



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

SUPPLEMENTAL PRE-QUALIFICATION BID BULLETIN NO. 07-2015
PROJECT: CIVIL REGISTRY SYSTEM- INFORMATION TECHNOLOGY PROJECT PHASE II

TO ALL PROSPECTIVE BIDDERS:

For the purpose of clarifying the Instructions to Prospective Bidders for the aforementioned project, attached is Supplemental Pre-Qualification Bid Bulletin No. 7.

In connection with Supplemental Pre-Qualification Bid Bulletin No. 3, PQ-BB3-21, we confirm that the Concessionaire will be responsible for the maintenance of the CRS building upon completion of its construction.

Please be informed that there will be no further extension on the submission of Qualification Documents. The submission date of the Qualification Documents will be on December 18, 2015, Friday, between 9:00 AM to 1:00 PM at the PSA Conference Room, 17th Floor, Cyberpod Centris Three, Centris-Diliman, Quezon City. The proceedings for the Opening of the Qualification Documents will start immediately after 1:00 PM at the same venue.

For your guidance and information.

Issued this 7th day of December 2015.

ESTELA T. DE GUZMAN

Chairperson, PBAC
and Deputy National Statistician
Civil Registration and Central Support Office

SUPPLEMENTAL PQ BID BULLETIN No. 7
Civil Registry System-Information Technology Project Phase II
7 December 2015

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| Project Information Memorandum (" <i>PIM</i> ") | | | |
| PQ-BB6-01 | PIM, sec. 2, p. 3 | What does it mean that the CRS-ITP project "is being undertaken at no cost to the Philippine Government"? | This means that the current concessionaire of CRS-ITP shoulders all the costs for the CRS-ITP. There is no provision for cash outlay, or subsidy, or financial assistance in any form from the government. |
| PQ-BB6-02 | PIM, sec. 2.1.1, p. 4 | Could we ask for a more thorough explanation about the authentication service? Does authentication only takes place if a document is not found in the CRS database? | <p>Authentication is the processing of requests for the PSA to certify the authenticity of the requester's copy of a civil registry document. This is done by comparing the signature on the certified true copy of the requester's civil registry document and the signature specimen stored in the CRS database.</p> <p>Authentication takes place if the result of verification is negative in the CRS database.</p> |
| PQ-BB6-03 | PIM, sec. 3.2.1, p. 9 | What's the operative model of the current CRS-ITP? | This shall be taken up in the Concession Agreement. |
| PQ-BB6-04 | PIM, sec. 3.2.2, p. 11 | <ol style="list-style-type: none"> 1. How many primary and secondary back offices must there be for CRS-ITP? 2. Is civil registry information public or private? | <ol style="list-style-type: none"> 1. There will be one primary back office that will be housed at Central Facility and one secondary back office that will be located outside Luzon. 2. Generally, civil registry information is public in nature. As an exception, however, birth records are kept strictly confidential and may only be issued to particular individuals. (see Presidential Decree No. 603, art. 7) |
| PQ-BB6-05 | PIM, sec. 3.2.3, p. 12 | What is the difference between provincial and regional outlets? | <p>The functions of the CRS Regional and Provincial Outlets are the same.</p> <p>Regional CRS Outlets are managed by PSA regional offices. Provincial CRS outlets are managed by PSA provincial offices.</p> |

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| PQ-BB6-06 | PIM, sec. 3.2.4, p. 12 | Are there any additional services needed in performing the migration tasks (e.g. image optimization, indexing of new fields, etc.)? | This will depend on the solution that will be provided by the bidders. |
| PQ-BB6-07 | PIM, sec. 3.2.5, p. 12 | <ol style="list-style-type: none"> 1. Around 4 million records must be digitized annually. Does this mean that new records will still involve manipulation of physical documents in the future? 2. Is the automation of registration tasks so that all documents are produced and managed in only digital formats an option? 3. Does the 4 million records include historic documents, yet to be digitized? Or are they solely an estimation on how many new records will be made per upcoming year? | <ol style="list-style-type: none"> 1. This will be taken up in the Concession Agreement. 2. Yes. 3. The 4 million records do not include historic documents. Rather, the 4 million records is an estimation of the number of documents received by the CRS for processing. |
| PQ-BB6-08 | PIM, sec. 3.2.5, p. 12 | Are the records stored in books in civil registry offices? | Yes, the records are stored at the local civil registry offices. |
| PQ-BB6-09 | PIM, sec. 3.2.5, p. 12 | <ol style="list-style-type: none"> 1. Are books the source for digitization? If the answer is affirmative: <ol style="list-style-type: none"> a. What is the general condition of the books? b. Is it defined how many books per civil registry office are in good, regular and bad conditions? c. Are all books going to be digitized or only the ones in good condition? d. Is it necessary to preserve the book's condition identically as it was before the digitization process? In other words, is it possible to disassemble the book, digitize and bind it again? 2. Should the scanning and digitization processes only take place in the client offices? If the answer is negative, could these processes be done elsewhere under certain conditions? 3. If both questions 1 and 2 have affirmative answers, | All these matters shall be taken up in the Concession Agreement. |

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| | | <p>will the logistics related to book transportation be managed by the client or are they part of the winning bidder's responsibilities?</p> <p>4. Which and how many fields have to be digitized per vital event? Exactly how many vital events exist?</p> <p>5. How many records per vital event need to be digitized? How long should the digitization per record take?</p> <p>6. Will the whole technology infrastructure for scanning and digitizing be part of the offer? Does the client already have an infrastructure? If the answer to the latter question is affirmative,</p> <ul style="list-style-type: none"> a. Is there a specific application defined for digitization purposes or will it be part of the offer? b. Are there currently scanning and digitization processes being undertaken? What is the preferred image format (JPEG, TIFF, PDF ...)? c. What DPI quality is being used? d. What's the image size of a record? <p>7. Will the documents need a digital signature? Does the signing process need to be considered?</p> <p>8. Will the digitization be done in black and white or color?</p> <p>9. What is the accepted tolerance for digitization error?</p> <p>10. In what language are the records written? Do they have a standard format? Are they handwritten? If so, in cursive or script? Can OCR be applied?</p> | |
| PQ-BB6-10 | PIM, sec. 4.1, p. 17 | How much will the "revenue share per transaction basis" be? Will it be set through an agreement between the | The revenue share per transaction basis is the winning bidder's revenue share percentage multiplied by the |

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| | | PSA and the winning bidder? Or the winning bidder is capable of establishing said percentage according to financial estimations? | reference price for each transaction. |
| PQ-BB6-11 | - | Can a foreign company participate in the bidding process? Can a foreign company purchase the bidding documents directly / solely? | Yes. A foreign company can directly or solely purchase the bidding documents and may participate in the bidding process. |
| PQ-BB6-12 | - | What are the rates or charges of the current operator of the CRS-ITP for the services it renders? | The charges for CRS-ITP services are provided in the PIM. |
| PQ-BB6-13 | - | Are there any parameters or scope to estimate the percentage that will generate the fee that the bidders will propose? Kindly provide us an idea of what percent of the User Fee corresponds to the operator as revenue share. | This shall be taken up in the Concession Agreement. |
| Instructions to Prospective Bidder (" <u>ITPB</u> ") | | | |
| PQ-BB6-14 | - | If the Qualification Document (and not its attachment) is completed by a foreign entity, should the Qualification Document be authenticated? | A Qualification Document completed by a foreign entity must be authenticated if it is issued or executed in a foreign country. If the foreign entity executed the Qualification Document in the Philippines, authentication shall not be required. Kindly refer to Section 9 of the ITPB. |
| PQ-BB6-15 | - | If an Annex (excluding its attachments or notarized certification which require authentication before a PH consular office) is completed and signed by a Foreign entity, e.g. Annex QD 1-B, should it (the Annex) be authenticated? | See answer above. |
| PQ-BB6-16 | - | If the Prospective Bidder is a consortium, is it required that each member of the consortium must complete and submit the Qualification Document and its annexes or is it sufficient for the consortium to submit just one Qualification Document with consolidated information? | It depends. The ITPB specifies when a particular Qualification Document must be executed by the consortium or by each of the Consortium Members. For example, the Consortium shall execute only one QD-1B while the Consortium Members must each execute and submit QD-2 and QD-3. |
| PQ-BB6-17 | ITPB, sec. 15, p. 27 | Section 15 of the ITPB states in part: | The original set may be marked by either stamping or |

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| | | <p>Prospective Bidders shall submit the Qualification Documents in the following form:</p> <ul style="list-style-type: none"> • One (1) complete original set, clearly marked on each page as “ORIGINAL”; • Four (4) photocopies, clearly marked on each page as “COPY NO. ___”; *** <p>Kindly confirm how “ORIGINAL” will be marked on the original set – will this be printed or stamped?</p> <p>Also, kindly confirm if the photocopies are photocopies of the original set with “ORIGINAL” mark.</p> | <p>printing “ORIGINAL” on each and every page thereof.</p> <p>The four (4) photocopies need not be photocopies of the original set as marked. The photocopies to be submitted may be photocopies of the unmarked original set which must be initialed on the right margin by the Prospective Bidder’s authorized representative.</p> |
| PQ-BB6-18 | ITPB, Annex QD-2 | <p>Among the attachments to Annex QD-2 is a certified true copy of an entity’s latest General Information Sheet (GIS), with stamp “received” by the Securities and Exchange Commission (SEC).</p> <p>Please confirm that the SEC barcode found on the first page of the GIS will be accepted in lieu of “received” stamp of the SEC.</p> | <p>We confirm that the SEC barcode found on the first page of the GIS will be considered as an equivalent of the stamp “received” by the SEC.</p> |
| PQ-BB6-19 | ITPB, Annexes QD 7-A and 7-B | <p>The attachments to Annexes QD 7-A and 7-B are as follows:</p> <p>(i) Signed letter or certificate from the client or project owner, provided on client/project owner’s letterhead, stating the detailed scope of involvement in the project and a declaration of satisfactory project completion or satisfactory performance in ongoing contract.</p> <p>(ii) Notarized Certificate of Project Completion or Ongoing project from client/owner.</p> <p>(iii) A notarized certificate executed by the Authorized Issuer (auditor or project owner/client) for</p> <ul style="list-style-type: none"> • the minimum contract value for each of these two projects should at least be PhP750,000,000.00 for each project (for QD 7-A) | <p>We clarify that there are only two attachments to QD 7-A and 7-B. These are: (1) signed letter or certificate from the client or project owner, provided on client/project owner’s letterhead, stating the detailed scope of involvement in the project and a declaration of satisfactory project completion or satisfactory performance in ongoing contract, which is also the Notarized Certificate of Project Completion or Ongoing project from client/owner and (2) notarized certificate executed by the Authorized Issuer.</p> <p>These are necessarily two separate certifications and may not be combined into one certification.</p> <p>To clarify, item (i) and (ii) indicated in the previous column pertain to the same document.</p> |

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| | | <ul style="list-style-type: none"> • minimum document size for a single enterprise of at least 100 million records <p>Are these necessarily three separate certifications? May we be allowed to combine two or more declarations in one certification e.g. one notarized certification covering (i), (ii) and (iii).</p> | |
| PQ-BB6-20 | PQ-BB2-49 of Bid Bulletin No. 2, in relation to Annex QD 11-B | May we be allowed to indicate more than two names as authorized representative of the Lead Member of the Consortium? | <p>Request denied.</p> <p>A Prospective Bidder may only authorize two (2) persons as representatives of the Lead Member of the Consortium.</p> |
| PQ-BB6-21 | PQ-BB2-55 of Bid Bulletin No. 2, in relation to Annex QD 7-C | Further to the PBAC Response/Clarification to question PQ-BB2-55 of Bid Bulletin No. 2 issued on 5 November 2015, please confirm that the certificate from a statutory auditor regarding Civil Works Experience is not a required attachment for the Civil Works reference project. | <p>The certificate regarding Civil Works Experience is a required attachment to Annex QD 7-C.</p> <p>Annex QD 7-C shall be revised in the same manner described under SBB No. 5, PQ-BB5-19, by incorporation of the following certification:</p> <p style="text-align: center;"><u>Certificate from the Authorized Issuer regarding Civil Works Experience</u></p> <p style="text-align: center;">*****</p> <p style="text-align: center;">***</p> <p>Name of firm: Seal of firm:</p> <p>Section 13.3 (o) (ii) of the ITPB is likewise revised, as follows:</p> <p style="padding-left: 40px;">ii. Required attachments:</p> <p style="text-align: center;">***</p> <p style="padding-left: 40px;">c. <u>A notarized certificate executed by the Authorized Issuer for the total cost value of the building project following the format in Annex QD 7-C.</u></p> |

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| PQ-BB6-22 | PQ-BB5-11 of Bid Bulletin No. 5 in relation to ITPB, Sec. 12.2.1(b)(1) in relation to Annex QD 7-A, 12.2.1(c) in relation to Annex QD 8-B, 12.3 in relation to Annex QD 9 | <p>PQ-BB5-11 of SBB No. 5 provides that the contract value shall be converted to its equivalent price in 2015 by applying the official inflation rates of the countries where the projects are located and the foreign exchange rates specified by the Bangko Sentral ng Pilipinas prevailing as of forty-five (45) days before the Qualification Documents Submission Date, i.e. November 3, 2015.</p> <p>Each Prospective Bidder shall submit both the relevant original contract prices and its methodology for determining the equivalent prices in 2015.</p> <p>Please confirm where the bidder should declare the methodology for determining the equivalent prices in 2015. Will there be a template for this?</p> | There will be no template for this. Bidders are required to attach the methodology/computation of equivalent prices in 2015 in the relevant Qualification Document. For example, if Annexes QD 7-A and 8-B contain converted contract values, please attach the methodologies/computations to both QD 7-A and 8-B. |
| PQ-BB6-23 | - | We are respectfully requesting another 2 weeks extension of the submission deadline. We believe that such extension will give all the bidders better leverage to prepare more competitive and responsive bids, which would be to the ultimate advantage of the PSA. | Request denied. |

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| PQ-BB7-01 | ITPB, Sec. 2(II) | <p>We request that the Qualification Documents Submission Date be moved to January 18, 2016 as we would need more time to prepare and finalize our Qualification Documents.</p> <p>Proposed Revision:</p> <p>(II) "Qualification Documents Submission Date" means December 18, 2015 January 18, 2016.</p> | Request denied. |
| PQ-BB7-02 | ITPB, Sec. 18.3(b)(iv) | Please confirm that two (2) Consortium Members may be Affiliates of each other and that the rule in the second bullet point of Sec. 18.3(b)(iv) of the ITPB – that no Consortium Member, on its own or together with its Affiliates, shall own a greater percentage of equity interest in the Concessionaire than the Lead Member – applies only in the event of a Withdrawal, Substitution, or change in equity interest in the Concessionaire. | <p>We confirm that two Consortium Members may be Affiliates of each other. However, the Lead Member, on its own or together with its Affiliates, must always have the highest percentage of outstanding equity interest in the Consortium.</p> <p>The rule in the second bullet point of Section 18.3(b)(iv) applies in all instances, whether before or after a Withdrawal, Substitution or change in equity interest in the Concessionaire.</p> |