



BB No. 2024-007

BID BULLETIN

14 February 2024

This Bid Bulletin No. 2024-007 is issued to amend **Section VII – Technical Specifications** of the Bidding Documents for the project “**Digitization and Archiving Services for AV Materials**”. Accordingly, this shall form an integral part of the said documents:

Section VII-Technical Specifications as Amended:

The company/supplier shall:

- Conduct Media conversion, digitization, archiving, transcoding, and tape cleaning of at least 1,200 tapes in various formats such as UMATIC K20, UMATIC K60, MINI DV CASSETTE, VHS, and BETACAM (with different running time per tape);
- Submit both an inspection and assessment report on the physical/technical status of each material before the actual conversion and digitization;
- Ensure that each digitized file is appropriately tagged with its title and the date of the event, including the time of coverage if available;
- Provide the supplier with the master copy of the digitized files on portable hard drives, ensuring compatibility with all platforms and operating systems;
- Ensure that the original files are clean and free of any damage before returning to DOST-STII; and
- The supplier must provide training/orientation to AV staff on the archiving procedure in coordination with the IRAD Library Digitization/Archiving Team.

Other requirements:

- The supplier must possess the skills, qualifications, resources, and capability in AV material 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 the Data Privacy Act of the Philippines;



- The supplier must observe the use of non-sexist/gender-sensitive language in all official documents, communications, and outputs under this project; and
- The supplier must 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