



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupang ng Pilipinas

BIDS AND AWARD COMMITTEE

Supplemental Bid Bulletin

In connection with the conducted Pre-Bid Conference last 03 August 2021, 10:00 a.m., and inquiries receipt on or before 05 August 2021, the National Archives of the Philippines through the Bids and Awards Committee hereby issues the Supplemental Bid Bulletin for the Procurement of Electronic Records Management System.

I. Clarifications

1. Single Largest Completed Contract (SLCC)

Contract/s similar to the project as stated in the bid should be Procurement of Electronic Records Management System covering the functions as stated under Section VI and VII of the Philippine Bidding Documents.

2. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, the following documents must be submitted:

2.1. Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

2.2. Section 10.3 of the Instruction to Bidders –

“If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB



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Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.”

3. Bid Security in the form of Cash

For bidders submitting their bid security in the form of cash, incorporate the bid security in the Original Copy Envelope.

4. Performance Security

The successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

5. Section VI and VII of the Philippine Bidding Documents, item III.F. of the Bidding Documents

“The proposed ERMS must provide for annotations such as notes, signature, stamps, watermark, etc. These annotations do NOT alter the content but provides additional information. Annotations can be shared or restricted from being viewed by other users.”

The proposed ERMS must have the abovementioned function and NOT thru a third-party solution.

6. Source/s of Existing Records to be Migrated (Section VI and VI, 3.C. Supporting Services)

The sources of existing records to be migrated are from the Globodox software of NAP with a file size of 1.34 GB, Data files or images, estimated: 82,523 files (145 GB).

7. Section VI and VII of the Philippine Bidding Documents, K. *The proposed ERMS has the ability to exchange and reuse government data and information in a uniform and efficient manner.; and IV. C. The proposed ERMS should control who can print, export, or distribute documents to ensure that documents are secured and kept in the server.*

The ERMS to be proposed must be in compliance with Memorandum Circular: PeGIF Part 2 (Information Interoperability Framework):



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"Pursuant to Section 23 of the General Provisions of the General Appropriations Act (GAA) for Fiscal Year 2015, on the "Interoperability in Government Information and Communications Technology Systems," "Departments, bureaus, and offices of the national government, including constitutional offices enjoying fiscal autonomy, SUCs, and GOCCs shall adopt a policy of interoperability as to their respective information and communications technology (ICT) systems, programs, activities, data, projects, networks, hardware, software, and any other ICT-related items, in relation to those of other agencies. Interoperability means the ability to exchange and reuse government data and information in a uniform and efficient manner across multiple ICT systems and across agencies."

(Reference/s.

<https://i.gov.ph/policies/mc-information-interoperability-framework/>

<https://i.gov.ph/policies/technical-interoperability-framework/>

8. Infrastructure to be used

The infrastructure to be used is on-premise.

9. Type of Application

The ERMS to be proposed must be a web-based application.

10. Third Party Software/System Integration

No third-party software/system shall be integrated in the proposed ERMS.

11. Hardware

No hardware needed to be proposed.

12. End User/s

The proposed ERMS must be for a minimum of 100 user subscriptions.

13. Access

Access of the ERMS shall be limited only to NAP network.



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14. File Classification Plan

The File Classification Plan shall be provided by NAP to the Winning Bidder for reference.

15. Records Retention Policy

Records to be incorporated in the proposed ERMS will be governed by the NAP disposition schedules.

16. OCR Zoning

Zoning in OCR is the process of creating zones that correspond to specific attributes of a page element. A zone can be identified as a non-text graphic, alphanumeric or numeric. OCR applications generally allow for automatic or manual zoning. (Federal Agencies Digital Guidelines Initiative Definition (reference. <http://www.digitizationguidelines.gov/term.php?term=ocrzoning>))

17. On-site support

The onsite support is as-needed basis only.

18. Section VI and VII III.3. of Philippine Bidding Documents, Item III.3. Supporting Services

Training of 100 NAP Users may be done thru Virtual or Physical or hybrid.

19. Email

The current Email being used by NAP is Govmail powered by Gmail.

20. Methodology

The bid must include the methodology/workflow of the proposed ERMS.

21. Foreign Bidder's Documentary Requirements

As per 8.5.2. of the 2016 Revised IRR of RA 9184:



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"8.5.2. All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):17

- a) Registration Certificate;*
- b) Mayor's/Business Permit or its Equivalent Document;*
- c) Tax Clearance;*
- d) Philippine Contractors Accreditation Board (PCAB) license and registration; and (if applicable)*
- e) Audited Financial Statements.*

For Foreign Bidders, the foregoing documents may be substituted by the appropriate equivalent documents in English, if any, issued by the country of the bidder concerned. Otherwise, it must be accompanied by a translation of the documents in English issued by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines."

Country/location of the similar contracts specified on the SLCC must be the same with the country/location of the Central/Head office of the Bidder.

Note: In order to clarify the processes and guidelines regarding the Electronic Records Management Requirements, kindly visit the National Archives of the Philippines Official Website and download the Electronic Records Management Policy, Memorandum Circular No. 210401.

(<https://nationalarchives.gov.ph/downloads/memorandum/>)

II. Amendments

1. Sealing and Marking of Bids

Each Bidder shall submit three (3) copies of the first and second components of its Bid.

2. Section VI and VII of the Philippine Bidding Documents, Item VI. Methodology



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Previous	Amendment
<p>The ERMS must ensure that government records are created, maintained, circulated and preserved or disposed in a manner consistent with the following:</p> <ol style="list-style-type: none"> 1. Republic Act NO. 9470-National Archives of the Philippines Act of 2007 2. NAP General Circulars 1,2, and 4 3. E-commerce Act of 2000 of RA No. 8792 4. Data Privacy Act of 2012 or RA No. 10173 5. Executive Order NO. 2 s. of 2016 or Freedom of Information 6. NARA Universal ERM Requirements 7. Latest applicable ISO standards 8. DoD Electronic Records Management Software Applications Design Criteria Standard. 	<p>The ERMS must ensure that government records are created, maintained, circulated and preserved or disposed in a manner consistent with the following:</p> <ol style="list-style-type: none"> 1. Republic Act NO. 9470-National Archives of the Philippines Act of 2007 2. NAP General Circulars 1,2, and 4 3. E-commerce Act of 2000 of RA No. 8792 4. Data Privacy Act of 2012 or RA No. 10173 5. Executive Order NO. 2 s. of 2016 or Freedom of Information 6. NARA Universal ERM Requirements 7. Latest applicable ISO standards

3. Post Qualification Requirements, Bid Data Sheet 20.2 of the Philippine Bidding Document.

*Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.*

- Certification of Compliance to DoD Electronic Records Management Software Applications Design Criteria issued by the Department of Defense for the similar contract specified in the SLCC.
- ISO Certifications related to Records Management

4. Opening of Bids



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The submission and receipt of bids shall be postponed and moved to 23 August 2021, 9:30 a.m. Hence, the opening of bids shall be postponed and move to 23 August 2021, 10:00 a.m. on the same venue.

Issued on 09 August 2021.

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