



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7929001
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title Eight (8) licenses PAPERLESS BOARD MEETING SOLUTION, ONE (1) YEAR SUBSCRIPTION
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	1
Category:	Information Technology	Date Published	18/08/2021
Approved Budget for the Contract:	PHP 150,000.00	Last Updated / Time	18/08/2021 00:00 AM
Delivery Period:	14 Day/s	Closing Date / Time	23/08/2021 17:00 PM
Client Agency:			
Contact Person:	Angela 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

QTY. UNIT DESCRIPTION
 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

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- 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 www.pea.gov.ph or message bac@pea.gov.ph if you can't download the attachments/Associated Components. Please use our official forms.

Created by Angela Rodrigo

Date Created 17/08/2021

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.

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
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