



**National Power Corporation**  
**REQUEST FOR QUOTATION**  
**(SMALL VALUE PROCUREMENT - 53.9)**

**30 AUGUST 2022**

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-CRT22-004 Ref. No. SVP220909-RF00370 and submit the same in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor, Diliman, Quezon City on or before 9:30 A.M. of 09 SEPTEMBER 2022.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

2. Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A"). In case the Mayor's Permit in the said Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red or Blue Members:

- a. Valid Mayor's Permit showing the expiry date
- b. PhilGEPS Registration Number;

Additional Documentary Requirements, if applicable:


- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

The Warranty Period shall be: One (1) Year.

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, Ms. Rochelle S. Fajardo at telephone no. 921-3541/ local no. 5776 / Fax No. 922-1622 with e-mail address at rochelle.npc@gmail.com.

Very truly yours,



**RENE B. BARRUELA**

Vice President, CAG and Chairman,  
Bids and Awards Committee

*Handwritten notes:* 8/30, 8:30



Management System  
ISO 9001:2015



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Republic of the Philippines  
NATIONAL POWER CORPORATION

TERMS OF REFERENCE  
ALTERNATIVE MODE OF PROCUREMENT  
(SMALL VALUE PROCUREMENT) – 53.9)

1. **Scope of Works:** HO-CRT22-004 Ref. No. SVP220909 - RF00370

**Supply and Delivery of:** Document Management System

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Document Management System Therefore TM Essentials Edition - 5 Named Users +	1 LOT	748,320.00
<b>APPROVED BUDGET FOR THE CONTRACT:</b>			<b><u>748,320.00</u></b>

**Notes:**

- Please see attached **End User's Terms of Reference**.
- Warranty shall be at least **one (1) year**.
- **Bidders are required and reminded to strictly state/include in their own Bid Proposal the Requirements in the Terms and Conditions stated under the NPC Terms of Reference (TOR), to wit:**
  - Payment Terms
  - Delivery Period
  - Price Validity
  - Delivery Point
  - Warranty

**2. Delivery Period**

Delivery Period shall not be later than **15 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

**3. Delivery Point**

Items shall be delivered at **CRTDD, NPC – HEAD OFFICE, DILIMAN, QUEZON CITY**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

**5. Late Bids**

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

**6. Bid Prices**

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive.



**NATIONAL POWER CORPORATION**  
**Central Records & Technical Documents Division**

**TERMS OF REFERENCE**

**Purchase Requisition No. HO-CRT22-004**

**DOCUMENT MANAGEMENT SYSTEM (DMS)**

**1. OBJECTIVE**

The main objective of the project is to provide NPC the proposed system aims to combine the various applications currently being used into a single program that will manage all the records held by CRTDD. It will accelerate business processes by collecting documents, transforming them into accurate, actionable information, and delivering them into repositories and databases.

The new system will be network connected and will have a web interface that allow employees in the Head Office to browse and search the repository for any needed records. After security hardening, it may also be published in the internet so employees in the field can also browse the system.

**2. SCOPE OF WORK**

The winning bidder shall supply and deliver the system, install updates, and provide technical and administrative support for the aforementioned DMS. The winning bidder shall also introduce the system and conduct training to CRTDD Personnel as the end-user.

**3. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is Seven Hundred Forty-eight Thousand Three Hundred Twenty Pesos (Php 748,320.00) inclusive of VAT.

**4. ACCEPTABLE DETAILED REQUIREMENTS**

**4.1. DOCUMENT AND DATA CAPTURE SYSTEM (STANDALONE)**

**4.1.1. Basic Features**

- Perpetual license for data capture solution with license binded to Media Access Control (MAC) address
- Able to deliver professional level document and data capture system
- Able to deliver production level document and data capture

- Able to invoke or import images by batch, priority and schedule
- Can scan or invoke multiple multi-page documents or multiple images by batch
- Can apply recognition technology to extract document form type or indexes
- Can auto-orient pages on-the fly during actual scanning or by image imports
- Can run on Windows platform (Windows Server, Windows 7, 8, or 10)
- Must be compatible with almost all brands and models of scanners
- Can accommodate document sizes within specified parameters
- Allow scanning of single page, multiple page and batch scans directly from scanners or import already scanned images with supported image filetypes (TIFF, BMP, PDF, PNG, etc.)
- Image enhancements (deshade, deskew, despeckle, auto brightness, auto contrast, punch hole removal, and advance clarity)
- Allows on screen batch editing such as copy/ move/ delete/ insert/ replace; split/ merge documents; create folders; drag and drop images; with unlimited undo
- Automatic and manual document separation - separate documents based on fixed, blank, patch codes, and bar codes
- Option to tune JPEG compression for color/gray images, as well as option to store uncompressed.
- Automatic batch separation – Create multiple batches from stack of paper
- Automatic folder creation – based on bar codes and patch codes
- Configurable endorsing and annotation (depends on scanner)
- Over 500 production document scanner models supported
- Automatic indexing – based on bar codes and patch codes
- Automatic and manual image rotation/orientation
- Automatic blank page deletion
- Content based image rotation

#### **4.1.2. Recognition Technology**

- Bar Codes - Code 39, Interleaved 2 of 5, Code 128, EAN 8/13, UPC-A, UPC-E, Codabar, Code 93, Postnet, Linear 2 of 5, Aztec Code, QR, Maxi, Data Matrix, and PDF-417 Patch Codes T, I, II, III, IV, VI
- Zonal OCR - Rotation, Spell Check, Character Type, Dictionary Lookup,
- Full Text OCR - Rotation, Spell Check, Output Formats: Text, RTF, MS Word, Excel, CSV, HTML

- PDF Image Only and PDF Image+Text (Text over Image, Text under Image, Image+Text)
- Automatic, Template-based, index field (metadata) recognition
- PDF Compression option for all supported PDF output types
- Use multiple recognition profiles to process same zone
- Must have autocrop and in-app cropping features
- Must have advanced clarify and auto-brightness feature
- Must have built in image enhancement technology
- Must have Edge Cleanup and Edge Fill feature
- Must have line/text thickness enhancements
- Must have Deskew (edge and contents)
- Must have Hole Punch Removal features
- Must have Auto Color Detection feature
- Must have Color Smoothing features
- Must Have Delete Blank Sheet features

#### **4.1.3. Inedexing Features**

- Must have manual indexing features if needed
- Must have Intelligent Character Recognition features
- Must have the ability for unlimited number of indexes
- Must have automatic indexing features (in full text OCR or layer)
- Must have automatic indexing ability (using XML/ CSV from other platforms)
- Must have automatic indexing features via Optical Character Recognition Zonal
- Must automatically capture index information even on other form layouts
- Must be able to identify multiple barcode types 1D and/or 2D Code 139, Code 93, Code 128, Codabar, EAN, Aztec, Data Matrix, QR Code, Interleave 2 of 5, Post Net, PDF 417, UPC
- On-Screen edits – Move/Delete/Insert/Replace pages; Create documents; Folders
- Automatic Folder Creation – based on barcodes, user defined rules
- Rubber Band OCR (draw a zone and OCR it in real time)
- Database Lookups (no coding needed)
- Automatic zoom highlights on current index
- Key from Image

#### **4.1.4. Export/Release**

- Should have Color Compression (reduces at least 80% filesize) prior release
- Export connectors supported directly by the system (Single and/ or Multi-page release)
- Full text output (to drive full text searching)
- Microsoft Sharepoint 2007 Export Connector

- Must have multiple language Support
- Must have JPEG, JPEG2000 and CCITT4 formats
- Must be able to make folder structures via indexes
- Must be able to compress exported colored images
- Must be able to export locally or to network locations
- Must be able to build filename conventions via indexes
- Must be able to export in PDF format (PDF and/or PDF/A)
- Must be able to export indexes as TXT or CSV files if needed
- Implementing Personnel must have multiple successful implementations
- Must be a valued partner/reseller of the Enterprise Content Management/DMS
- Must be able to export to any pre-defined system inherently or via 3<sup>rd</sup> party system
- Must be able to simultaneously export redacted and unredacted images with corresponding index information into separate folders or pre-defined locations

## **4.2. Retrieval System - Service Provider Should be Able to Provide**

### **4.2.1. Basic Features**

- Document Management must be web-based
- Document Management must support SQL databases
- Document Management to act as repository for all digitized files
- Document Management must be accessible via different web browsers
- Document Management must be able to run on Windows Server OS (latest)
- Document Management must accommodate a wide variety of upload formats
- Document Management must be able to integrate with active directory/ LDAP
- Document Management must serve as an electronic library for the convenient access and speedy retrieval of its uploaded contents

### **4.2.2. System Features**

- Must have an Audit Trail feature
- Must be able upload multiple files at a time
- Must have Drag and Drop file upload features
- Must have a file/document routing/work flow feature
- Must be able to create users (Admin, Read/ Write, Read Only, Guest)
- Must have corresponding free, read only users for every named users
- Must be able to create users with different access levels
- Must be able to adjust the upload quota of each user

- Must be able to create folders/collections for file storage
- Must be able to set permissions/ filter access rights to collections
- Must be able to search for uploaded files
- Must be able to search for files via filename
- Must be able to search for files via specific keywords
- Must be able to search for files via OCR content when applicable
- Able to store/ retrieve documents and robust enough to expand beyond the sample list outlined
- Full support web based technology (Edge, Chrome, Firefox, etc.)
- Must support various e-document formats; .doc, .xls, .ppt, .pdf, .zip, .dxf, etc.
- Solution shall support various image formats such as .jpg, .tif, .bmp, and .pdf
- Allows direct entry to the system through scanner, with the option to select file path/ destination
- Support various methods for manual and automated indexing (manual, lookups, autofill, barcodes, OCR, OMR)
- Able to support retrieval via Boolean, metadata, other search methods (Index & fulltext search)
- Verify readability of each page of each document
- Verify proper indexing of each document
- Verify proper page counts for each document
- Ability to manage retention period of documents
- Document Type filter (events updated filters and field formatting)
- Allow document publishing for external viewing
- Solution should be able to export documents to PDF or PDF/A

#### **4.2.3. Usability**

- Should provide for different views: List view, Full screen mode, thumbnail view
- Should provide up to 255 index fields
- Should be able to Store documents of any file format
- Should provide for flexible document storage design
- Solution should be compatible to Windows operating systems XP and up

#### **4.2.4. Security**

- Should be able to handle double encryption technology (system and file level)
- Be compatible with LDAP protocol and Microsoft Active Directory authentication
- System must allow security application at the user level, document level, or file level

- Security must included but not limited to read, update, annotation, "sticky" notes, highlighting, "mark-up", redaction (electronic "white-out") of sensitive data, and creation control
- Provide version control, must automatically update the version number whenever a previously "checked-out" document is returned to the information repository
- Enforce username and password rules
- Audit information available should include:
  - ID – sytem generated ID for each transaction
  - Username – the name of the user who performed the transaction
  - Date/Time – the date and time the transaction was performed
  - Info – detailed information about the transaction
  - Action – what specific action was performed
  - Document Access – who opened certain documents, including date and time of access
- Should have a recycle bin facility for administrator to easily restore deleted documents

#### **4.2.5. Scalability**

- Scale to meet increasing transaction volume in the following ways
- Ability to increase the number of system users
- Ability to support other technologies, i.e. OCR, form management, etc.
- Ability to support multiple servers
- Ability to store documents of any size
- Ability to create unlimited filing cabinets

#### **4.2.6. Reporting**

- Ability to generate reports (adhoc) and as defined in MS Office or PDF format
- Ability to generate reports based on metadata value searches
- Audit trail per user activity and document update
- Audit trail per document access (who and date/time a document was accessed)
- Audit trail on document count, events and summary listing
- Audit trail on user access information and system usage

#### **4.2.7. Integration**

- Active directory/ LDAP integration
- ODBC-connectivity for other systems
- E-documents (i.e. Word/ Excel check-in/ check-out)

#### **4.2.8. Workflow/Routing**

- Ability to create routing processes and/ or workflow



- Ability to approve and reject processes with event notification
- Invoke and initiate processes upon creation of batches (from image or content)
- Extend functionality to generate electronic forms based on physical templates

#### **5. DELIVERY PERIOD**

Delivery period for the entire Scope of Work is fifteen (15) calendar days reckoned from receipt of Notice to Proceed.

#### **6. DELIVERY POINT**

Delivery point shall be at CRTDD, NPC Head Office, Diliman, Quezon City.

#### **7. TERMS OF PAYMENT**

NPC shall pay the CONTRACTOR within thirty (30) days from receipt of the complete supporting documents as required by NPC and upon completion of the session in the application of the system. Checks will be prepared for payment to the CONTRACTOR subject to existing taxes.

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## **TERMS OF REFERENCE**

Date : February 10, 2022  
 Company : **NATIONAL POWER CORPORATION**  
 For : Mr. Roel Manansala, Head Records Management Division  
 Project : **KOFAX DOCUMENT MANAGEMETN SYSTEM**  
 Solutions : **KOFAX DOCUMENT MANAGEMETN SYSTEM**

### **DOCUMENT AND DATA CAPTURE SYSTEM**

<b>Capture System</b>	<b>Standalone</b>
<b>Basic Features</b>	<ul style="list-style-type: none"> <li>✓ Perpetual license for data capture solution with license binded to MAC address</li> <li>✓ Able to deliver professional level document and data capture system</li> <li>✓ Able to deliver production level document and data capture</li> <li>✓ Able to invoke or import images by batch, priority and schedule</li> <li>✓ Can scan or invoke multiple multi-page documents or multiple images by batch</li> <li>✓ Can apply recognition technology to extract document form type or indexes</li> <li>✓ Can auto-orient pages on-the fly during actual scanning or by image imports</li> <li>✓ Can run on Windows platform (Windows Server, Windows 7, 8, or 10)</li> <li>✓ Must be compatible with almost all brands and models of scanners</li> <li>✓ Can accommodate document sizes within specified parameters</li> <li>✓ Allow scanning of single page, multiple page and batch scans directly from scanners or import already scanned images with supported image filetypes (TIFF, BMP, PDF, PNG, etc.)</li> <li>✓ Image enhancements (deshade, deskew, despeckle, auto brightness, auto contrast, punch hole removal, and advance clarity)</li> <li>✓ Allows on screen batch editing such as copy/ move/ delete/ insert/ replace; split/ merge documents; create folders; drag and drop images; with unlimited undo</li> <li>✓ Automatic and manual document separation - separate documents based on fixed, blank, patch codes, and bar codes</li> <li>✓ Option to tune JPEG compression for color/gray images, as well as option to store uncompressed.</li> <li>✓ Automatic batch separation – Create multiple batches from stack of paper</li> <li>✓ Automatic folder creation – based on bar codes and patch codes</li> <li>✓ Configurable endorsing and annotation (depends on scanner)</li> <li>✓ Over 500 production document scanner models supported</li> <li>✓ Automatic indexing – based on bar codes and patch codes</li> <li>✓ Automatic and manual image rotation/orientation</li> <li>✓ Automatic blank page deletion</li> <li>✓ Content based image rotation</li> </ul>
<b>Recognition Technology</b>	<ul style="list-style-type: none"> <li>✓ Bar Codes - Code 39, Interleaved 2 of 5, Code 128, EAN 8/ 13, UPC-A, UPC-E, Codabar, Code 93, Postnet, Linear 2 of 5, Aztec Code, QR, Maxi, Data Matrix, and PDF-417 Patch Codes T, I, II, III, IV, VI</li> <li>✓ Zonal OCR - Rotation, Spell Check, Character Type, Dictionary Lookup,</li> <li>✓ Full Text OCR - Rotation, Spell Check, Output Formats: Text, RTF, MS Word, Excel, CSV, HTML</li> <li>✓ PDF Image Only and PDF Image+Text (Text over Image, Text under Image, Image+Text)</li> <li>✓ Automatic, Template-based, index field (metadata) recognition</li> </ul>

## TERMS OF REFERENCE

	<ul style="list-style-type: none"> <li>✓ PDF Compression option for all supported PDF output types</li> <li>✓ Use multiple recognition profiles to process same zone</li> <li>✓ Must have autocrop and in-app cropping features</li> <li>✓ Must have advanced clarify and auto-brightness feature</li> <li>✓ Must have built in image enhancement technology</li> <li>✓ Must have Edge Cleanup and Edge Fill feature</li> <li>✓ Must have line/text thickness enhancements</li> <li>✓ Must have Deskew (edge and contents)</li> <li>✓ Must have Hole Punch Removal features</li> <li>✓ Must have Auto Color Detection feature</li> <li>✓ Must have Color Smoothing features</li> <li>✓ Must Have Delete Blank Sheet features</li> </ul>
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## **DOCUMENT AND DATA CAPTURE SYSTEM (CONTINUATION)**

<b>Indexing Features</b>	<ul style="list-style-type: none"> <li>✓ Must have manual indexing features if needed</li> <li>✓ Must have Intelligent Character Recognition features</li> <li>✓ Must have the ability for unlimited number of indexes</li> <li>✓ Must have automatic indexing features (in full text OCR or layer)</li> <li>✓ Must have automatic indexing ability (using XML/ CSV from other platforms)</li> <li>✓ Must have automatic indexing features via Optical Character Recognition Zonal</li> <li>✓ Must automatically capture index information even on other form layouts</li> <li>✓ Must be able to identify multiple barcode types 1D and/or 2D <ul style="list-style-type: none"> <li>• Code 139, Code 93, Code 128, Codabar, EAN, Aztec, Data Matrix,</li> <li>• QR Code, Interleave 2 of 5, Post Net, PDF 417, UPC</li> </ul> </li> <li>✓ On-Screen edits – Move/Delete/Insert/Replace pages; Create documents; Folders</li> <li>✓ Automatic Folder Creation – based on barcodes, user defined rules</li> <li>✓ Rubber Band OCR (draw a zone and OCR it in real time)</li> <li>✓ Database Lookups (no coding needed)</li> <li>✓ Automatic zoom highlights on current index</li> <li>✓ Key from Image</li> </ul>
<b>Export/ Release</b>	<ul style="list-style-type: none"> <li>✓ Should have Color Compression (reduces at least 80% filesize) prior release</li> <li>✓ Export connectors supported directly by the system (Single and/ or Multi-page release)</li> <li>✓ Full text output (to drive full text searching)</li> <li>✓ Microsoft Sharepoint 2007 Export Connector</li> <li>✓ Must have multiple language Support</li> <li>✓ Must have JPEG, JPEG2000 and CCITT4 formats</li> <li>✓ Must be able to make folder structures via indexes</li> <li>✓ Must be able to compress exported colored images</li> <li>✓ Must be able to export locally or to network locations</li> <li>✓ Must be able to build filename conventions via indexes</li> <li>✓ Must be able to export in PDF format (PDF and/or PDF/A)</li> <li>✓ Must be able to export indexes as TXT or CSV files if needed</li> <li>✓ Implementing Personnel must have multiple successful implementations</li> </ul>

## TERMS OF REFERENCE

	<ul style="list-style-type: none"> <li>✓ Must be a valued partner/reseller of the Enterprise Content Management/DMS</li> <li>✓ Must be able to export to any pre-defined system inherently or via 3<sup>rd</sup> party system</li> <li>✓ Must be able to simultaneously export redacted and unredacted images with corresponding index information into separate folders or pre-defined locations</li> </ul>
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### RETRIEVAL SYSTEM

Service Provider	Should be able to provide
<b>Basic Features</b>	<ul style="list-style-type: none"> <li>✓ Document Management must be web-based</li> <li>✓ Document Management must support SQL databases</li> <li>✓ Document Management to act as repository for all digitized files</li> <li>✓ Document Management must be accessible via different web browsers</li> <li>✓ Document Management must be able to run on Windows Server OS (latest)</li> <li>✓ Document Management must accommodate a wide variety of upload formats</li> <li>✓ Document Management must be able to integrate with active directory/ LDAP</li> <li>✓ Document Management must serve as an electronic library for the convenient access and speedy retrieval of its uploaded contents</li> </ul>
<b>System Features</b>	<ul style="list-style-type: none"> <li>✓ Must have an Audit Trail feature</li> <li>✓ Must be able upload multiple files at a time</li> <li>✓ Must have Drag and Drop file upload features</li> <li>✓ Must have a file/document routing/work flow feature</li> <li>✓ Must be able to create users (Admin, Read/ Write, Read Only, Guest)</li> <li>✓ Must have corresponding free, read only users for every named users</li> <li>✓ Must be able to create users with different access levels</li> <li>✓ Must be able to adjust the upload quota of each user</li> <li>✓ Must be able to create folders/collections for file storage</li> <li>✓ Must be able to set permissions/ filter access rights to collections</li> <li>✓ Must be able to search for uploaded files</li> <li>✓ Must be able to search for files via filename</li> <li>✓ Must be able to search for files via specific keywords</li> <li>✓ Must be able to search for files via OCR content when applicable</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Able to store/ retrieve documents and robust enough to expand beyond the sample list outlined</li> <li>✓ Full support web based technology (Edge, Chrome, Firefox, etc.)</li> <li>✓ Must support various e-document formats; .doc, .xls, .ppt, .pdf, .zip, .dxf, etc.</li> <li>✓ Solution shall support various image formats such as .jpg, .tif, .bmp, and .pdf</li> <li>✓ Allows direct entry to the system through scanner, with the option to select file path/ destination</li> <li>✓ Support various methods for manual and automated indexing (manual, lookups, autofill, barcodes, OCR, OMR)</li> <li>✓ Able to support retrieval via Boolean, metadata, other search methods (Index &amp; fulltext search)</li> <li>✓ Verify readability of each page of each document</li> <li>✓ Verify proper indexing of each document</li> <li>✓ Verify proper page counts for each document</li> </ul>

## TERMS OF REFERENCE

	<ul style="list-style-type: none"> <li>✓ Ability to manage retention period of documents</li> <li>✓ Document Type filter (events updated filters and field formatting)</li> <li>✓ Allow document publishing for external viewing</li> <li>✓ Solution should be able to export documents to PDF or PDF/A</li> </ul>
<b>Usability</b>	<ul style="list-style-type: none"> <li>✓ Should provide for different views: List view, Full screen mode, thumbnail view</li> <li>✓ Should provide up to 255 index fields</li> <li>✓ Should be able to Store documents of any file format</li> <li>✓ Should provide for flexible document storage design</li> <li>✓ Solution should be compatible to Windows operating systems XP and up</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>✓ Should be able to handle double encryption technology (system and file level)</li> <li>✓ Be compatible with LDAP protocol and Microsoft Active Directory authentication</li> <li>✓ System must allow security application at the user level, document level, or file level</li> <li>✓ Security must included but not limited to read, update, annotation, "sticky" notes, highlighting, "mark-up", redaction (electronic "white-out") of sensitive data, and creation control</li> <li>✓ Provide version control, must automatically update the version number whenever a previously "checked-out" document is returned to the information repository</li> <li>✓ Enforce username and password rules</li> <li>✓ Audit information available should include: <ul style="list-style-type: none"> <li>○ ID – system generated ID for each transaction</li> <li>○ Username – the name of the user who performed the transaction</li> <li>○ Date/Time – the date and time the transaction was performed</li> <li>○ Info – detailed information about the transaction</li> <li>○ Action – what specific action was performed</li> <li>○ Document Access – who opened certain documents, including date and time of access</li> </ul> </li> <li>✓ Should have a recycle bin facility for administrator to easily restore deleted documents</li> </ul>
<b>Scalability</b>	<ul style="list-style-type: none"> <li>✓ Scale to meet increasing transaction volume in the following ways</li> <li>✓ Ability to increase the number of system users</li> <li>✓ Ability to support other technologies, i.e. OCR, form management, etc.</li> <li>✓ Ability to support multiple servers</li> <li>✓ Ability to store documents of any size</li> <li>✓ Ability to create unlimited filing cabinets</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>✓ Ability to generate reports (ad hoc) and as defined in MS Office or PDF format</li> <li>✓ Ability to generate reports based on metadata value searches</li> <li>✓ Audit trail per user activity and document update</li> <li>✓ Audit trail per document access (who and date/time a document was accessed)</li> <li>✓ Audit trail on document count, events and summary listing</li> <li>✓ Audit trail on user access information and system usage</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>✓ Active directory/ LDAP integration</li> <li>✓ ODBC-connectivity for other systems</li> <li>✓ E-documents (i.e. Word/ Excel check-in/ check-out)</li> </ul>

## **TERMS OF REFERENCE**

<b>Workflow/ Routing</b>	<ul style="list-style-type: none"><li>✓ Ability to create routing processes and/ or workflow</li><li>✓ Ability to approve and reject processes with event notification</li><li>✓ Invoke and initiate processes upon creation of batches (from image or content)</li><li>✓ Extend functionality to generate electronic forms based on physical templates</li></ul>
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**7. Bid Price Validity**

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

**8. Eligibility Criteria**

- a. Bids shall be checked using the PASS / FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Quotation (LCQ).

**9. Detailed Evaluation and Comparison of Bids**

The LCQ shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

**10. Post qualification**

Submitted documents of the S/LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Quotation (S/LCRQ).

**11. Total Contract Price**

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

**12. Notice to Supplier**

- a. The supplier shall pick-up the Purchase Order (PO)/ Notice to Proceed (NTP) from NPC within two (2) calendar days from receipt of the Notice of Award.
- b. Failure to secure the PO/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

**13. PO Effectivity**

- a. The PO Shall take effect immediately upon receipt of the PO / NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

**14. Terms of Payment**

Terms of Payment shall be thirty (30) calendar days after submission of complete supporting documents.

**15. Warranty**

Warranty is dependent upon the nature/type of the item which is included in the offer (i. e. Manufacturer's Warranty).

**16. Liquidated Damages**

Where the supplier refuses or fails to satisfactorily complete the work within the specified contract time, plus any time of extension duly granted and is hereby in default under the contract, the supplier shall pay NPC for liquidated damages, and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the undelivered/unperformed portion of the items/works for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it (Section 68 of the Revised IRR of RA 9184).

**17. Liability of the Supplier**

If after receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

**18. Disclosure of Relations**

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

**19. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

**20. Reservation Clause**

NPC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**--Remaining spaces intentionally left blank--**



**SUPPLIER'S BID QUOTATION  
 (SMALL VALUE PROCUREMENT) – 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-CRT22-004** I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
<b>TOTAL</b>				

\_\_\_\_\_  
 Name and Signature of Authorized Representative  
 Date \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Details \_\_\_\_\_  
 E-mail address \_\_\_\_\_

**Notes:**  
 -The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.  
 -In using this form for this bidding, indicate the PR number to avoid confusion

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*