

## REQUEST FOR QUOTATION

Title of Item to be procured : **Supply and Installation of Document Management System (DMS) Software Licenses and Services to Digitally Scan Vital Documents of the Philippine Center for Economic Development (PCED) and the UP School of Economics (UPSE)**

Approved Budget for the Contract : **Php998,500.00**

Date: **25 November 2022**  
RFQ No. **2022-11-0062**

Company/Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_ City/Municipality: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (required): \_\_\_\_\_

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure **Document Management System (DMS) Software Licenses and Services to Digitally Scan Vital Documents** for the project **Supply and Installation of Document Management System (DMS) Software Licenses and Services to Digitally Scan Vital Documents of the Philippine Center for Economic Development (PCED) and the UP School of Economics (UPSE)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

**Dr. Renato E. Reside, Jr.**  
*Chairperson, Bids and Award Committee*  
Room 207 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101  
Telephone No.: (02) 8-9279686 local 207  
Email: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph)

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).  
Submit your quotation duly signed by your authorized representative **not later than 02 December 2022 at 8:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document
1. Mayor's / Business Permit
2. Philgeps Registration Number
3. Omnibus Sworn Statement (GPPB-Prescribed Form) - Notarized
4. Income/Business Tax Return
-----nothing follows-----

1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2. Submission of ALL pages of this Request for Quotation is REQUIRED.

For any clarification, you may contact us at telephone no. or email address provided.

  
**GERLIE P. PALOMA**  
*Head, Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations may be submitted through electronic mail: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph). Compressed password-protected price quotations, in case of electronic submission, shall be sent at [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph) with the corresponding password.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

<b>Supply and Installation of Document Management System (DMS) Software Licenses and Services to Digitally Scan Vital Documents of the Philippine Center for Economic Development (PCED) and the UP School of Economics (UPSE)</b>					
Item	Description	Total Quantity	Bidder's Statement of Compliance (comply/not comply)	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>1.</b>	<b>Scope of Work</b>	<b>1 Lot</b>			
		<b>Bidder's Statement of Compliance (comply/not comply)</b>			
1.1	Procurement of perpetual software licenses for the use of an efficient Document Management System (DMS)				
1.2	Procurement of services for scanning, indexing and storing of documents such that these documents will have digital copies and can be retrieved through an efficient digital retrieval process. Specifically, the services must cover the following:				
	- An estimated 50,000 pages will be digitized and these pages will come from various offices within the PCED/UPSE				
	- There will be 10 indices for each document with about 20 characters for each index				
	- There is an estimated 1 page per document/record				
	- The services will cover pages created within the past 10 years				
	- All the digitization services/processes must be done within the premises of PCED/UPSE				
	- Provision of necessary tools and equipment to implement the scanning and indexing of documents				
<b>2.</b>	<b>Deliverables</b>				
	- DMS Software with the ff. minimum features: a) With search/retrieval feature using the defined/encoded indices. b) Documents can be grouped and/or classified based on user preferences c) With OCR support d) With backup/recovery facility e) Active and archived documents can be stored by hierarchy f) Can also handle multimedia assets (photos, videos, etc.) g) With authentication features for security/SSO h) With user/access rights/roles management i) Contents can be encrypted using industry standards j) Can implement version control k) Files can be searched and retrieved based on document contents (not only based on indices)				

	- Perpetual DMS software licenses totaling five (5)			
	- Training/Knowledge-transfer on DMS for key PCED/UPSE Staff			
	- User's Manual and Technical Manual, if any			
	- Digitized copies of the documents as specified in the Scope of Work			
	- Technical Support for the DMS for 12 months, commencing a day after the turn-over of digitized copies/files of PCED/UPSE documents			
<b>3. Suppliers Qualification: Have a Single Largest Completed Contract (SLCC) within the last 3 years that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC</b>	<b>SLCC and Date of Acceptance:</b>		<b>SLCC Amount of Contract:</b>	
<b>4. WARRANTY</b> One (1) year or higher				
<b>5. DELIVERY AND/OR INSTALLATION PERIOD</b> Within <b>Sixty (60)</b> calendar days after receipt of Purchase Order (PO) and Notice to Proceed.				
<b>6. PLACE OF DELIVERY:</b> Room 207 Encarnacion Hall UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman Quezon City				
-----nothing follows-----				
<i>*The above quoted prices are inclusive of all costs and applicable taxes.</i>				

**FINANCIAL OFFER:**

<p><b>Terms of Payment:</b></p> <p><i>Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.</i></p>
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<p><b>Supply and Installation of Document Management System (DMS) Software Licenses and Services to Digitally Scan Vital Documents of the Philippine Center for Economic Development (PCED) and the UP School of Economics (UPSE)</b></p>	
<p><b>Approved Budget for the Contract:</b></p> <p><b>Nine Hundred Ninety Eight Thousand Five Hundred Pesos &amp; 00/100 ( Php998,500.00)</b></p>	<p><b>Total Offered Quotation:</b> <i>(Inclusive of all taxes and incidental expenses)</i></p>
	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Company/Business Name:</b></p> <p>_____</p> <p>_____</p>	<p><b>In Figures:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>

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**Signature over Printed Name**

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**Position/Designation**

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**Office Telephone/Fax/Mobile Nos.**

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**Email address/es**