. Operating system and/or other necessary software must be licensed or open-source; and</li> <li>4. Must use LCD or LED monitors.</li> </ol>	
	<p><b>DESKTOP EXTERNAL HARD DRIVE</b></p>	

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	<ol style="list-style-type: none"> <li>1. Minimum of 1TB per external hard disk drive;</li> <li>2. Minimum speed of 7200 rpm;</li> <li>3. Must have an external power source; and</li> <li>4. Desktop external hard drive may not be used as storage space during the digitization process.</li> </ol>	
	<p><b>OTHER HARDWARE/SOFTWARE REQS</b></p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. Service Provider must provide its own printer and necessary supplies to produce the necessary report/s needed during the entire digitization process.</li> </ol>	
<b>D.</b>	<b>MISCELLANEOUS</b>	
	<ol style="list-style-type: none"> <li>1. The NAP shall require the Provider to provide a sample machine output for the purpose of testing and selection of the book scanner.</li> <li>2. The Service Provider will conduct System Analysis and Design to ensure compatibility, synchronicity and interoperability with any of the NAP's Program/s.</li> <li>3. The Service Provider will conduct management instruct.</li> <li>4. The Service Provider shall undertake document preparation on behalf of the NAP. This shall include, but not be limited to, cleaning, sorting and checking, pagination, listing, bundling and wrapping, and labelling.</li> <li>5. The Service Provider will be responsible for the installation, setup, programming, testing and other technical aspects of the project within the NAP premises.</li> <li>6. Service Provider will assist the NAP during the actual operation within the warranty period.</li> <li>7. The Service Provider will provide all necessary software and hardware equipment for the completion of the project.</li> <li>8. Since the digitization will be outsourced to the service provider, costs for software licenses and repairs, maintenance and/or replacement of hardware equipment that will incurred during the duration of this project shall be borne by the service provider.</li> <li>9. The Service Provider will create a multimedia presentation/publication for the Digitization Project to be used in future orientation seminars and presentations. This will be perpetually owned by NAP.</li> </ol>	

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<ol style="list-style-type: none"><li>10. The Service Provider shall provide at its own expense, all the necessary materials for the execution of the project like gloves, face masks, mylar, and others.</li><li>11. The Service Provider will be responsible for returning the original documents to the NAP, in the same conditions that it has been given him/her, maintaining its original order.</li><li>12. The Service Provider must develop a method of tracking of documents for the entire duration of the digitization process; this is in order to have a mechanism for the location of any physical as well as digitized document, may it be in manual or electronic logbook since the materials should not be taken for consultation.</li><li>13. The personnel employed by the Service Provider will adjust to the calendar and schedule of NAP and they will be allowed access to common areas (restrooms, dining areas, etc.).</li></ol>	
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I hereby certify to comply and deliver all the above Technical Specifications.

_____ <b>Name of Company / Bidder</b>	_____ <b>Signature Over Printed Name of Representative</b>	_____ <b>Date</b>
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**ANNEX C**

**Financial Proposal**

Date: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Proposal amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Proposal is accepted, we undertake to provide a performance security in the form, amounts, specified under Section 39.1 of the Revised IRR of the Republic Act No. 9184

We agree to abide by the Bid Validity Period of our proposal is 120 calendar days from June 13, 2016 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

We certify/confirm that we comply with the eligibility requirements as specified in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*



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Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**For Goods Offered From Abroad**

Name of Supplier \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIF named place  (specify border point or place of destination)	Total CIF or CIF price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP  (col 4 x 8)

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**For Goods Offered From Within the Philippines**

Name of Supplier \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component <sup>2</sup>	Total price EXW per item (cols. 4 x 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded	Total Price delivered Final Destination (col 8 + 9) x 4

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## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

b) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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Velco Centre Oca cor. Delgado Sts. Port Area Manila  
Tel Nos. 524-2054/521-68-30/522-8418/400-4967

Website: [www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph) E-mail: [nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph)



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

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IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 20 at \_\_\_\_\_, Philippines.

[Bidder's Representative/Authorized Signatory] [JURAT]



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

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**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**X-----X**

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.1: [Insert reference number]**

To: *[Insert name and address of the Procuring Entity]*

I/We2, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration3, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, and I/we have furnished the performance security and signed the Contract.

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NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC
Serial No. of Commission \_\_\_\_\_
Notary Public for \_\_\_\_\_ until \_\_\_\_\_
Roll of Attorneys No. \_\_\_\_\_
PTR No. \_\_, [date issued], [place issued]
IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_
Page No. \_\_\_
Book No. \_\_\_
Series of \_\_\_\_\_.