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	Warehouse/Storage of Non-C	Current and		
	Permanent/Archival DOT re			Twelve (12) Months
	A. To provide the following s			
	 Provision of storag 	e box sizes (1	.6" x 13"	
	x 13") and (L24" x	W15" x H10	")	
	 Storage spaces that 	can accomm	odate a	
	minimum of 1,053	pieces of box	tes	
	 Barcoding 			
	 On-site Access for 	Retrieval of I	Boxes	
	 Retrieval/Pull-out of 	of Records/Bo	oxes by	
	the DOT			
	 Pick-up of new box 	es from DOT	[for	
	storage to Service I	Provider		
	 Provision of Invent 	ory Report		
	B. Facility and Vicinity			
	 Exclusive walled control 	ompound/own	ned	
	warehouse			
	 Perimeter wall must 	t be at least 6	5-12 feet	
	high above street le	evel		
	 Fully insulated war 	ehouse		
	- Temperature m	aintained bety	ween 15-	
	25 C (59-77 F)			
	- Humidity main	tained betwee	en 35-	
	65% RH			
	 Flood-free facility, 	with no prior	flood	
	history			
	 With monthly regulation 	ar pest contro	ol	
	 Industrial strength r 	acking system	n	
	 With dedicated faci 	lity for storag	ge of hard	
	copy records and fo	or electronic f	ïles.	

Storage Rental Type A Box (size: L16" x959959W13" x H13") Type B Box (size L24" x454454W15" x H10")Additional New Boxes to Replace Old Boxes Type A Box (size: L16" x853853Type A Box (size: L16" x853853W13" x H13") Type B Box (size: L24" x454454W15" x H10")Retrieval of Boxes (On-site office537537access or delivery to DOT office537537Barcoding of New Boxes3603602Warehouse/Storage of Arrival/Departure (A/D) CardsArrival/Departure (A/D) cards such as:A. To provide temporary storage requirements for the Arrival/Departure (A/D) cards such as: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;Provision of materials for sealing and packaging of the cards;Provision of materials for sealing and packaging of the cards;
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A/D cards;Barcoding;Provision of materials for sealing and
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 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

	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