

ANNEX I

Request for Proposals (RFP) N° PCD/09/055

TERMS OF REFERENCE

Description of WIPO Requirements

Prepared by the International Bureau



Data Capture Project for the Department of Patents, Designs and Trademarks (DPDT) of Bangladesh

1. INTRODUCTION

The EC-WIPO project for the modernization of the IP system in Bangladesh commenced in July 2008. The three-year project is designed, through various capacity-building measures, to promote effective management of the IP system, and its strategic use in supporting wealth creation and social and cultural development.

A major component of the project is the modernization of the industrial property administration systems at the Department of Patents, Designs and Trademarks (DPDT). The implementation of this component requires, among other activities, the conversion of existing IP registrations and applications at DPDT to an electronic format.

2. OBJECTIVES

The objective of the project is to build and populate a database containing textual bibliographic information, selected digitized images and workflow information for the Industrial Property files kept by Department of Patents, Designs and Trademarks (DPDT) of Bangladesh.

3. SCOPE

The estimated number of files to be processed is approximately 135,000 trademarks, 7,000 Patents and 14,500 Industrial Designs.

The detailed specification of the database to be built is contained in the document “Database Specification for Bangladesh Data Capture Project” (Annex II).

As described in the referred Annex II, the information to be captured can be categorized into three groups requiring specific approaches:

- The first group is the current textual bibliographic data for each file, such as the current owner, the current protected products, etc.
- The second group is selected images associated to each file, which must be scanned from existing documents as described below:
 - Figurative trademarks require scanning of the logo. The logo may be in black and white or in color.
 - Patents may have a descriptive drawing, and in some cases there may be several of them. All drawings are in black and white.
 - Designs may have one or many reproductions describing such design, which may be in color or black and white.
- The third group is workflow data, which contains both a history of administrative actions taken by the IP office in relation to the processing of each file, and also contains which is the current status of the processing of each file.

The IP Office files are classified into two broad groups which require special processing:

- Active files - Are those on which a final decision has not been taken yet and therefore new documents may be added.
- Historical files - Are those on which a final decision has been already taken and therefore the documental content doesn't change.

4. TIME FRAME

The award bidder is expected to complete the contract within twelve (12) months from the start of contract or sooner.

5. THE PROPOSAL

The proposal to be presented must contain at least the following items:

- A detailed specification of the bibliographic data items and the workflow actions to be captured for each document category following the IP Office guidelines.
- A description of the methodology to be followed during the execution of the project including the logistics aspects related to physical manipulation of files.
- Quality control criteria and the adequate mechanisms to assure quality of the captured data.
- A working plan including the time frame for each of the tasks to be carried out, the intermediate phases and milestones.
- A detailed description of the technical solution including the specification of the hardware to be used and software to be developed for the data capture.
- A description of the structure of the team to be involved in the execution of the project, including professional experience and skills.

6. EXPECTED DELIVERABLES

A database with the captured bibliographic data and images must be delivered in an appropriate media, following the technical specification included in the proposal.

A final project report including the approval by the IP Office of the compliance to the data quality requirements defined in the proposal.

The software developed for the data capture used during the project must be delivered to the IP Office, including the source code, and the technical and user documentation.

7. RESPONSIBILITIES OF IP OFFICE

- The IP Office will provide guidelines to be used by the selected contractor in the implementation of the contract. These guidelines will cover at least a detailed specification of the bibliographic data items and the workflow actions to be captured for each document category.
- The IP Office will prepare the source documents to be captured and scanned, and will ensure the correctness and completeness of their contents.

- The IP Office will provide work space and basic required facilities for the Contractor to carry out its tasks. This does not include equipment nor software or personnel.
- The IP Office will train the members of the data capture team on the classification, organization, interpretation of the contents and manipulation of the source files.
- The IP Office will participate in the quality controls on the data captured and scanned by the Contractor, as specified in the proposed mechanisms for quality control.

8. RESPONSIBILITIES OF CONTRACTOR

- The contractor will provide all the necessary equipment required to undertake the project, for instance servers, workstations, network connectivity, scanners, printers, etc.
- The contractor will provide the entire necessary software infrastructure required to undertake the project, for instance database software, scanning software, etc.
- The contractor will provide all required staff and the administrative structure of project team.
- The contractor will design and develop the software modules required to populate the database described in Annex II.
- The contractor will assure the confidentiality of the information and data transmitted by IP Office.

[End of document – Annex follows]

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