



TECHNICAL SPECIFICATIONS

Title : **Digitization and Archiving Services for AV Materials**
Approved Budget : **P1,000,000.00**
Source of Fund : **GAA-CICA**

The company/supplier shall have the following qualification and requirements for the digitization and archiving services of AV materials of various video formats:

- The company/supplier has been in existence as a duly registered Philippine company with no blacklisted records with other government agency;
- Has a wide range of experience in digitizing analog video material, archiving digitized assets, cleaning and restoration of old av materials, among others;
- Can provide a highest video/audio quality of converted video materials;
- Can provide a highly competent professional technical team or engineers from film and other video format to digital format;
- Well-versed and familiar with government protocols and procedures in business transactions;
- The company/supplier should have rendered such services to at least three (3) production companies for the last two (2) years;

With the foregoing supplier's qualifications and requirements, the company/supplier is expected to deliver the following specifications:

- Media conversion, archiving, transcoding, tape cleaning of 2,645 more or less DOST-STII AV materials of various formats (Umatic K20, Umatic K60, Mini DV Cassette, VHS, Betacam, etc);
- Ensure the safety and security of DOST-STII AV materials in compliance with the Data Privacy Act of the Philippines;
- Supplier must provide training/orientation to AV staff the archiving procedure with coordination with IRAD Library Digitization/Archiving team;



- Supplier must submit an inspection/assessment report of the physical/technical status of the materials before conversion;
- Final output of digitized files must be compatible with any platforms and/or operating systems;
- Original files must be cleaned and free of any damage before returning to DOST-STII; and
- Control of master copy in portable hard drive to be provided by supplier; and
- File formats to be transferred to DOST-STII.

Other Requirements:

- Observe the use of non-sexist/gender-sensitive language in all official documents, communications, and outputs under this project.
- Use eco-friendly materials and must employ eco-friendly measures during the production period.

TECHNICAL WORKING GROUP


MELA AGUISANDA DE GRACIA
Member


TEDDY R. AMANTE
Member


RESTY R. BALILA
Chairperson



Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
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FR-FAD-PS No. 001
 (rev.00 09/04/17)

PURCHASE REQUEST

Entity Name: DOST - STII Fund Cluster: GAA-CICA

Office/Section: CRPD PR No.: 2023-07-0483 Date: 11-Jul-23
 Responsibility Center Code: _____

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Digitization and Archiving Services	1	1,000,000.00	1,000,000.00
		Technical Specifications: 1. Media Conversion, Archiving, Transcoding, Tape Cleaning of AV assets of various formats - The supplier should have the skills, qualification, resources, and capability in AV materials conversion, digitization, and archiving services, among others; - The supplier must have qualified staff, office, facilities, and equipment capable of providing such services; - The supplier must ensure the safety and security of DOST-STII AV materials and must comply with Data Privacy Act of the Philippines; - Prior to actual conversion, the supplier must submit inspection/assessment report on the physical/technical status of each materials; - The supplier must provide training/orientation to AV staff the archiving procedure with coordination with IRAD Library Digitization/Archiving team - Final output of digitized files must be compatible with any platforms and/or operating systems - Original files must be cleaned and free of any damage before returning to DOST-STII;			
		GRAND TOTAL			1,000,000.00

20 JUL 2023

Purpose: For the conversion of DOST-STII AV materials into digitized format.

Requested by: _____ Approved by: _____

Signature: _____
 Printed Name: RODOLFO P. DE GUZMAN
 Designation: QIC, CRPD

Signature: _____
 Printed Name: RICHARD P. BURGOS
 Designation: Director