

June 15, 2023

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for the one (1) lot Outsourcing of Service for the Digitization of Journals and PCHRD Publications with a total approved budget for the contract (ABC) in the amount of Nine Hundred Thousand Pesos (P 900,000.00).**

Outputs and Deliverables:

- See attached **Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before June 22, 2023 (Thursday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. Nos. 8837-2942 loc. 504 or 506
Fax No. 8837-7536 or 8837-2942

(sgd.)

MARIA VIOLETA G. INTIA
Chair, BAC



TERMS OF REFERENCE

**OUTSOURCING OF SERVICE FOR THE DIGITIZATION OF
JOURNALS & PCHRD PUBLICATIONS**

I. General Background

The Philippine Council for Health Research and Development (PCHRD), is one of the three sectoral councils of the Department of Science and Technology (DOST). In the 40 years of existence of PCHRD as the national coordinating and monitoring agency of health research activities in the country, one of the Council's flagship projects is the Health Research and Development Information Network (HERDIN). The HERDIN is a health research information management system and collaboration platform for Higher Education and Research and Development Institutions that collect, organize, and disseminate research information. HERDIN is also recognized as the National Health Research Repository as per Republic Act 10532.

To sustain the content enhancement and services of HERDIN, the Council maintains a Library Unit that accommodates walk-in clients and serves as the storage of the physical copy of the research information and other library materials indexed in HERDIN. Due to the DOST Main Building renovation, PCHRD relocated to a temporary office with no space or storage for library materials and other documents such as PCHRD publications and photos. Though HERDIN services transitioned fully to Online Document Delivery, the absence of the storage of the physical copy of library materials impacts the retrievability and accessibility of the health research uploaded at the HERDIN website. Specifically, it affects the online document delivery service of the Council.

With the current situation of the Council where the Research Information, Communication and Utilization Division (RICUD), the Division in charge of the HERDIN, has no permanent office, it is strongly recommended to digitize all library materials and other Council documents. The digitization will address the concerns on storage, retrievability, and accessibility of the above-mentioned resources. In addition, digitization will preserve the important documents related to the Council. Thus, DOST-PCHRD needs to outsource digitization services to expedite the process.

II. Objectives

1. To make DOST-PCHRD library materials and other documents easily retrievable and accessible by producing quality digitized resources;
2. To assist in the content enhancement of the HERDIN and in the preservation of the Council's valuable materials; and
3. To aid DOST-PCHRD with its concerns on storage and operational costs related to storage maintenance and filing of bulk documents.

III. Scope of the Project, Deliverables, and Responsibilities of the Service Provider

1. Digitization of DOST-PCHRD materials

1.1 The Service Provider shall digitize DOST-PCHRD resources of approximately 1,245 items. Attached, as **Annex A**, is the list of resources covered by this project.

1.2 Materials to be digitized are not allowed to be unbound. Only staplers, clips, and fasteners can be removed from the materials to be scanned. These materials are required to be stapled, clipped, or fastened back again once the digitization procedure has been done.

1.3 Digitized resources shall be stored and maintained in a cloud server with backups in external hard disk. The cloud server will be provided by the PCHRD and the external hard disk for backup filing will be provided by the Service Provider. Unless otherwise specified, all works/services stated herein shall be accomplished by the Service Provider:

1.4 Retrieval of materials to be digitized

1.4.1 The DOST-PCHRD shall lead the Service Provider to the location of resources to be digitized.

1.4.2 The Service Provider shall check the DOST-PCHRD materials turned over to them and ensure that all these materials are listed in the inventory list provided by the DOST-PCHRD.

1.4.3 The Service Provider shall be responsible for transporting the resources to their designated scanning location.

1.5 Organization of PCHRD Library Materials

1.5.1 The Service Provider shall separate the journals and PCHRD publications from the boxes received.

1.5.2 After the journals and PCHRD publications have been digitized, the Service Provider shall put it in a separate box accompanied by the box inventory list or the list of items placed on that box. Journals and PCHRD publications must have separate boxes.

1.6 Return of PCHRD Materials

1.6.1 The Service Provider shall be responsible for the return of materials to the DOST-PCHRD office.

1.6.2 The Service Provider shall ensure that the materials returned are in its best original form.

1.6.3 The Service Provider shall ensure that the other materials not covered in this project are put back into their original boxes and ensure box labels are maintained and are still readable.

1.6.4 The Service Provider shall ensure that each box for journal and PCHRD publication has an inventory list. The inventory list will be submitted in printed and soft copies.

1.7 Document Preparation/Grooming

The Service Provider shall:

1.6.1 Separate journals and PCHRD publications from all the boxes for digitization.

1.6.2 Remove staples, clips, and other objects that may affect the scanning process.

1.6.3 Handle with care delicate documents so as not to damage the document.

1.7 Document Scanning – Document scanning shall be bi-tonal for black and white documents, and colored for colored documents. Delicate documents shall be handled carefully and flat-bed scanners shall be used, if necessary.

Scanners to be used in the conversion process shall be provided by the Service Provider and will do the following:

1.7.1 Image Enhancement - Image enhancements include but are not limited to border removal, image de-skewing, and image noise reduction.

1.7.2 The Service Provider shall be responsible for storing and organizing the digitized soft copies in the external hard disk and cloud server, with the files and folder to be categorized as agreed with the DOST-PCHR D.

1.7.3 The scanned materials shall have an Optical Character Recognition.

1.8 Quality Control – The scanner operator shall check the scanned images as they flash during scanning. Substandard images shall be re-scanned, double feeds shall be corrected and unnecessary markings shall be deleted.

At the end of each week, the Service Provider shall upload the digitized resources in the designated cloud storage of DOST-PCHR D and provide a list of the accomplished digitized resources.

1.9 Digitized resources shall have the following dpi (dots per inch):

Type of document	DPI	Format	Bit Depth
Text documents	300 dpi	PDF	8-bit grayscale (for black and white only)
tintype or daguerreotype/ smaller than 4"x6"	1200 dpi or 1000 px / 300ppi	TIFF (Tag Image File Format)	24-bit color
Larger than 4"x6" Photos	600 dpi or 1000 px / 300ppi	TIFF (Tag Image File Format)	

1.10 Naming of digitized materials - The Service Provider shall recommend and implement naming standards for the digitized materials to ensure better retrieval of digitized materials.

1.11 All digitized materials and images shall be submitted for DOST-PCHR D's acceptance.

1.12 Digitization work area shall be done outside the DOST-PCHR D office.

2. Project Implementation

2.1 The Service Provider shall provide all the necessary equipment and supplies to implement the project deliverables.

2.2 The Service Provider shall supply the required human resources to meet the requirements described above.

2.3 All works and deliverables are subject to DOST-PCHRDR acceptance and certification.

2.4 The Service Provider shall abide by all the terms and conditions stipulated in this TOR. The Service Provider shall report directly to the assigned DOST-PCHRDR staff of the project to approve notices and deliverables based on TOR and activities.

2.5 The Service Provider shall coordinate and consult with DOST-PCHRDR during project implementation.

2.6 The Service Provider shall call for meetings with the person in charge if necessary.

2.7 The Service Provider shall be responsible for the required deliverables of the project.

3. Deliverables

1. Separate boxes for Journal and PCHRDR publications with a list of their content;
2. Quality scanned materials that have OCR (optical character recognition) features for easy access and retrieval uploaded in cloud storage;
3. Proper filing and labeling/naming guidelines of digitized resources;
4. An external hard disk containing backup quality scanned materials;
5. Weekly Accomplishment Reports;
6. List of all scanned materials.

IV. Project Duration

July 1 – December 31, 2023

V. Approved Budget for the Contract:

The consulting services for the Project has an Approved Budget for the Contract (ABC) of **Nine Hundred Thousand Pesos (900,000.00)**, inclusive of applicable taxes and fees.

VI. Mode of Payment

In consideration of the services required under this TOR, payment to the Service Provider will be released in accordance with the following schedule:

Deliverables / Outputs	Percentage
● Upon Signing of the Contract of Service	15%

<ul style="list-style-type: none"> ● Upon packing and transporting of all the materials to be digitized from the DOST-PCHR office to the designated scanning location. ● Submission of project workplan. 	
<ul style="list-style-type: none"> ● Separation of Journals and PCHR publications from the boxes delivered. ● Digitized journals that are renamed, organized, and uploaded to the cloud storage of PCHR. ● Weekly Accomplishment Reports 	50%
<ul style="list-style-type: none"> ● Digitized PCHR publications that are renamed, organized, and uploaded to the cloud storage of PCHR. ● Weekly Accomplishment Reports 	25%
<ul style="list-style-type: none"> ● Submission of external hard drive back-ups and list of all digitized materials. ● Delivery of PCHR material boxes to the PCHR office, with inventory list for Journals and PCHR publication boxes. 	10%

VII. Qualification of the Service Provider

Prospective Service Provider should possess the following:

1. Be a firm, company, or a similar organization with at least 5 years of existence.
2. The Service Provider must have a track record of digitizing services equivalent to or at least 50% of the total number of pages required under this project.
3. Preferably has experience in digitizing documents for a government institution
4. Has a good reputation with clients (The Service Provider shall provide at least 3 contact information of their previous clients for background check).
5. Can provide a sample portfolio of their previous outputs.
6. Has adequate human resources and appropriate equipment and technology to produce the required outputs.

VIII. Responsibilities of the DOST-PCHR

1. Exercise supervision of the project;
2. Designate staff to liaise with the service provider;
3. Review the submitted outputs and provide technical feedback to the service provider; and,
4. Pay the service provided based on approved deliverables and schedules.

IX. Standard of Services

The Service Provider shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Service Provider shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DOST-PCHR. To attain these, the Service Provider shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted in accordance with the instructions or directions made or to be made by DOST-PCHR at any time before its completion. The Service Provider shall conduct regular consultation with DOST-PCHR in relation to the undertaking of its responsibilities under the Contract of Service.

X. General Terms and Conditions

a. Intellectual Property and Ownership of Project Outputs

All materials, papers, and documents developed and prepared in connection with the project shall be exclusively owned by DOST-PCHR.

b. Confidentiality

Except with the prior Consent of DOST-PCHR, the Service Provider or its Principals and Staff shall not at any time communicate to any persons or entity any information disclosed to them by DOST-PCHR for the purposes of this Project.

c. Delay: Extension of Project Duration due to *force majeure* circumstances

Except for delays resulting from circumstances beyond the control of the parties, such as, but not limited to, *force majeure* and others of similar nature, no extension of Project period shall be allowed. Where such uncontrollable situations, however arise, extensions may be allowed at no additional Project cost.


d. Third Party Participation

Any activity in the course of the implementation of the Project assigned to or contributed by third parties including, but not limited to use of materials/samples, collaborative research, or use of facilities should be disclosed by the Consultant to DOST-PCHR prior to engaging in said activity. Any agreement entered into by the Service Provider without prior consent of DOST-PCHR will not be binding on the latter insofar as confidentiality, treatment, ownership, enforcement



and disposition of intellectual property rights resulting from said activity is concerned. The DOST-PCHR reserves the right to withhold consent to such agreement upon determination that it is not to the best interest of the herein Parties or gives undue advantage to said parties and for similar causes.

Prepared by:


MYLENE B. MARCO
SRS II, RICUD


GRACE RUTH T. DAULAT
SRS I, RICUD

Approved by:


ULLYANN C. GARCIA
Chief, RICUD 

ANNEX A

List of Documents

[Inventory of Journals & PCHR Publications](#)

Materials Classification	Number of items	Average number of pages per item
Journals	1,460	50
PCHR Publications	45	25
TOTAL	1,505	—