



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7168757  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** SUPPLY AND INSTALLATION OF A PAPERLESS BOARD MEETING SOLUTION FOR ONE (1) YEAR SUBSCRIPTION  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	20-07-0413	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Information Technology	<b>Date Published</b>	12/08/2020
<b>Approved Budget for the Contract:</b>	PHP 140,000.00	<b>Last Updated / Time</b>	11/08/2020 16:53 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	26/08/2020 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Angela Estribor Rodrigo Project Management Officer B 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

Approved Budget for the Contract (ABC): Php 140,000.00

Description of Goods and Quantity Required: Supply and installation of a Paperless Board Meeting Solution for One (1) Year Subscription

Documentary Requirements:

1. Quotation Form
2. Valid PhilGEPS Certificate/ Registration Number[1]
3. Valid Business/ Mayor's Permit[1,2]
4. Omnibus Sworn Statement, and with Secretary Certificate if applicable[3]

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

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (bac@pea.gov.ph) for the attention of BAC Secretariat. Online submission is preferred. Kindly check our website at <http://www.pea.gov.ph> for announcement of office hours during the community quarantine.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

You may write your queries and concerns to bac@pea.gov.ph.

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 (if applicable) may be submitted, subject to submission of the notarized OSS after award of contract but before payment.

Thank you.

ANGELA E. RODRIGO  
BAC Secretariat Member  
Philippine Reclamation Authority

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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.

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Minimum Specifications/ Features

1. 1-year subscription for a paperless board meeting solution
2. Eight (8) user license subscription (hardware not included)
3. 1 GB storage per user with option to purchase additional storage
4. Solution must be compatible with any popularly branded tablet or computer available in the market
5. Solution must be easy to use even by senior executives who are not well-versed with technology
6. Solution can access past or present board meeting folios via Internet connection
7. 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.
8. Administrators can upload files through drag and drop
9. Document versioning
10. Ability to restrict access to agenda items and meeting files
11. Fine-grained access permission controls for individuals or groups
12. Ability to view and annotate board folios in real time during meetings
13. 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
14. Presentation aids including live presentation, passing of presenter role, simultaneous page-turn, live annotation sharing, visual laser pointer.
15. Force participants to follow presenter's page flow
16. Export meeting notes and action items
17. Store board materials securely using a cloud storage with an option to use inhouse storage for an additional cost.
18. Secured cloud-based data center (e.g. SOC2 and/or ISO 27001-certified)
19. Access only from authorized devices
20. 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).
21. Daily automatic backup.
22. Ability to provide local support with the support team present in the Philippines
23. A demo may be required to show the features of the solution

**Created by** Angela Estribor Rodrigo

**Date Created** 11/08/2020

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

## INVITATION TO SUBMIT QUOTATION

Quotation Issue Date: **August 12, 2020**

Quotation Closing Date: **August 26, 2020**

Approved Budget for the Contract (ABC): **Php 140,000.00**

Description of Goods and Quantity Required: **Supply and installation of a Paperless Board Meeting Solution for One (1) Year Subscription**

Documentary Requirements:

1. Quotation Form
2. Valid PhilGEPS Certificate/ Registration Number<sup>1</sup>
3. Valid Business/ Mayor's Permit<sup>1,2</sup>
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Please use **PDF** (preferred) or **IMAGE** file extension for email submission.

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Thank you.

**ANGELA E. RODRIGO**  
BAC Secretariat Member  
Philippine Reclamation Authority



# 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: _____	
	WEBSITE: _____
TEL. NO.: _____	E-MAIL: _____
TIN NO.: _____	

### 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.	1	Subs.	Supply and installation of a Paperless Board Meeting Solution for One (1) Year Subscription			
			- Eight (8) users for one (1) year			
			<b>Delivery Period:</b> Fifteen (15) working days			
			== NOTHING FOLLOWS ==			

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

### Terms and Conditions:

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 upon receipt of Purchase Order (P.O.).
3. Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
4. Please indicate if quotation is:  VAT inclusive  Non-VAT.
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184: valid **PhilGEPS Certificate/Registration Number, Mayor's/Business Permit, and Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)**.
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%
<b>TOTAL</b>	<b>7%</b>	<b>5%</b>

QUOTED BY:

Signature	Printed Name	Position
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**TECHNICAL SPECIFICATIONS (Please Fill Out)**

**SUPPLY AND INSTALLATION OF A PAPERLESS BOARD MEETING SOLUTION FOR ONE (1) YEAR SUBSCRIPTION**

**Approved Budget for the Contract (ABC): Php 140,000.00**

**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.

<u>Minimum Specifications/ Features</u>	<b>Comply/Not Comply</b>	<b>Remarks</b>
1. 1-year subscription for a paperless board meeting solution		
2. Eight (8) user license subscription (hardware not included)		
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23. A demo may be required to show the features of the solution		

Name and Signature of Bidder : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Date : \_\_\_\_\_