



**BB No. 2023-008**

**SUPPLEMENTAL BID BULLETIN**

14 August 2023

This Supplemental Bid Bulletin No. 2023-008 is issued to amend Section VII – Technical Specifications of the Bidding Documents. Accordingly, this shall form an integral part of the said documents:

FROM	TO
<p><b>Digitization and Archiving Services for AV Materials</b></p> <p>The company/supplier shall have the following qualification and requirements for the digitization and archiving services of AV materials of various video formats:</p> <ul style="list-style-type: none"> <li>• The company/supplier has been in existence as a duly registered Philippine company with no blacklisted records with other government agency;</li> <li>• Has a wide range of experience in digitizing analog video materials, archiving digitized assets, cleaning and restoration of old AV materials, among others;</li> <li>• Can provide a highest video/audio quality of converted video materials;</li> <li>• Can provide a highly competent professional technical team or engineers from film and other video format to digital format;</li> <li>• Well-versed and familiar with government protocols and procedures in business transactions; and</li> </ul>	<p><b>Digitization and Archiving Services for AV Materials</b></p> <p>The company/supplier shall have the following qualification and requirements for the digitization and archiving services of AV materials of various video formats:</p> <ul style="list-style-type: none"> <li>• The company/supplier has been in existence as a duly registered Philippine company with no blacklisted records with other government agency;</li> <li>• Has a wide range of experience in digitizing analog video material, archiving digitized assets, cleaning and restoration of old av materials, among others;</li> <li>• Can provide the highest video/audio quality of converted video materials;</li> <li>• Can provide a highly competent professional technical team or engineers from film and other video format to digital format;</li> <li>• Well-versed and familiar with government protocols and procedures in business transactions;</li> </ul>



- The company/supplier should have rendered such services to at least three (3) production companies for the last two (2) years.

With the forgoing 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;
- Control of master copy in portable hard drive to be provided by supplier; and
- File format to be transferred to DOST-STII.

- 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. The inspection report must include recommendations regarding the viability of the file for restoration/digitization as well as the best applicable aspect ratio and HD resolution per material;**
- **Final output of digitized files must be compatible with any platforms and/or operating systems, preferably mp4 file format;**
- **Proper tagging/cataloging of each digitized file must include the title, date, and total running time/duration of the material if possible;**



Other Requirements:

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

- Original files must be cleaned and free of any damage before returning to DOST-STII; and
- **Control of master copy in portable hard drive/s must be turned over by the supplier to DOST-STII;** 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.

For the information and guidance of all concerned.

**ALAN C. TAULE**  
BAC Chairperson