



**GENERAL SERVICES DIVISION  
RECORDS AND COMMUNICATION SECTION**

**TECHNICAL SPECIFICATIONS**

**Project Title: PROCUREMENT OF A SERVICE PROVIDER FOR THE  
WAREHOUSE/STORAGE OF NON-CURRENT AND PERMANENT/ARCHIVAL DOT  
RECORDS**

**I. PURPOSE/OBJECTIVE**

- To acquire services of a third-party service provider for insured storage space which will store all the non-current and permanent/archival DOT Records.

**II. MINIMUM REQUIREMENT FOR SUPPLIERS**

- The SERVICE PROVIDER must be ISO 9001:2015 certified;
- The SERVICE PROVIDER must be located within the cities of Parañaque City, Pasay City, Makati City or Manila;
- The SERVICE PROVIDER should specialize in providing storage solutions and transportation;
- The SERVICE PROVIDER should have operated for at least 5 years in storage management;
- 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;
- The SERVICE PROVIDER shall secure adequate insurance for the warehouse, including all the boxes and their content stored therein during transit, against fire, theft, and acts of God for the duration of the contract;
- The SERVICE PROVIDER must be fully outfitted with equipment to protect the records of DOT from disasters, and in such a case, has recovery mechanisms to ensure that no further unnecessary damage shall be suffered by stored documents;
- The SERVICE PROVIDER shall have a warehouse with steel racks, handling equipment, and environmental and thermal control systems for proper storage of documents;
- 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 a sufficient number of fire extinguishers, automatic fire alarm systems or smoke detector/s;
- The SERVICE PROVIDER shall have a fully insulated warehouse with maintained temperature between 15-25° C (59-77° F) and relative humidity between 35-65% RH;
- The SERVICE PROVIDER shall always 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;
- 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;

- The SERVICE PROVIDER shall provide standard and customizable boxes for document storage;
- The transfer/pick-up of boxes from the Existing Provider must be shouldered by the Winning Bidder free of charge.

### III. SCOPE OF WORK

1. The third-party service provider should be able to provide the following:
  - Provision Storage Box sizes of (L16" x W13"x H13") and (L24" x W15" x H10");
  - Storage spaces that can accommodate a **minimum of 1,050 pieces and 306 pieces** for boxes with the measurement of L16" x W13"x H13" boxes and L24" x W15" x H10", respectively - projected only;
  - Barcoding of boxes;
  - 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 Quarterly Inventory Report.

Particulars
<b>Storage Rental (12 months)</b> Type B Box (size: L16" x W13" x H13") – <b>830 boxes</b> Type C Box (size: L24" x W15" x H10") – <b>306 boxes</b> <b>Storage Rental (9 months)</b> Type B Box (size: L16" x W13" x H13") – <b>220 boxes</b>
<b>Purchase of Boxes</b> Type B Box (size: L16" x W13" x H13") – <b>520 boxes</b> Type C Box (size: L24" x W15" x H10") – <b>100 boxes</b>
<b>Retrieval of 432 Boxes (On-site access or Delivery to DOT Office)</b>
<b>Pick-up of 520 Boxes from DOT Office to Physical Warehouse/Storage</b>
<b>Barcoding of 620 Boxes</b>

### IV. APPROVED BUDGET OF THE CONTRACT

**Seven Hundred Twenty-Four Thousand Seven Hundred Eighty-Seven Pesos and 84/100 only (PhP724,787.84)**, inclusive of applicable taxes, chargeable against FY 2025 General Appropriations Act (GAA), AS-General Administration Expenses (GAE) Funds.

### V. DELIVERY PERIOD/ CONTRACT DURATION

- January 10, 2025 to December 31, 2025

### VI. PAYMENT PROCEDURE

The SERVICE PROVIDER shall charge DOT on a Monthly basis to include the following transactions:

- Storage Rental Charges
- Handling Charges (temporary or permanent retrieval, delivery and pick-up)
- Packaging Materials or Purchase of Box/Carton
- Barcoding Fee

Billing invoice must be accompanied by Work Order Request Form and Transaction Receipts.

## **VII. COMPLIANCE TO SPECIFICATIONS/PROVISION**

- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **DOT-END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-END USER**;
- The **WINNING BIDDER** shall hold in confidence all confidential information and shall not use, reproduce, nor disclose to others the approved office supplies except to those persons entrusted/authorized by the **DOT-END USER**.
- The **DOT-END USER** has the right to pre-terminate the Contract as needed. However, the **WINNING BIDDER** will be given a notice 15 days prior to the pre-termination.

## **VIII. PROJECT OFFICER/CONTACT PERSON**

Prepared by:

*(Original Signed)*

**MARICEL C. MALALAD**

Head, GSD-Records and Communication Section

Checked by:

*(Original Signed)*

**RESIL F. SOLIS**

OIC-Chief, General Services Division

Approved by:

*(Original Signed)*

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