



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2022-050

Mode of Procurement: Small Value Procurement	
End-User: ADMIN SERVICE-HRDD&CRS	Date: 25 October 2022
Purpose: Supply, Delivery, Installation and Implementation of Document Tracking System	
PR No.	
Please quote your lowest price for the items/s listed below not later than <u>31 October 2022</u> subject to the following General conditions, and submit your quotation duly signed by your representative by email: bacsecretariat@ncmf.gov.ph ; or personal delivery.	
TERMS AND CONDITIONS:	
<ol style="list-style-type: none"> 1. In order to be eligible for this procurement, suppliers/service providers are required to accomplished the RFQ and submit on or before the deadline together with the following: <ol style="list-style-type: none"> a. <u>Valid PhilGEPS Registration Certificate/Number</u> b. <u>Valid Mayor's/ Business Permit</u> c. <u>Tax Registration Certificate</u> d. <u>Notarized Omnibus Sworn Statement</u> 2. Late submission of quotation shall not be accepted. 3. Price validity shall be for a period of sixty (60) calendar days. 4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ. 5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s). 6. The NCMF reserves the right to reject any or all quotations/bid proposals or declares the bidding a failure or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation. 7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. 8. The terms of payment shall be made through check payable to the supplier. 9. All quotations shall be <u>INCLUSIVE OF VAT</u> 	

LOT	Description	Comply/Not Comply	ABC	Price Quotation
	WEB APP 1. General Features 1.1. Provide real time status of documents that are currently being processed per employee 1.2 Can be implemented on premise, under local area network. 2. Access security through 2 Factor Authentication (2FA) during log-in a) Password and b) Capcha 3. Ensures adaptability through definable and configurable data as follows:		P999,000.00	

<p>3.1. Organizational Units with definable multiple level in the company (Dept/Unit/Section)</p> <p>3.2. Employees and dept/unit/section of his assignment</p> <p>3.3. Locations where the documents maybe stored and archived; with definable multiple tiers/levels</p> <p>3.4. Documents that maybe processed by organizational units</p> <p>3.5. Assignment of processes needed to complete the documents; with corresponding organizational unit/process owner</p> <p>3.6. Workflow per document</p> <p>3.7. QR Code ID Format</p> <p>3.8. Medium of Notification to Requestors</p> <p>4. Real time stamping of received documents through QR Codes/Document ID.</p> <p>4.1. Assignment, generation, and printing of QR Code/Document ID</p> <p>4.2. Predetermination and printing of checklist of processes and required workflow</p> <p>5. Provide flexible and user-friendly handling of unclassified documents</p> <p>6. With monitoring of employees' engagement and efficiency</p> <p>6.1. Provide facility for re-assignment to alternate processors for cases of non-availability of current processors and returning to previous processors for cases of non-compliant documents and/or documents with lacking requirements</p> <p>7. Notifications to the following through the system.</p> <p>7.1. Requestor- every receipt of the document by each processor stating the most recent status</p> <p>7.2. Processor upon receipt of the document by the next processor as acknowledgement</p> <p>8. Computation of the time spent (duration)</p> <p>8.1. by each processor (employee)</p> <p>8.2. by each department/unit/section.</p> <p>8.3. duration to complete the processing of Hardcopy DOCUMENT</p> <p>9. Instant access to document status through viewing of process workflow in</p>			
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<p>graphical or tabular format; with simple status updating process</p> <p>10. Generate Document Tracking Reports in Excel, CSV or PDF format</p> <p>10.1. Received Documents for the day/for the period</p> <p>10.2. Processed Documents for the cycle and for the day</p> <p>10.3. Processes Documents Accomplished/completed on schedule/time</p> <p>10.4. Performing Department/Unit for the Month-with the highest number of requests processed for the month (selection of top 5, 10, 15, 20...etc)</p> <p>10.5 Performing Employee for the Month</p> <p>10.6. Customize/create report</p> <p>11. Dashboards</p> <p>11.1. Total Received Document for the day and for the period</p> <p>11.2. Total Completed Documents for the cycle, for the day and/or for the period</p> <p>11.3. Total Documents Accomplished/completed on schedule/time</p> <p>11.4. Performing Department/Unit for the Month-with the highest number of documents processed for the month (selection of top 5, 10, 15, 20...etc)</p> <p>11.5. Performing Employee for the Month</p> <p>11.6. Customize/create dashboard</p> <p>12. Security and assignment of user access</p> <p>12.1. User definable password policy</p> <p>12.2. User definable User Role</p> <p>12.3. Add multiple user accounts</p> <p>12.4. Printable Audit Trail Report</p> <p>Mode of Payment:</p> <ul style="list-style-type: none"> • Send bill arrangement payment thru LDDAP; 			
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APPROVED BUDGET FOR THE CONTRACT

NINE HUNDRED NINETY-NINE THOUSAND PESOS (P999,000.00)


TAHIR S. LIDASAN, JR., CESO II
 Chairman, BAC

Signature over Printed Name of Representative/Company

Address

PhilGEPS Registration Number (Platinum/Red)

Tel. No./Cellphone /Email Address

RFQ 2022-050 Supply, Delivery, Installation and Implementation of Document Tracking System