

## Technical Specifications

**Note:** *Bidders must state under Statement of Compliance either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

Item	Specification	Statement of Compliance
	<p><b>I. Project Name: Procurement of Service Provider for the Physical Warehousing / Storage Requirements of the Department of Tourism</b></p> <p><b>II. Objectives</b></p> <p>To acquire the services of a third-party service provider for the insured storage space which will house all the non-current and permanent/archival DOT records as well as the Arrival/Departure (A/D) Cards.</p> <p><b>III. Location</b></p> <p>The storage space must be located within the cities of Paranaque, Pasay, Makati or Manila</p> <p><b>IV. General Requirements</b></p> <ul style="list-style-type: none"> <li>• The SERVICE PROVIDER must be an ISO 9001:2015 certified.</li> <li>• The SERVICE PROVIDER should specialize providing storage solutions and transportation.</li> <li>• The SERVICE PROVIDER should have operated for at least 5 years in storage management.</li> <li>• The SERVICE PROVIDER must be willing to provide a list of past clientele, details of work done, and contact details of their clientele for verification purposes.</li> <li>• The SERVICE PROVIDER shall secure adequate insurance for the warehouse, including all the boxes and their content stored therein including during transit, against fire, theft, and acts of God for the duration of the contract.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The SERVICE PROVIDER must be fully outfitted with equipment to protect the records of DOT and A/D cards from disasters, and in such a case, has recovery mechanisms to ensure that no further unnecessary damage shall be suffered by stored documents.</li> <li>• The SERVICE PROVIDER shall have a warehouse with steel racks, handling equipment, and environmental and thermal control system for proper storage of documents.</li> <li>• The SERVICE PROVIDER must comply with 24/7 roving security guard/s and stationary security guards, 24/7 CCTV cameras and Fire Protection System which includes sufficient number of fire extinguishers, automatic fire alarm system or smoke detector/s</li> <li>• The SERVICE PROVIDER shall at all times keep all the documents, records and files placed under its care secure and confidential. For this purpose, no storage boxes shall be opened, inspected or tampered with in any form by the SERVICE PROVIDER without the written consent of DOT.</li> <li>• The SERVICE PROVIDER shall have a barcode system for tracking and inventory of documents and generating electronic reports. It shall provide barcode stickers for every box stored therein.</li> <li>• The SERVICE PROVIDER shall provide standard and customizable boxes for document storage.</li> <li>• The transfer/pick-up of boxes from Existing Provider must be shouldered by the Winning Bidder free of charge.</li> </ul>	
	<p><b>V. Scope of Services / Service Requirements</b></p> <p><b>1. Warehouse/Storage of Non-Current and Permanent/Archival DOT Records</b></p> <p>a. To provide the following services:</p> <ul style="list-style-type: none"> <li>▪ Provision of storage box sizes (16” x 13” x 13”) and (L24” x W15” x H10”)</li> <li>▪ Storage spaces that can accommodate a minimum of 1,053 pieces of boxes</li> <li>▪ Barcoding</li> <li>▪ On-site Access for Retrieval of Boxes</li> <li>▪ Retrieval/Pull-out of Records/Boxes by the DOT</li> <li>▪ Pick-up of new boxes from DOT for storage to Service Provider</li> <li>▪ Provision of Inventory Report</li> </ul>	

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	<p data-bbox="472 271 815 304">b. Facility and Vicinity</p> <ul data-bbox="549 342 1161 902" style="list-style-type: none"> <li>• Exclusive walled compound/ owned warehouse</li> <li>• Perimeter wall must be at least 6-12 feet high above street level</li> <li>• Fully insulated warehouse <ul data-bbox="587 533 1161 674" style="list-style-type: none"> <li>- Temperature maintained between 15-25° C (59-77° F)</li> <li>- Humidity maintained between 35-65% RH</li> </ul> </li> <li>• Flood-free facility, with no prior flood history</li> <li>• With monthly regular pest control</li> <li>• Industrial strength racking system</li> <li>• With dedicated facility for storage of hard copy records and for electronic files</li> </ul> <table border="1" data-bbox="355 943 1161 1760"> <thead> <tr> <th data-bbox="355 943 1161 981">Particulars</th> </tr> </thead> <tbody> <tr> <td data-bbox="355 981 1161 1238"> <p data-bbox="368 987 576 1021"><b>Storage Rental</b></p> <p data-bbox="384 1021 850 1093">Type A Box (L16" x W13" x H13") 959 boxes x 12 months</p> <p data-bbox="384 1133 850 1205">Type B Box (L24" x W15" x H10") 454 boxes x 12 months</p> </td> </tr> <tr> <td data-bbox="355 1238 1161 1496"> <p data-bbox="368 1245 1018 1279"><b>Additional New Boxes to replace the Old Boxes</b></p> <p data-bbox="384 1279 850 1350">Type A Box (L16" x W13" x H13") 853 boxes</p> <p data-bbox="384 1391 850 1462">Type B Box (L24" x W15" x H10") 454 boxes</p> </td> </tr> <tr> <td data-bbox="355 1496 1161 1608"> <p data-bbox="368 1503 1082 1574"><b>Retrieval of 537 boxes (On-site access or Delivery to DOT Office)</b></p> </td> </tr> <tr> <td data-bbox="355 1608 1161 1720"> <p data-bbox="368 1615 1050 1686"><b>Pick-up of 897 boxes from DOT office to Physical Warehouse/Storage</b></p> </td> </tr> <tr> <td data-bbox="355 1720 1161 1760"> <p data-bbox="368 1727 762 1760"><b>Barcoding of 360 New Boxes</b></p> </td> </tr> </tbody> </table> <p data-bbox="411 1798 1129 1870"><b>2. Warehouse/Storage od Arrival/Departure (A/D) Cards</b></p> <p data-bbox="480 1906 1134 1977">a. To provide temporary storage requirements for the Arrival/Departure (A/D) cards such as:</p>	Particulars	<p data-bbox="368 987 576 1021"><b>Storage Rental</b></p> <p data-bbox="384 1021 850 1093">Type A Box (L16" x W13" x H13") 959 boxes x 12 months</p> <p data-bbox="384 1133 850 1205">Type B Box (L24" x W15" x H10") 454 boxes x 12 months</p>	<p data-bbox="368 1245 1018 1279"><b>Additional New Boxes to replace the Old Boxes</b></p> <p data-bbox="384 1279 850 1350">Type A Box (L16" x W13" x H13") 853 boxes</p> <p data-bbox="384 1391 850 1462">Type B Box (L24" x W15" x H10") 454 boxes</p>	<p data-bbox="368 1503 1082 1574"><b>Retrieval of 537 boxes (On-site access or Delivery to DOT Office)</b></p>	<p data-bbox="368 1615 1050 1686"><b>Pick-up of 897 boxes from DOT office to Physical Warehouse/Storage</b></p>	<p data-bbox="368 1727 762 1760"><b>Barcoding of 360 New Boxes</b></p>	
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	<ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ Provide tracking database software which generates real-time transaction and inventory reports;</li> <li>▪ Provision of Type A storage boxes for the A/D cards;</li> <li>▪ Barcoding;</li> <li>▪ Provision of materials for sealing and packaging of the cards;</li> <li>▪ 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;</li> <li>▪ Provision of slot for ADCPC staff, to and from, ADCPC who will supervise the transfer of cards;</li> <li>▪ Provide a systematized service for delivery of encoded A/D cards from ADCPC to the Bureau of Immigration (BI).</li> </ul> <p>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.</p> <p>c. Submit monthly summary reports, accomplishment reports for billings to DOT</p>	
	<p><b>VI. Billing/Mode of Payment</b></p> <p>The service provider shall charge DOT on a monthly basis to include the following transactions:</p> <ul style="list-style-type: none"> <li>▪ Storage charges</li> <li>▪ Handling charges (retrieval, delivery, pick-up and barcoding)</li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ Packaging materials or purchase of carton/box</li> <li>▪ Permanent Retrieval</li> </ul> <p>Billing invoice must be accompanied with Work Order Request Form and Transaction Receipts.</p>	
	<b>VII. Contract Duration:</b> Twelve (12) Months	
	<b>VIII. Approved Budget for the Contract (ABC):</b>  Item No. 1 – PhP933,300.00 Item No. 2 – PhP361,116.00 TOTAL – PhP1,294,416.00	

**\* NOTE: The prospective bidder should indicate the unit price per item.**

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date