

## Schedule of Requirements

### Procurement of Service Provider for the Physical Warehousing/Storage Requirements of the Department of Tourism

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p><b>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> <p>B. Facility and Vicinity</p> <ul 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 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>			Twelve (12) Months

	<b>Storage Rental</b> Type A Box (size: L16" x W13" x H13") Type B Box (size L24" x W15" x H10")	959 454	959 454
	<b>Additional New Boxes to Replace Old Boxes</b> Type A Box (size: L16" x W13" x H13") Type B Box (size: L24" x W15" x H10")	853 454	853 454
	<b>Retrieval of Boxes (On-site access or delivery to DOT office)</b>	537	537
	<b>Pick-up of Boxes from DOT Office to Physical Warehouse/Storage</b>	897	897
	<b>Barcoding of New Boxes</b>	360	360
<b>2</b>	<b>Warehouse/Storage of Arrival/Departure (A/D) Cards</b> A. To provide temporary storage requirements for the Arrival/Departure (A/D) cards such as: <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</li> </ul>		

	ADCPC to the Bureau of Immigration (BI).	
	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.	
	C. Submit monthly summary reports, accomplishment reports for billings to DOT	

\*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.** \*

Conforme:

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Name of Bidder's/Representative

\_\_\_\_\_  
Signature/Date