

## **DIGITIZATION SERVICES OF BUILDING PLANS AND SUPPORTING DOCUMENTS FOR THE DEPARTMENT OF THE BUILDING OFFICIAL**

### **I. RATIONALE AND BRIEF BACKGROUND**

The Local Government Unit of Quezon City intends to continue to engage the services of a third-party provider to conduct and implement the digitization of building plans and its supporting documents. The documents to be digitized are primarily the building plans, building permits, ancillary permits, and docketed legal documents. All these documents shall be accessed through the existing archiving system BPARIS, once uploaded, and encoded in the system. This is to assure the security of access for the management of confidential and non-confidential documents.

Quezon City is one of the largest and most populous cities in the Philippines, and it continually experiences growth and urban development. Managing the extensive volume of building plans, permits, and legal documents is a complex task. Historically, these documents have been paper-based, leading to challenges in retrieval, security, and data management.

The use of **Building Plans Archiving and Retrieval Information System (BPARIS)** will be critical in this project because of the digitized documents will be uploaded in the system. The BPARIS will be the central information system for the search and retrieval of the digitized building plans and their supporting documents. Access Level shall be controlled through the system for security of these documents.

### **II. PROJECT DESCRIPTION**

The primary objective of the project is to enhance document management, accessibility, and security by digitizing building plans and its supporting documents. This digitization effort will be conducted and implemented through a series of organized activities to ensure the quality of digitized documents.

#### **DIGITIZATION SERVICES**

The digitization services compose of a series of activities to assure quality digitization and the protection of Commercial Building Plans from damages. These activities include but shall not be limited to:

- Organization of Building Plans and Documents
- Compilation and Digital Filing
- Grooming of Documents
- Scanning Process
- Publishing in PDF format
- Uploading of Digitized Files to DBO existing digital archiving system (BPARIS)
- Encoding of Records Information to BPARIS
- Validation of Records and Digitized Documents

### **III. PROJECT SCOPE OF WORK**

The project will require the procurement of the services of a contractor that will digitize the building plans and its supporting documents including the docketed legal documents. The contractor will then upload the digitized documents to the Building Plans Archiving and Retrieval Information System (BPARIS) after which they will encode informational attributes of the plans for searching and retrieval purposes.

The contractor shall be responsible for the provision of Digitization Experts who are certified trained large format scanning specialist that has the capability to scan building plans with the

minimum risk of damage for both plans and large format scanner. These Experts are capable to scan dilapidated building plans and protect them from further damage.

The digitization site will be located at Department of the Building Official designated area and will cover **3,300 sets of commercial building plans and supporting documents for a period of one year.**

This digitization project scope of work is as follows:

- Supervision and provision of personnel for the regular uploading to existing BPARIS system of received and accepted scanned records.
- Formatting of all form-based documents in Portable Document Format Archive (PDF) and those used as reference in searchable PDF.
- Auto-correction/settings of parameters such as, but not limited to resolution, format, compression, skew, orientation, cropping, etc.
- Scanning of all documents except for obvious duplicate copies; For duplicate copies, only the version bearing the signature/s shall be scanned.
- Quality assurance of the encoding and indexing of building information details of digitized documents. The index fields will be as follows:
  - Location Information
    - Building No.
    - Street
    - Area
    - Barangay
    - District
    - City
  - Owner Information
    - Last Name
    - First Name
    - Middle Name
    - TIN
    - Contact Number
  - Primary Fields
    - Building Name
    - Building Permit No.
    - Occupancy No.
    - Official Receipt No.
    - Owner Address
    - Owner Name
    - PIN LAND
    - TCT No.
- Conversion of scanned documents/images to searchable and achievable PDF. The dot per inch (DPI) for large format scanner is based on the technology capability of the large format scanner which is 1200dpi.
- Access will be provided to the contractor for encoding of building information and uploading in the existing system BPARIS.
- Existing workstations and scanners of Department of the Building Official will be used by the contractor for scanning, encoding, and uploading to the BPARIS system.
- Review of identified file classification, definition of indices and file naming formats, and provision of recommendation.

#### **IV. PROJECT STANDARDS AND REQUIREMENTS**

The requirements are expressed in indicative and functional terms to guide the Service Provider in the provision of services that will ensure the overall health of the system to include its performance, interoperability, integration, and information exchange.

## **1. BIDDERS REQUIRED STANDARDS/QUALIFICATIONS**

- 1.1. The bidder/service provider shall submit, as part of its bid, a copy of its company profile and organizational structure.
- 1.2. The bidder/service provider should have implemented and completed an archiving project which includes Digitization of Building Plans as required as similar project in nature with at least 50% of the ABC within the last three (3) years. The bidder/service provider must submit proof of project and completion.
- 1.3. The winning bidder must be of good standing and has satisfactory performance with respect to its latest completed project with the Private, Local and National Government .

## **2. PROJECT SPECIFICATIONS**

### **2.1 PROJECT MANAGEMENT**

- Project Kick off
- Qualified Project Manager and Project Management Team
- Full Documentation on Project implementation
- Digitization, encoding and uploading services
- Organizing, housekeeping and grooming of Building Plans and its supporting documents
- Scanning and publishing documents
- Indexing, encoding and uploading in BPARIS
- Validation, evaluation and production of scanned documents
- Ensure that the proper resolution and clarity standards are set in place
- Publication of scanned documents to production servers
- Post processing of scanned documents

### **2.2 BACK-UP AND RECOVERY SUPPORT**

- Onsite and offsite full backup
- Daily and Weekly incremental backup
- On site recovery validation

### **2.3 WARRANTY, MAINTENANCE AND SUPPORT**

- One (1) hour response time for critical issues for resolution within twenty-four (24) hours from Monday to Friday.
- Warranty 1-year coverage after full acceptance of project

## **3. PROJECT MANAGEMENT PLAN**

### **3.1 Project Management**

- a. Project Plan – the overall project planning includes project timelines and deliverables, training and handover, and documentation.
- b. Digitization and uploading of scanned documents
- c. Project Documentation
- d. Functional, Technical and User Trainings
- e. Warranty and Support Services
- f. Backup and Restore Procedure
- g. User Acceptance Testing

## **4. PROFESSIONAL SERVICES**

The contractor/Service Provider/Bidder shall have the critical technical knowledge that includes knowledge of database systems; ability to manage database system integration, implementation, and testing; ability to manage relational databases and create complex reports; knowledge and ability to implement data and information policies, security requirements; and knowledge of client tools used by business users. The project should provide the following Professional Services:

- a. Project Manager (1) - The Project Manager should have at least minimum of three (3) years of project management experience in digitization lifecycle.
- b. Facilities Support (1) – Provides technical support to assure all facilities including all scanners, workstations, network and peripherals are all in good condition.
- c. Digitization Experts (5) – These personnel are assigned for the scanning and encoding of documents.
- d. Systems Administrator (1) – System Administrators are for the installation and configuration of systems that includes operating systems and backup systems. These administrators will provide support systems to assure continuous operation of the systems including all servers, storages, and software systems.
- e. Staff Aide (1) – These personnel will provide organizational housekeeping and grooming activities on the documents and other services needed for the completion of the digitization process.

**5. TRAINING AND HANDOVER**

There will be a set of training for DBO staff/users for Building Plans Archiving and Retrieval Information System and technical that covers system maintenance and administration.

- a. Training
  - Knowledge transfer training on technical configuration, system administration and database support
  - Classroom Training for two (2) days with 2-3 hours each day.
  - Number of DBO personnel to be trained:
    - i. Records Management / Archiving Staff
    - ii. Administrative Staff
    - iii. IT Support Staff / System Administrator
  - User Manuals and Technical Manuals

**V. PROJECT DURATION**

This project will commence immediately upon receipt of the **Notice to Proceed (NTP)** by the winning service provider for a period of 1 year or until the digitization of 3,300 sets of building plans, whichever comes first.

Item No.	Description	Delivered (Days)
1	Scanning and encoding and uploading services	Within One (1) year or upon completion of 3,300 sets of building plans whichever comes first.
2	Knowledge Transfer, Training and Turnover of Digitized documents and records.	Upon completion of 3,300 sets of building plans.
3	Warranty, Maintenance and Support	One (1) hour response time for critical issues for resolution within twenty-four (24) hours.  1-year coverage after full acceptance of project including: <ul style="list-style-type: none"> <li>• Technical Support Assistance</li> <li>• Troubleshooting Support</li> <li>• Software and Hardware Maintenance</li> </ul>

## VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) amounts to Six Million Pesos and 00/100 only **Php6,000,000.00**.

### COST COMPOSITION

Managed Services	Activities	Number of Units
Scanner Calibration	High End and Low End Scanner Tuning, Correction, and Configuration. Execute diagnostic system to verify health of all components of the system.	Daily
Building Plans and Supporting Documents Organization, Tagging and Grooming.	Building Plans housekeeping and buffing. Untangling of tapes and staple wires. Correct Building Plans with signs of wear and tear.	3,300 plans
Scanning of Building Plans	Digitization of Building Plans by rolling building plans to the high end scanner. For deteriorated Building Plans, acetate shall be used to support building plans so that they would not tear and shred.	3,300 plans
Digital Formatting and Conversion of Building Plans	Imaging Activities by converting files to pdf format.	3,300 plans
Image Correction	Enhancement of digitized building plans. Removal of digitized spots, scratches, stains, and smudges. Clearing up of unwanted color stains.	3,300 plans
Indexing and Uploading to BPARIS system	Uploading of Digitized Building Plans and supporting documents. Encoding all information and properties of building plans for searching and proper indexing.	3,300 plans
Quality Assurance (Validation) of Scan and Uploaded Building Plans and Supporting Documents	Validation and confirmation that all scanned building plans and supporting documents and all encoded information are correct. Validation of the readability of building plans to ensure integrity. In cases where information and image integrity is at question, the building plans will be re-	3,300 plans

	scanned and re-encoded to the system.	
Backup of Scanned Documents	Daily back-up of scanned documents to ensure recover in case of disaster. This process will be handled by the service provider, utilizing secure storage during the implementation phase. Once the project is complete, all backup files and data will be turned over to the Department of the Building Official (DBO).	Daily

#### **VII. BASIS FOR PAYMENT**

- A payment equivalent to 15% of the total project cost shall be made upon the successful completion of 495 digitized building plans, representing the initial 15% of the total 3,300 building plans.
- A payment equivalent to 35% of the total project cost shall be made upon the successful completion of a cumulative total of 1,650 digitized building plans.
- The remaining 50% of the total project cost shall be paid upon the successful completion and final acceptance by DBO of all 3,300 digitized building plans and their supporting documents.

Full acceptance and completion of the project shall require the complete **3,300** building plans and supporting documents.

#### **VIII. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 12009 and its revised Implementing Rules and Regulations.

#### **VIII. CANCELLATION OR TERMINATION OF CONTRACT**

The guidelines contained in RA 12009 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter negotiated procurement pursuant to RA 12009 and its IRR.

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