



## TECHNICAL SPECIFICATIONS

**Title : Digitization and Archiving Services for AV Materials**

**Approved Budget : P1,100,000.00**


**Source of Fund : GAA-CICA**

The company/supplier shall have the following qualification and requirements for the digitization and archiving services of AV materials of various video formats:

- The supplier should have the skills, qualification, resources and capability in AV material conversion, digitization and archiving services among others;
- The supplier must have qualified staff, office, facilities and equipment capable of providing such services;
- The supplier must ensure the safety and security of DOST – STII AV materials and must comply with Data Privacy Act of the Philippines;
- Prior to actual conversion, the supplier must submit inspection, assessment report on the physical/technical status of each materials;
- The supplier must provide training/orientation to AV staff the archiving procedure with coordination with IRAD Library Digitization/Archiving Team;
- Final output of digitized files must be compatible with any platforms and/or operating systems;
- Original files must be cleaned and free of any damage before returning to DOST-STII.

## TECHNICAL WORKING GROUP

  
**MELA AGUISANDA DE GRACIA**  
Member

  
**TEDDY R. AMANTE**  
Member

  
**RESTY R. BALILA**  
Chairperson



Republic of the Philippines  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**  
 STII Building, DOST Complex, Bicutan, Taguig City

**PURCHASE REQUEST**

Entity Name: DOST-STII

Fund Cluster:

GAA-CICA

Office/Section:

CRPD

PR No.:

2024-01-002

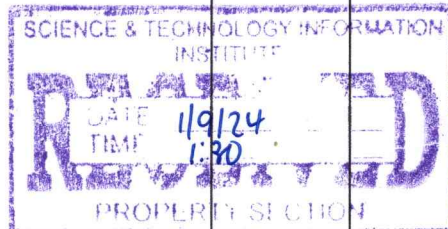
Responsibility

Center Code:

Date:

08-Jan-24

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<b>Technical Specification:</b>  1. Media Conversion, Archiving, Transcoding, Tape Cleaning of AV assets of various format  "Please see attached Technical Specification"	1	1,100,000.00	1,100,000.00
<b>GRAND TOTAL</b>					<b>1,100,000.00</b>



Purpose:

For the conversion of DOST-STII AV materials into digitized format

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Requested by:

Approved by:

Signature:

Printed Name:

RODOLFO P. DE GUZMAN

ARLENE ESQUERRA CENTENO

Designation:

OIC, CPRD

Chief FAD  
OIC, Office of Director