

Schedule of Requirements

Procurement of Service Provider for the Physical Warehousing/Storage Requirements of the Department of Tourism

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months |
|-------------|--|----------|-------|-------------------------|
| 1 | <p>Warehouse/Storage of Non-Current and Permanent/Archival DOT records</p> <p>A. To provide the following services:</p> <ul style="list-style-type: none"> ▪ Provision of storage box sizes (16" x 13" x 13") and (L24" x W15" x H10") ▪ Storage spaces that can accommodate a minimum of 1,053 pieces of boxes ▪ Barcoding ▪ On-site Access for Retrieval of Boxes ▪ Retrieval/Pull-out of Records/Boxes by the DOT ▪ Pick-up of new boxes from DOT for storage to Service Provider ▪ Provision of Inventory Report <p>B. Facility and Vicinity</p> <ul style="list-style-type: none"> ▪ Exclusive walled compound/owned warehouse ▪ Perimeter wall must be at least 6-12 feet high above street level ▪ Fully insulated warehouse <ul style="list-style-type: none"> - Temperature maintained between 15-25 C (59-77 F) - Humidity maintained between 35-65% RH ▪ Flood-free facility, with no prior flood history ▪ With monthly regular pest control ▪ Industrial strength racking system ▪ With dedicated facility for storage of hard copy records and for electronic files. | | | Twelve (12) Months |

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|----------|---|-----|-----|
| | Storage Rental Type A Box (size: L16" x W13" x H13") | 959 | 959 |
| | Type B Box (size L24" x W15" x H10") | 454 | 454 |
| | Additional New Boxes to Replace Old Boxes Type A Box (size: L16" x W13" x H13") | 853 | 853 |
| | Type B Box (size: L24" x W15" x H10") | 454 | 454 |
| | Retrieval of Boxes (On-site access or delivery to DOT office) | 537 | 537 |
| | Pick-up of Boxes from DOT Office to Physical Warehouse/Storage | 897 | 897 |
| | Barcoding of New Boxes | 360 | 360 |
| 2 | Warehouse/Storage of Arrival/Departure (A/D) Cards A. To provide temporary storage requirements for the Arrival/Departure (A/D) cards such as: <ul style="list-style-type: none"> ▪ Provide an off-site hard copy document archiving/storage that is safe, secured, equipped with a 24-hour camera recording system for the A/D Cards; ▪ Provide tracking database software which generates real-time transaction and inventory reports; ▪ Provision of Type A storage boxes for the A/D cards; ▪ Barcoding; ▪ Provision of materials for sealing and packaging of the cards; ▪ Provide a systematized service for retrieval of arrival/departure cards from the Arrival/Departure Cards Processing Center (ADCPC) to the off-site storage and back to the ADCPC for encoding; ▪ Provision of slot for ADCPC staff, to and from, ADCPC who will supervise the transfer of cards ▪ Provide a systematized service for delivery of encoded A/D cards from | | |

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| | ADCPC to the Bureau of Immigration (BI). | |
| | B. Treat the data contained in the Arrival/Departure cards as confidential; disclosure of data / information by the company could be ground for termination of contract without prejudice to the filing of criminal charges against the company by the DOT and/or the BI. | |
| | C. Submit monthly summary reports, accomplishment reports for billings to DOT | |

*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.** *

Conforme:

Name of Bidder's/Representative

Signature/Date