



**UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY**

BIDS AND AWARDS COMMITTEE

6 December 2021



SUPPLEMENTAL BID BULLETIN NO. 21-025

This Supplemental Bid Bulletin No. 21-025 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted on 2 December 2021 for “Supply and delivery of Book Scanner” to wit:

1. Updated Section VI. Schedule of Requirements is attached.
2. Updated Section VII. Technical Specifications is attached.
3. Updated Section VIII. Checklist of Technical and Financial Documents is attached.
4. Updated Price Schedule is attached.

This supplemental bid bulletin signed by the bidder shall be submitted along with the other technical component documents.

For the guidance and information of all concerned bidders.


Dr. PRIMO G. GARCIA
Chair, BAC 

Received by the Bidder:

_____ Date: _____
Signature over printed name

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivery Period. days upon receipt of Notice to Proceed and Purchase Order
1	<i>Supply and delivery of Book Scanner</i>	1 package		45-60

Section VII. Technical Specifications

Item	Specification		Statement of Compliance
1	Book Scanner <u>1 Package</u> <div>4 units Book Overhead Scanner</div> <div>1 unit Document Management System</div>		
Scanner Type		Book Overhead Scanner with Document Management System	
Scanning Speed (A3 Landscape)	Auto mode	3 seconds / page	
	Normal mode	3 seconds / page (3) (Color / Grayscale: 150 dpi, Monochrome: 300 dpi)	
	Better mode	3 seconds / page (3) (Color / Grayscale: 200 dpi, Monochrome: 400 dpi)	
	Best mode	3 seconds / page (3) (Color / Grayscale: 300 dpi, Monochrome: 600 dpi)	
	Excellent mode	3 seconds / page (3) (Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi)	
Scanning Color Mode		Color, Grayscale, Monochrome, Automatic (Color / Grayscale / Monochrome detection)	
Image Sensor		Lens reduction optics / Color CCD x 1	
Light Source		(White LED + Lens illumination) x 2	
Optical Resolution		285 to 218 dpi (Horizontal scanning), 283 to 152 dpi (Vertical scanning) (4)	
Document Size	Maximum	432 x 300 mm (17.0 x 11.8 in.)	
	Minimum	25.4 x 25.4 mm (1 x 1 in.) (5)	
Paper Weight (Thickness)		30 mm (1.18 in.) or less	
Interface (6)		USB2.0 / USB1.1 (Connector Type: Type-B)	
Power Requirements		AC 100 to 240 V, 50/60 Hz	
Power Consumption	Operating Mode	20 W or less	

	Sleep Mode	2.6 W or less
	Auto Standby (Off) Mode	0.4 W or less
Operating Environment	Temperature	5 to 35 °C (41 to 95 °F)
	Relative Humidity	20 to 80% (Non-condensing)
Environmental Compliance		ENERGY STAR®, RoHS
Dimensions (W x D x H)		210 x 156 x 383 mm (8.27 × 6.14 × 15.08 in.)
Weight		3 kg (6.62 lb)
Driver		Software combines driver and document management system Windows®: Does not support TWAIN/ISIS® macOS: Does not support TWAIN
Image Processing Functions		Deskew by text on document, Automatic size detection, Automatic rotation, Automatic color detection, Book image correction (8), Multiple document detection (9)
Included Items		AC cable, AC adapter, USB cable, Background Pad, Set-up DVD-ROM, Extenders (x2)
Document Management System (DMS)		
All in one ready to roll out, documents management system it comes with Archiving Software, Server and Storage		
Import and work with electronic documents, such as Word files or PDF, alongside your scanned documents.		
Powerful content repository enables you to find and work with your documents easily		
Allow only authorized personnel to search, view, download and edit the archived files.		
<u>Administration: Library, Folders & Users</u>		
Online administration of Company/Library, Folder, Index Fields, Users & User Permissions		
User Permissions: Facility that will allow the administrator to specify the authorization / restriction per user. The administrator can set whether the user is allowed to Index, Search, Edit, Delete, etc.		

	<p>Document Restore / Purge: Restore or Purge documents that have been marked by the user for deletion.</p>	
	<p>Password Reset: Facility to request a Password Reset.</p>	
	<p>Backup Module: Facility to generate a back-up file content including scanned images and related metadata.</p>	
	<p>Audit Logs: All activities and transactions are recorded and saved. These audit records can be viewed and downloaded by the administrator.</p>	
	<p>Quick Links: Access your Files & Folders, Input Queue Files & Reserved files using quick links from the (company name) Home Page.</p>	
	<p>Recently Uploaded / Scanned Documents: Download & View your latest uploaded electronic/scanned documents easily.</p>	
	<p>Resource Center: Contains reference materials on system usage such as the User Guide and Video Tutorials for Viewing & Downloading.</p>	
	<p>Charts / Graphs: Visual representation of License and Storage usage</p>	
	<p>Document Indexing: Process of electronically filling a document. The details used to index a file determines how easy it is locating a document.</p>	
	<p>Automatic Indexing using Forms OCR: Enables the user to automatically index a document by setting up “zones” within a document where automatically retrieves and uses the content as metadata.</p>	
	<p>Metadata Search: The metadata fields required to file and access your documents are completely customizable. Relationships between the fields can be established to make it simple to select valid data for filing and searching.</p>	
	<p>Content Search: Search the contents of the entire repository (image files and electronic documents) using words and phrases from those documents.</p>	
	<p>Metadata Pick List: Search a document/s using a pre-defined list of items which are used regularly.</p>	
	<p>Document Viewer: Online viewing of documents using your Web Browser.</p>	
	<p>Download Document: Enables the user to get a copy of the document.</p>	
	<p>Check Out: Check-out documents to work them off-line. Other users can access a read only version of the documents that have been checked-out.</p>	
	<p>Check In: Check-in documents to update the content. Checking-in documents will automatically create versions of the documents.</p>	
	<p>Document Version: A full version history of all document changes is retained and previous versions of documents can be accessed and reviewed. The version number, file name, name of the user, the date and a change description provide context for each change.</p>	
	<p>Auditing: Enables the administrator to track the system usage of individual users.</p>	

	Edit Metadata: Enables the user to display the form for editing metadata which allows the user to edit the metadata information entered during indexing.	
	Document Deletion: Mark a document for deletion. Once marked, the User will not be able to see the document. But the Administrator has an option to total purge the document.	
	Generate Report: Reports may be generated using the metadata stored. Search results may be downloaded as a .csv file. Data is filtered using the search criteria. 1 Admin + 5 DMS users, Perpetual license, 1 Library, 1 Folder, 8 Index Fields, Intel Core i5, 8GB RAM, 2TB SSHD, Full Back-up, Linear Workflow (1 Workflow, 5stages)	
	Includes installation, configuration & application training 1-year annual support and service maintenance	
	1 YEAR WARRANTY IN PARTS	
	1-year technical support	
	Training to the end user with no additional cost	
2	<p>Additional Requirements:</p> <p>a) Bidder must submit a Certification as an AUTHORIZED DEALER/RESELLER</p> <p>b) Brochures showing specifications and photo of the product being offered.</p>	

Notes:

- *Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.*

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (**all pages**);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (UPOU BAC FORM No. 1);
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (UPOU BAC FORM No. 2). The SLCC should be at least 50% of the ABC of the project;
 - At least 2 similar contracts aggregate amount at least equivalent to required percentage;
 - Largest of the similar contracts amount to at least 50% of the required percentage;
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration (UPOU BAC FORM No. 3);

- ☐ (h) Conformity with the Technical Specifications (UPOU BAC FORM No. 4) which should include the ff:
- a) Bidder must submit a Certification as an AUTHORIZED DEALER/ RESELLER
 - b) Brochures showing specifications and photo of the product being offered;
 - c) production/delivery schedule;
 - d) manpower requirements; and/or
 - e) after-sales/parts, if applicable;
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS) (UPOU BAC FORM No. 5);
and if applicable, Original Notarized Secretary's Certificate (UPOU BAC FORM No. 6) in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney (UPOU BAC FORM No. 7) of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission. For Audited Financial Statement submitted online, an online receipt would suffice;
- ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC FORM No. 8);
or
 A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (l) A duly signed joint venture agreement (JVA) in case the joint venture is already in existence. (UPOU BAC FORM No. 9) **or**
 If no joint venture agreement is in existence, submit a signed statement in a separate sheet of paper stating that JVA is **NOT APPLICABLE**.
or
 duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- (m) Supplemental Bid Bulletin, if any.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* 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.

- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form (UPOU BAC FORM No. 10); **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) (UPOU BAC FORM No. 11a and/or 11b);.

Notes:

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
 - b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.
- This checklist is only a guide to the prospective bidder/s. Each prospective bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.
 - All photocopied documents should be marked “certified true copy of the original” with corresponding signature of authorized representative or official of the prospective bidder/s.
 - Bidders should follow the sequence of items in the checklist of documents for submission and to use tabs to facilitate the inspection process.
 - eSignature of authorized representative can be used for signing bid documents submitted online.
 - For online submission of bids, use different passwords for the technical and financial documents.

Price Schedule

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ 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 CIP named place (specify border point or place of destination)	Total CIF or CIP 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)
1	Book Scanner		1 package					

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Book Scanner		1 package						

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____