



Republic of the Philippines  
 Department of Finance  
**Securities and Exchange Commission**  
 SEC Building, EDSA, Greenhills, Mandaluyong City

**Bids and Awards Committee**

Subject: **Subscription of Services for an Alternative on-Line Document Retrieval System (AODRS))**

**Bid Bulletin No. 1**

**All prospective bidders are hereby informed of the following clarifications:**

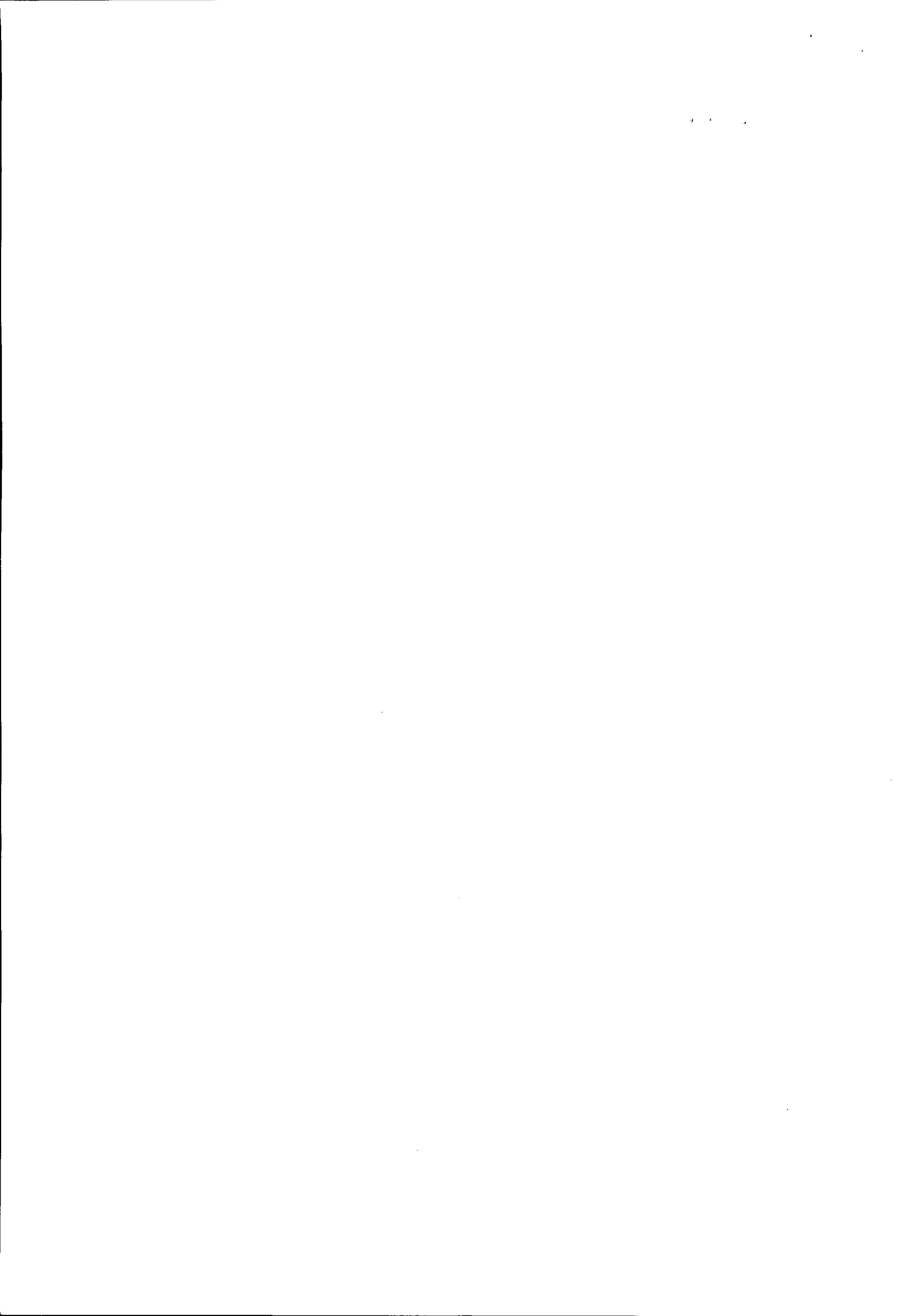
| Item No.   | Query  | Clarification  |             |               |                    |                                    |   |  |  |  |
|--|--|--|-------------|---------------|--------------------|------------------------------------|---|--|--|--|
| Item 1, p. 55 of the TOR                                       | <p><b><u>Document Migration Module</u></b><br/>           The system must be a desktop application that runs on Windows platform.<br/>           Q. Is it only limited to Windows platform? What if we use other platform but of the same deliverable?</p> | It must be web-based application which will meet the response time of at least two (2) seconds but not more than five (5) seconds.   |             |               |                    |                                    |   |  |  |  |
| Item 2, p. 57 of the TOR                                       | <p><b><u>Service Level Agreement</u></b><br/>           Response Time for Search of not more than two (2) seconds.<br/>           Q. Please set a maximum limit for response time for search.</p>  | Response time for search must be at least two (2) seconds but not more than five (5) seconds.  |             |               |                    |                                    |   |  |  |  |
| p. 77 of the Checklist   | <p><b><u>Other Requirements</u></b><br/>           Q. Is there any other requirements?</p>   | p.57 Sec. VII of the Bidding Documents A-C. which states:<br>VII. Other Requirements.<br>(refer to P. 57, Sec. VII of the TOR –Other requirements.   |             |               |                    |                                    |   |  |  |  |
| p 51, Sec. VI Schedule of Requirements                         | <p><b><u>Project Duration</u></b><br/>           Completed within forty (40) days upon receipt of the Notice to Proceed<br/>           Q. May we request an extension of 20 (from 40 to 60) calendar days?</p>   | <p>Project Duration is One (1) year.<br/>           The Delivery Schedule expressed as weeks/months stipulated hereafter a delivery date with the date of delivery to the project site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: left;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>Project Deployment</td> <td>Within 60 days from receipt of NTP</td> </tr> <tr> <td>Document Conversion Module with workflow process monitoring</td> <td>Operational w/in 60 days from receipt of NTP</td> </tr> <tr> <td>On-line Document Retrieval facility shall be working and fully</td> <td>Operational w/in 60 days from receipt of NTP</td> </tr> </tbody> </table> | Description | Delivery Date | Project Deployment | Within 60 days from receipt of NTP | Document Conversion Module with workflow process monitoring | Operational w/in 60 days from receipt of NTP | On-line Document Retrieval facility shall be working and fully | Operational w/in 60 days from receipt of NTP |
| Description  | Delivery Date  |  |             |               |                    |                                    |   |  |  |  |
| Project Deployment   | Within 60 days from receipt of NTP   |  |             |               |                    |                                    |   |  |  |  |
| Document Conversion Module with workflow process monitoring    | Operational w/in 60 days from receipt of NTP   |  |             |               |                    |                                    |   |  |  |  |
| On-line Document Retrieval facility shall be working and fully | Operational w/in 60 days from receipt of NTP   |  |             |               |                    |                                    |   |  |  |  |



|  |  |   |   |
|--|--|---|---|
|  |  | implemented   |   |
|  |  | Document Migration- migration of digitized copy of documents with their respective indexes. | Operational within 60 days from receipt of NTP  |
|  |  | Computer assisted document receipt facility   | Operational w/in 60 days from receipt of NTP.   |
| Sec. VII, p. 57<br>Item B of the TOR       | Other Requirements<br>A Help-Desk Technical Support of at least one (1) technical personnel should be on-site (SEC premises) 8x5. The duties and responsibilities of the technical support are as follows....<br>Q. Will it be all throughout the subscription period? If yes, may we request for it be on as per schedule by the end-user basis or as the need arises |   | Must have a full-time technical support on-site at SEC premises (8x5) throughout the subscription period. |
| Sec. VII. P. 57<br>Item B.No. 6 of the TOR | 6. Prepares the necessary documentation that maybe required during the contract period.<br>Q. Will you allow documentation be provided on every accomplished task, for billing purposes as well?   |   | Yes, we will allow weekly and monthly report on the accomplished task.                                    |

**AMENDMENTS:**


| Item No.                         | Per SEC Bid Documents  | Amendment  |
|----------------------------------|--|--|
| Project Title                    | Subscription of Services for an Alternative On-Line Document Retrieval System (AODRS)                              | Subscription of Services for an On-Line Document Retrieval System (ODRS)   |
| p. 54 Item C<br>No. 3 of the TOR | 4. The system must be able to interface with the Document Retrieval System...of captured documents.                | 4. The system must be able to interface with the <b>On-Line</b> Document Retrieval System...of captured documents.                 |
| p. 55 no. 7 of the TOR           | 7. The system shall be capable of defining/sorting in the presentation of search results.                          | 7. The system shall be capable of defining/sorting <b>options</b> in the presentation of search results.                           |
| p.55 no. 10 of the TOR           | 10. The system shall have the capability to allow administrators to specify locations of archived contents.        | 10. The system shall have the <b>capacity</b> to allow administrators to specify locations of archived contents.                   |
| p.56 no. 9 of the TOR            | 9. Output of the document submission model should be..... Roll Number, Page Start, Page End, Total Number of Pages | 9. Output of the document submission should be..... Roll Number, <b>Blip Number</b> , Page Start, Page End, Total Number of Pages. |
| p.57 no. 4 of the TOR            | 4. Copies/Uploads all documents scanned and its respective indexes to SEC I-View to the AODSRS.                    | 4. Copies/Uploads all <b>current</b> documents scanned and their respective indexes to the AODSRS.                                 |



This Bid Bulletin No. 1 shall form an integral part of the Bid Document.

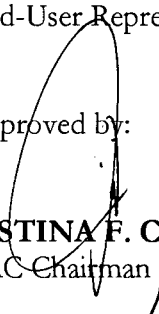
August 24, 2015.

Prepared by:

for: ~~JOSE~~ 

**AD Isma C. Gonzales**  
End-User Representative

Approved by:

  
**JUSTINA F. CALLANGAN**  
BAC Chairman

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