



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8105177
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title Eight (8) licenses PAPERLESS BOARD MEETING SOLUTION, ONE (1) YEAR SUBSCRIPTION - Reposting
Area of Delivery Metro Manila

Solicitation Number:	21-07-0615	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Information Technology	Date Published	21/10/2021
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	21/10/2021 00:00 AM
Delivery Period:	14 Day/s	Closing Date / Time	25/10/2021 17:00 PM
Client Agency:			
Contact Person:	Angela Rodrigo BAC Secretariat Member 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203 bac@pea.gov.ph		

Description

QTY. UNIT DESCRIPTION
 8 licenses PAPERLESS BOARD MEETING SOLUTION, ONE (1) YEAR SUBSCRIPTION
 Refer to SPECIFICATIONS form
 Delivery period: 14 calendar days
 Approved Budget for the Contract: Php 150,000.00 ONLY

DOCUMENTARY REQUIREMENTS (COMPLY ALL):

1. Accomplished Quotation Form and Specifications Form (SEE ATTACHED)
2. PhilGEPS Registration Number
3. Valid Business/ Mayor's Permit[1,2]
4. Omnibus Sworn Statement[3]
5. Secretary Certificate (for corporation or partnership)

Please use PDF (preferred) or IMAGE file extension for email submission.

Note:

- [1]Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.
 [2]Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).
 [3]Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be

submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PAPERLESS BOARD MEETING SOLUTION	ONE (1) YEAR SUBSCRIPTION, See Technical Specifications	8	License	150,000.00

Other Information

Please visit <https://www.pea.gov.ph/archives/philgeps-postings/2021-philgeps-postings> or message bac@pea.gov.ph if you can't download the Associated Components/Documents.

Created by Angela Rodrigo

Date Created 20/10/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City
Tel. No. 459-5000 loc. 7203

QUOTATION FORM

_____ Date

SUPPLIER: _____

PhilGEPS Registry No. _____

ADDRESS: _____ TEL. NO.: _____

TIN. NO.: _____ WEBSITE: _____

E-MAIL: _____

INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **EXCLUSIVE MANUFACTURER, DISTRIBUTOR OR AGENT IN THE PHILIPPINES**, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat). **ONLINE SUBMISSION IS PREFERRED.**

No.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	8	licenses	PAPERLESS BOARD MEETING SOLUTION, ONE (1) YEAR SUBSCRIPTION			
			Refer to SPECIFICATIONS form (page 2)			
			Delivery period: 14 calendar days			
			Approved Budget for the Contract: Php 150,000.00 ONLY			

- Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

Terms and Conditions (FILL-OUT AND COMPLY REQUIREMENTS):

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s: Delivery Pick-up within _____ calendar days (c.d.) upon receipt of Purchase Order (P.O.).
3. Warranty period: Not Applicable Applicable warranty period shall be _____
4. Indicate if quotation is: VAT inclusive Non-VAT (**attach certification**).
5. **Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184:**
 - Valid PhilGEPS Registration Number
 - Mayor's/Business Permit^{1,2}.
 - Omnibus Sworn Statement (include Secretary Certificate for partnership or corporation)³
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
TOTAL	7%	5%

QUOTED BY:

Signature

Printed Name

Position

¹ Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration No.

² Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

³ Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

TECHNICAL SPECIFICATIONS

PROJECT: PAPERLESS BOARD MEETING SOLUTION, ONE (1) YEAR SUBSCRIPTION

APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 150,000.00 ONLY

PURPOSE:

- To remove the need to print hard copies of board folios during board meetings and expedite the delivery of folios via the Internet.
- To provide a secure means to access and download folios using mobile devices anywhere, anytime.

	SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
1.	1-year subscription for a paperless board meeting solution		
2.	Can be installed on any computer and mobile devices like IOS thru App Store or Android thru Google Play.		
3.	Eight (8) user license subscription (hardware not included)		
4.	1 GB storage per user with option to purchase additional storage		
5.	Solution must be compatible with any popularly branded tablet or computer available in the market		
6.	Solution must be easy to use even by senior executives who are not well-versed with technology		
7.	Solution can access past or present board meeting folios via Internet connection		
8.	Administrators can access a web portal to create or schedule a board meeting, upload folios in different file formats like adobe acrobat files, word documents, spreadsheets, PowerPoint presentations, etc.		
9.	Administrators can upload files through drag and drop		
10.	Document versioning		
11.	Ability to restrict access to agenda items and meeting files.		
12.	Fine-grained access permission controls for individuals or groups		
13.	Ability to view and annotate board folios in real time during meetings		
14.	Supports both online and offline access. The ability to view and annotate board folios offline once the folio has been downloaded into the device. Updates will be synchronized automatically to the server once the device goes online		
15.	Presentation aids including live presentation, passing of presenter role, simultaneous page-turn, live annotation sharing, visual laser pointer.		
16.	Force participants to follow presenter's page flow		
17.	Export meeting notes and action items		
18.	Store board materials securely using a cloud storage with an option to use in-house storage for an additional cost.		
19.	Secured cloud-based data center (e.g. SOC2 and/or ISO 27001-certified)		
20.	Access only from authorized devices		
21.	Auto-purge locally stored data on mobile devices for unauthorized access (i.e., delete board folios saved on the device once an attempt to login to the application fails an x number of times).		
22.	Daily automatic backup.		
23.	Ability to provide local support with the support team present in the Philippines		
24.	A demo may be required to show the features of the solution		

NOTE:

- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.

SIGNED:

Signature

Printed Name

Position