



16 August 2021

SUPPLEMENTAL BID BULLETIN ADDENDUM NO. 1

SUBJECT : SUPPLY OF LABOR/SERVICES, MATERIALS AND EQUIPMENT FOR THE SCANNING/DIGITIZATION OF (TransCo) RECORDS.

Reference No. PB210617-EA37/ PR. No. GSD-21-97306

TO ALL CONCERNED:

Please be informed of the following amendments on the Bidding Documents, as a result of the agreements reached during the Pre-bid Conference held on 05 August 2021 at the Multi-purpose hall, Ground Floor, TransCo Main Building, Quezon Avenue corner BIR Road, Diliman, Quezon and via Microsoft Teams.

ISSUES	AGREEMENTS	
1. Terms of Reference 4. Indexing	From	To
	4.1 The Service Provider shall do the indexing of the scanned documents. Index fields shall be provided by TransCo to be presented and discussed prior to full implementation of the scanning works.	4.1 The Service Provider shall do the indexing of the scanned documents. Index fields shall be provided by TransCo to be presented and discussed prior to full implementation of the scanning works. The Service Provider shall accomplish the Index Filed Template per document type. The template shall be in an MS Excel (.xlsx) format
6. Uploading of Scanned Documents	6.1 The Service Provider shall upload/migrate scanned documents to TransCo Laserfiche Document Management System and shall ensure that the scanned / digitized documents are compatible with the existing system during uploading process and shall be functional and retrievable at the Laserfiche. Coordination and acceptance of TransCo CISIT shall be made prior to uploading of documents.	6.1 TransCo's IS/IT will be responsible in uploading the final documents on the TransCo Laserfiche Document Management System.
	2. Statement of Single Largest Completed Contract (SLCC)	Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last three (3) years.
3. Definition of Similar Contract	"Scanning and/or Digitization of Documents Contract"	"Scanning and/or Digitization of Documents Contract or Document Management System Contract"

ISSUES	AGREEMENTS
<p>4. Deadline of Submission and Opening of Bids</p>	<p>➤ Deadline of Submission and Opening of Bids is on August 31, 2021 10:00 a.m.</p>
<p>5. Schedule of Site Inspection</p>	<p>➤ From August 23, 2021, up to August 27, 2021</p>
<p>6. List of Document Types to be Scanned</p>	<p>➤ (See Attached Annex A)</p>
<p>7. Turnover of Documents</p>	<p>➤ The Winning Bidder/contractor shall be responsible in the post grooming of scanned documents.</p>
<p>8. Purchase of Bidding Documents</p>	<p>➤ You may also deposit your payment for the bidding documents via the following TransCo account:</p> <p>Bank Name : Land Bank of the Philippines NPC Branch, Diliman, Quezon City</p> <p>Account Name : National Transmission Corporation</p> <p>Account No. : <u>2822-1003-95</u></p> <p><i>Note:</i></p> <p>➤ Kindly e-mail the scanned copy of machine validated deposit slip to Mr. Ryan D. Alfafara (rdalfafara@transco.ph), Mr. Rogelio M. Mabulay (rmmabulay@transco.ph) and Ms. Eileen C. Argañoza (ecarganoza@transco.ph). Official Receipt (OR) shall be issued by Mr. Alfafara to bidders thru e-mail. Bidders may get the original copy of OR at the Cashier's Office Mondays thru Fridays, from 9:00 a.m. to 12 noon starting 06 August 2021.</p>

Thanks. Please be guided accordingly.


ATTY. SOLEDAD T. DE LA VEGA-CABANGIS
Chairperson
 Bids and Awards Committee

Annex A

LIST OF DOCUMENT TYPE/ DESCRIPTION

Document Type/ Description	Coverage Period
A/P Jan-Mar 2006	January -Mar 2006
Abstact and Prooflist	Jan-Dec 2007-2008
Abstract voucher	1984-1996
Accountable Form Report	PNB & Periodic Collection.FMTS
Advanced Check/Cash	April-December2002-2003
Application for leave	Mar-Nov 2003-2005
Approved Budget	2005-2006
Audit File	1994-2004
BIR/HDMF Remittances	January-December 2006-2008
Booking Trans. Prooflist	Collection Report 2008
Budget Disbursement 2007	2007
Budget Utilization	Collection Report Dec 2007-2008
Cadetship Comparelist	Payment Instruction Jan-Dec2003
Cash/Check Vouchers	Sept-Dec 2008
CBI/CAF	2005-2008
Check register	2008
Clothing Allowance/YEB	2008
Coding Sheet	1985-1997
Collection Report 2005	2005
Commuication Memo	May-Apr 2005
Compare List	2003-2009
Coop and Comparelist	2003-2009
Coop Remittances	2006
Credit Memo	2003
Daily Cash Position Report	
Daily Coll. Report	2008
Disbursement Vouchers	April 1990
District Power bills	Nov-Dec 2008
Debit Memo / Credit Memo	
DTR & Application Leave	January-August 2006-2007
DTR & Certification	Dec-05
DTR & HR record	October-November 2003
DTR & Placement Result	March-April 2006
DTR & Service Agreement	May-June 2006
DTR & Special Payment	September-November 2005
DTR	2004-2008
DTR&Memo for Agreement	2003-2008
Employees Savings	2002
Encoding Sheet/Powerbill	1984-1991
Financial Report	2000-2008
Fund Transfer	2000-2008
General Ledger	1989-2008
GSIS Loan and Remittances	2005-2008
HDMF Remittances	January-December 2003

HR Pool Data Report	
HR.DTR.Inactive Services	November-December 2007
IAV 1989	1989
Inventory Reports 2004	2004
Inventory Turn-over	1991-1993
INVTY 1992	1992
Job Order & Work Order	2006-2007
Journal Ledger Files	2001-2003
Journal Voucher	2002-2009
Lanbank Record	2003-2009
Landbank Bank statement	2003-2009
Landbank OR Receipt	2003-2009
Landbank Record	2003-2009
Memorandum	1995 - 2005-2008
Provident fund Remittance	Jan-Mar 2007
Mentria Remittances	Jan-Dec2008
MOA Record OC-6B	
NPC Coop 2008	2007-2008
Official Receipt	1985-2008
Pag-ibig Contribution	1985-1990
Payment Instruction	1995-2009
Payroll Salaries	2005-2009
Periodic Collected Report	2001-2008
PHI Corp.	2003
Philhealth Remittances	2006-2008
Power Bill R4	October 2005
Prooflist of Cashflow	2006
Provident Fund	2006-2007
R1-14 GL DCE	Feb-Sept 2007-2008
R1-R10 Mar-Apr 2006	2006
R2 Check Vouchers	2008
R2-R3 Cash Vouchers	July-Nov 2008
R3-R4 Cash Voucher	Power bills Aug-Dec 2008
R4 Power bills	June-July 2008
R4-R6 Check prepared	Power bills Aug-Nov2008
R6 Check Voucher	Memo Bank Recon 2005-2008
R6 Checks Prepared	2007-2008
Recon General Ledger	1996
Recon statement2005-2007	2005-2007
Reconciliation	Dec-95
Record 6	Dec-06
REF General Ledger RC-5	
Register Files	1991-1994
Remittances	Jan-Dec2006
Remittances Provedent	May-Sept 2007
Replenishment	January 2006-2009
Replenishment A.P	2004-2005

Replenishment Devices	1989-2009
Replenishment DV's	1981-2008
Report of Variances	January-December 2005
Report on tardiness	DTR 2007
Report to treasury	Jan-Dec 2003
Request for fund transfer	2007
RTA & EME	2004-2005
Service Agreement	2006-2008
Short/over reports	2000-2001
Snapshot PNB 2000	2000
Snapshots PNB DailyCash	2003-2006
SOE monthly coll.Rep	2002-2003
Special Payroll/Salaries	2006-2008
Special Report & RTA	2006-2007
Summary of Input tax GL	2007
Summary of Payment	2006-2009
Summary Result RC-7 1991	1991
Supply for Labor Tools	2001-2002
TCL	2003-2004
Transco Circulate	2004-2005
Work & Purchase Order	2007-2008
Year End record 2001	2001