



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

Bids and Awards Committee

Bid Bulletin No. 1

Subject : Subscription to Alternative On-Line Document Retrieval System

SEC PB No. 2016-009

All prospective bidders are hereby informed of the following:

AMENDMENTS:

Item No.	From	To
Project Title	Subscription to Alternative On-Line Document Retrieval System	Subscription to On-line Document Retrieval System
5.4 ITB page 28	For this purpose, similar contracts shall refer to the Subscription to Alternative On-line Document Retrieval System	For this purpose, similar contracts shall refer to the subscription to a document management system to store and retrieve electronic documents/images captured through the use of a scanner
12.1 (b) (iii) ITB page 28-29	Per GPPB Reso. No. 16-2014, Bidders Statement of single largest completed contract similar to the contract to be , within three (3) years period prior to the deadline for.... and receipt...Forms.	Refer to GPPB Reso. No. 07-2006 dated January 20, 2016 (as attached)
Sec. VI Bidding Documents page 48	Place of Delivery Basement, SEC Building, EDSA Greenhills, Mandaluyong City	Place of Delivery SEC Head Office (Mandaluyong or Pasay)
Terms of Reference Technical Specifications Sec VII page 56-57	Service Level Agreement .. Other Requirements Training	Refer to attached Annex 1
Terms of Reference Item VIII Service Level Agreement	Only items 1-5	Refer to attached Annex 2
Delivery Schedule		Operational within 60 days from suppliers receipt of Notice to Proceed Operational within 45 days from supplier receipt of Notice to Proceed

14.1.1 SCC page 47		14.1.1 All migrated data/images shall be turned over to SEC after project duration
Checklist Page 75 Item 14-15	Refer to checklist	<p>14 Certification that the bidder shall assign an Account Manager to oversee the subscription service and ensure that all deliverables compliant and monitors the contract implementation.</p> <p>15. Certification that the bidder shall assign a Help Desk Technical Support, who should be on site SEC, 8x5</p> <p>16. Certification that the bidder shall provide Migration workstation/s for the entire subscription period.</p> <p>17 Sworn Statement that all migrated data/database shall be turned over to SEC after the project duration.</p> <p>18. Sworn Statement that the bidder shall execute a Non-Disclosure Agreement (NDA) with the SEC for the duration of the project until five (5) years after project completion</p>

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

May 2, 2016

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End-User Representative

Grace Martha Amberong
TWG Chairman

Approved by:

Jose P. Aquino
JOSE P. AQUINO
BAC Chairman

VIII. SERVICE LEVEL AGREEMENT (SLA)

The Service Provider shall ensure the following:

	SLA Requirements	Comply or Not Comply
1	99.95 system availability	
2	Response Time for Search of not more than five (5) seconds	
3	Response Time for Display of image of not more than five (5) seconds	
4	Response time for Printing of Documents of not more than five (5) seconds	
5	Response Time for Receiving of documents of not more than three (3) minutes	
6	Provision of service unit/s if problem on the migration workstation/s is not resolved within 24 hours to be delivered to SEC	
7	All records transmitted by SEC should be uploaded within 24 hours from its receipt by the Service Provider	
8	Sworn Statement that all migrated data/database shall be turned over to the SEC after the project duration	
9	Sworn Statement that the bidder shall execute a Non-Disclosure Agreement (NDA) with the SEC for the duration of the project until five (5) years after project completion	

IX. OTHER REQUIREMENTS

	Other Requirements	Comply or Not Comply
A.	Account Manager to oversee the subscription service and ensure that all the deliverables are complied with and monitor the contract implementation	
B.	Help Desk Technical Support of at least one (1) personnel should be on-site (SEC premises) 8X5	
C.	Migration Workstation/s should be provided for the entire subscription period	

X. TRAINING

	Training Requirements	Comply or Not Comply
	End-users Training for at least Fifteen (15) participants	

SECTION VI. Schedule of Requirements

Item Number	Description	Project Duration
1	Subscription to On-line Document Retrieval System	One (1) year

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

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Document Conversion with workflow process monitoring	1 lot	Operational within 60 days from Supplier's receipt of Notice to Proceed
2	On-line Document Retrieval Facility shall be working and fully implemented		Operational within 45 days from Supplier's receipt of Notice to Proceed
3	Document Migration of digitized copy of documents with their respective indexes		Operational within 40 days from Supplier's receipt of Notice to Proceed

Place of Delivery

SEC Head Office (Mandaluyong or Pasay)

I certify to comply and deliver the above requirements upon receipt of the approved Contract from SEC.

Company Name : _____
 Company Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Printed Name : _____
 Position : _____
 Date : _____