

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR22-07-103**

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF DOCUMENT ARCHIVING SYSTEM FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)**.

### SCOPE OF WORK

#### A. Technical Specifications:

##### Archiving Appliance

Document Management System Function:

- Built-in server for repository of scanned documents;
- Minimum Storage 1TB SSDD;
- With 8 index Fields;
- One (1) Library;
- With Five (5) users Licenses & One (1) Admin License;
- Search Archive Documents using the index tags and content via OCR; and
- Audit trail and username Password and with eight (8) index fields.

#### B. Pricing Structure:

MODEL	QTY	UNIT PRICE	TOTAL PRICE/COST
Document Archiving System	1 unit	Php 165,000.00	Php 165,000.00, vat inclusive

#### C. Delivery Period

The supply and delivery shall be completed within Thirty (30) calendar days from the receipt of Purchase Order (PO) by the winning bidder.

#### D. Installation and Support

The supplier upon delivery, shall install the archiving system and demonstrate the operation of the appliance by providing three (3) onsite trainings to employees.

In addition to the onsite training, the supplier shall also provide unlimited customer support via phone, as needed.

#### E. Terms of Payment

Government Terms.

#### F. Warranty Period

One (1) year warranty.

Approved Budget : ₱ 165,000.00 (VAT Inclusive)

Submission of Quotation and Eligibility Requirements : July 28, 2022

**Mode of Procurement** : Small Value Procurement (53.9)

**Eligibility Requirements** :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2021 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)

**Note:** In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 840-4862  
Attention: BAC Secretariat

Reference Number: **MR22-07-103**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government terms
2. Delivery Period – Thirty (30) calendar days from the receipt of P.O.

(SIGNED)

**AGM SATURNINO H. MEJIA**

Chairperson, Bids and Awards Committee