

**SUPPLEMENTAL/BID BULLETIN
 ADDENDUM NO. 01
 September 4, 2019**

This Addendum No. 01 is issued to modify, amend and clarify items in the Bid Documents issued for **ITB 2019-DSWD-CAR-020: Hiring of Consultancy Services for the Digitization of Permanent and Valuable Records of DSWD-CAR (2nd Posting)**. This shall form an integral part of the Bid Documents.

Description	From	To																		
Terms of Reference: Bidding Requirements 1.1	Historical Service Track Record with government agencies for the past five years, Project Plan, and Cost Analysis	Historical Service Track Record with government and private agencies for the past five years, Project Plan, and Cost Analysis																		
Template of Statement of All on-going Government and Private contracts including contracts awarded but not yet started, whether Similar or Not Similar in Nature	Original template	Please see attached revised template																		
Bid Data Sheet ITB Clause 10.1 (c)	The minimum required experience of proposed professional staff is as follows: <table border="1" data-bbox="448 1518 940 2047"> <thead> <tr> <th>Manpower Requirement</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>with at least 2years of experience in document grooming and a least 1 digitization project</td> </tr> <tr> <td>Document Groomer</td> <td>with at least 2years of experience in document scanning and a least 1 digitization project</td> </tr> <tr> <td>Scanner operator</td> <td>with at least 2years of experience in encoding/indexing and a least 1 digitization project</td> </tr> <tr> <td>Encoder/Indexer</td> <td>with at least 2years of experience in quality</td> </tr> </tbody> </table>	Manpower Requirement	Qualifications	Project Manager	with at least 2years of experience in document grooming and a least 1 digitization project	Document Groomer	with at least 2years of experience in document scanning and a least 1 digitization project	Scanner operator	with at least 2years of experience in encoding/indexing and a least 1 digitization project	Encoder/Indexer	with at least 2years of experience in quality	The minimum required experience of proposed professional staff is as follows: <table border="1" data-bbox="967 1518 1458 2074"> <thead> <tr> <th>Manpower Requirement</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>Must handle a project similar to the project. Must be knowledgeable in the entire digitization process including technical aspects such as indexing file formats for the last five (5) years</td> </tr> <tr> <td>Document Groomer</td> <td>with at least 2years experience in document grooming and at least 1 digitization project</td> </tr> <tr> <td>Scanner operator</td> <td>with at least 2years experience in document scanning and at least 1 digitization project</td> </tr> </tbody> </table>	Manpower Requirement	Qualifications	Project Manager	Must handle a project similar to the project. Must be knowledgeable in the entire digitization process including technical aspects such as indexing file formats for the last five (5) years	Document Groomer	with at least 2years experience in document grooming and at least 1 digitization project	Scanner operator	with at least 2years experience in document scanning and at least 1 digitization project
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	Quality Control Person	with at least 2years of experience in document grooming and a least 1 digitization project		Quality Control Person

For guidance and information.


ENRIQUE H. GASCON JR.
 BAC Chairperson/OIC-ARDA

Statement of ALL On-going and Completed Government & 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

Business Name : _____
 Business Address : _____

Name of Contract/ Title of the Project	Location of the Contract	Date of Award	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Subconsultant or Partner in a JV)	Amount of Contract	Contract Duration
Government Contracts						
i. On-going						
ii. Completed						
iii. Contracts Awarded but not yet started, if any						
Private Contracts						
i. On-going						
ii. Completed						
iii. Contracts awarded but not yet started, if any						
Total Cost						

Note: This statement shall be supported with:

1. Certificate of Satisfactory Completion or Certificate of Final Acceptance (for completed projects)
2. Notice of Award and Notice to Proceed (for on-going contracts and contracts awarded but not yet started)

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.