

**CONTRACT TITLE :** Procurement of the Enhancement of the Document Management System (DMS-E)

**DATE :** 11 November 2023

**ABC :** Php 1,500,000.00 (*Inclusive of all taxes*)

**A. PROJECT DESCRIPTION**

A Document Management System that can track, manage and store documents of DBP Leasing Corporation (DBPLC) electronically with enabled document imaging. It also includes a workflow feature that manages the distribution of documents based on various processes of DBPLC.

**B. MODE OF PROCUREMENT**

Public Bidding

**C. DURATION OF THE PROJECT**

Three (3) Years, renewable for another year at the option of DBPLC

**D. PROJECT SPECIFICATIONS**

**1. User Type:**

- a. Two (2) Administrator Account (full access – create, edit, delete, etc.)
- b. Eight (8) Specific Group Administrator Account (full access – create, edit, delete, etc. on their specific group (AMG, FG, OG, and EG)

**2. Document Management System**

The Solution Provider shall perform the following components:

- a. Supply, Delivery, Installation, Testing and Implementation of a commercial off-the-shelf (COTS) solution for Document Management;
- b. Services including customization, configuration, deployment, training, support and maintenance.

The Solution Provider shall be able to provide the latest version of the system with the following functionalities:

- Must have an available user dashboard for different user types (Normal User and Admin)
- Should allow unlimited creation of Libraries and Document Folders/Sub Folders
- Should allow creation of User Accounts – Full Access (Preview, Check-in/out, Update, Print, etc.) – 10 Users
- Must have role-based security – uses roles to identify a user’s access rights.
- Supports universal file formats such as Images, Documents, Worksheets, Presentations, Pre-defined Formats, etc.
- Should allow users to edit and update document index fields and properties as required.
- Should allow users to track and manage document versions being uploaded to the system. Enable authorized users to revert to previous versions of a file if needed.
- Should allow users to retrieve, recover and restore deleted documents/files, within thirty (30) days from the date of deletion
- Should allow users to check-in documents to a document folder/library
- Should allow users to download a copy of a document/file
- Should allow users to check-in a document revision
- Should allow users to check-out a document with a lock document feature for documents that are being edited
- Should allow users to add a document to a Favorite List
- Should allow users to add document notes
- Should allow users to encrypt a document/file
- Should allow users to check record/document authenticity – validate if an electronic copy is registered in the document management system therefore its origin
- Should allow users to check-out an entire document folder
- Should allow users to share permission/right to access a document temporarily that auto expires
- Should allow users to embed QR codes to a document
- Should allow users to share access to a document using QR codes – embedded QR codes can be scanned and viewed online, check for document authenticity
- Should allow bulk import/upload of documents/files
- Should allow users to create and manage custom document types with custom index fields/metadata
- Should support auto file naming, pattern and content taken from document type and index fields
- Should allow users to manage document sets, to create set templates and delegate maintenance to any individual user
- Should allow users to scan documents into a document library (compatible to any scanner regardless of brand/model)
- Should have options for OCR Support, perform OCR on a document, automatically extract keywords from a scanning image (zonal)

- Should support document stamping when downloading a copy or a check-out
- Should support Watermarking (Previews)
- Should allow users to manage Document Type Retention Policies
- Should allow users to perform digital audits with reports – be able to audit records in digital format. Includes audit reports, findings, and case management.

## **2.1. Access and Retrieval**

- Should allow users to search documents by keyword, file name, by date, by content, by metadata, and by a combination of indices
- Should allow search by library or limit search by folder
- Should allow users to access the system via a desktop application or via a web browser
- Should allow preview of the following files: (Office Files (PowerPoint, Word, Excel), PDF, Images, Text)
- Should allow users to share access to a document via a QR Code
- Should allow users to share access to a document via a Link
- Should allow users to request access to a document/file with approval
- Should allow users to redact/conceal confidential areas of a document prior to publication or a share to another user
- Should allow users to approve a document access request and be able to define the level of permission and validity
- Should allow users to check-out a file/document
- Should allow users to check-out a file in its native format
- Should allow users to check-out an image file in PDF
- Should allow users to check-out an image file in PDF with a Password
- Should allow users to check-out an image file in PDF with a QR Code
- Should allow users to check-out a document in PDF with a Digital Signature (Available with Global Sign)
- Should allow users to check-out an image in PDF (ISO 19005-1 compliant PDF/A)
- Should allow users to print a document/file

## **2.2. Analytics**

- Reports – Audit Summary Report (Includes audit reports, findings, and case management)
- Reports – Pivot Tables
- Reports – Document Inventory (Provides an inventory of records by year, document type containing counts and size)
- Reports – Document Expiry (Provides an inventory of expiring records by quarter, document type containing counts and size)
- Reports – Audit Trails
- Reports – Document/ User Access Logs (All access and document events are recorded in a document log)

### **2.3. Security**

- Should allow authorized users to create and manage user accounts, roles, rights and permissions and document libraries
- Should allow control of functions like scanning, printing, downloading, searching, and importing of documents
- Should allow authorized users to control the level of access to documents and folders for users or groups
- Should support LDAP/AD for authentication
- Should support single sign-on
- Should support database integration for index fields and other data
- Should support IP Filtering capabilities to only allow access from specific IP addresses
- The system should run on a Windows environment with MS SQL as a back end
- Record access logs - all access and document events are recorded in a document log
- Document Encryption – AE6 256 was used for the encryption (HTTPS or TLS for data in transit and field encryption for data at rest)
- Binary storage of documents and files for added security to avoid files being exposed in shared drives
- Manage different document storage locations – defined per library (cloud, local, blob, binary, etc.)
- Have access logs for users and documents (Usernames, actions, date, and timestamps etc.)
- Facility to create auto expiring user accounts for easier user security management

### **2.4. Implementation**

- Deliver the said system within three (3) months upon receipt of the Notice to Proceed (NTP)
- Provide at least forty-eight (48) hours of application training for both users and administrators thirty (30) calendar days after installation and configuration of the system. A certificate of attendance and training materials shall be provided by the Solution Provider to the attendees upon completion of the training sessions
- Must include application support and maintenance on software (Email, phone, remote, onsite) for three (3) years
- Solutions must be built on industry standard platforms: Windows environment, MS SQL Server, ASP.NET C# programming languages
- The system shall be the latest version of the software during the installation and configuration
- The system should allow access via a web browser and accessible with the latest version of modern web browsers such as but not limited to Google Chrome, Mozilla Firefox, Microsoft Edge, etc.

### 3. Document Imaging Services

- The Solution Provider must digitize paper documents and encode index fields according to the digitization guidelines provided by and agreed with the DBPLC
- Total volume to be scanned and indexed is estimated to be 700,000 pages
- The following shall be covered by the document scanning services:
  - i. Preparation and grooming of documents
  - ii. Scanning of documents
  - iii. Quality checking of scanned images
  - iv. Indexing images following the standards provided by the DBPLC project stakeholders
  - v. Post-grooming of documents (reassembly of documents to their original form)
  - vi. Uploading of the scanned images to a repository (Document Management System)
- The scanned output must be in TIFF or PDF format at a resolution of 100 to 600 dpi and 1200 dpi, greyscale and colored
- The Solution Provider must provide all labor and equipment (including tools and consumable supplies) necessary in carrying out the scanning. DBPLC shall provide suitable space and furniture
- Required scanning and indexing will be carried out in DBPLC's office premises located in 2/F Pacific Star Building, Sen. Gil J. Puyat Avenue cor. Makati Avenue, Makati City
- The Service Provider is to prepare a weekly and monthly report on work accomplished.

### 4. System Maintenance

One (1) - Year warranty for the Hardware (Server, Document Scanner) and Three (3) year support service for the Software Update and Maintenance

### 5. Document Scanner

Scanning Method:	Contact Image Sensors (CIS)
Scanning Method:	at least 45ppm (simplex)/90ipm (duplex)
Scanning Side:	Simplex/Duplex/Double Exposure
Image Output:	Binary, Greyscale, Color, Multi-Stream, Automatic
Document Size Minimum:	1.9 in X 2.1 in
Document Size Maximum:	8.5 in X 220 in
Feeding Capacity:	100 sheets; Handles small documents such as ID cards, embossed hard cards, onion skin
Scanning Resolution:	100 to 600 dpi and 1200 dpi
File Types:	Tiff, pdf/a, searchable pdf, searchable pdf/a, bitmap, jpeg, jpeg2000, depends on image type
Daily Duty Cycle:	6,000 pages/day



Interface:	USB 2.0/ USB 3.0
Other Functions:	Dynamic Threshold, De-skewing, Auto-Crop, Automatic Binary/Color Distinction, Blank Page Removal, Double Exposure, Multi Color Dropout, Smooth Background, Hole Removal, Border Removal, Length Control, Control Sheet, Torn Paper Correction, Dynamic Threshold and Long Paper Mode

## 6. Server

Processor:	3.1GHz Intel Xeon
Form Factor:	Tower
Memory min/max:	4GB DDR4 up to 128GB
Hard Disk min/max:	Up to four (4) 3.5" hot-swap (HDDs) or eight (8) 2.5" Hotswap bays (HDDs and SSDs) Bundled with at least one (1) TB 3.5in 7.2K 6Gbps SS SATA HDD
Optical Drive:	DVD ROM
Networks:	Dual Gigabit Ethernet
Graphics:	Matrox G200eR2 with 16MB memory
Power Supply:	350W Fixed
Operating System:	Windows Server 2012 R2 Standard

## E. PROJECT ACTIVITIES/EVENTS

- Delivery and Installation of System Server and Document Scanner
- Migration of archived documents from previous Document Management System of DBPLC to new DMS
- Installation and Testing of Software
- Scanning of Existing Documents
- System Testing and Orientation/Training – Storage and Retrieval
- System Testing and Orientation/Training – Workflow and Processes

## F. DELIVERABLES

1. Document Management System (Compatible with existing computer equipment)
  - a. Software
  - b. Equipment
    - i. Server
    - ii. Document Scanner
2. Migration of Archived Documents from Existing DMS of DBPLC to new DMS
3. Scanning Service for Existing Documents (Maximum of 500,000-750,000 pages) for 3 months
4. System Orientation and Training
5. Maintenance Agreement (Three (3) Years)

**G. PLACE OF DELIVERY**

2/F Pacific Star Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City

**H. DELIVERY PERIOD**

The Project is to be completed in three (3) months from the receipt of Notice to Proceed (NTP) by the winning bidder. All the works identified in Item E; Project Activity/Events must be completed during the delivery period.

**I. SOURCE OF FUND**

COB FY 2023 - Document Management System (OG)  
DMS Scanner (SSU)

**J. TERMS OF PAYMENT**

Terms of Payment are as follows:

- a. 50% upon Delivery of the Equipment and Installation of Software
- b. 25% upon completion of migration of archived documents from DBPLC's existing DMS to new DMS and completion of orientation and training of users
- c. 25% upon completion of scanning service

Statement of Account should be issued by the winning bidder every billing period/term of payment.

**OTHERS (Special Instructions)**

- DMS-E should be co-developed with Department of Information and Communications Technology (DICT)
- A service agreement will be provided by the service provider and should be signed by the Head of Agency prior to account activation.
- The service provider should coordinate with the DBPLC's administrator for further instructions.
- A Data Sharing Agreement will supplement the main contract for the service in compliance with the usual requirements of the Office of the Government Corporate Counsel
- Winning bidder shall ensure the privacy and security of any and all information, and shall store, use, dispose in accordance with the R.A 10173 otherwise known as the "Data Privacy Act of 2012", and applicable issuance by the National Privacy Commission (NPC)

- To Protect sensitive data, the winning bidder shall sign a Non-Disclosure Agreement (NDA) to safeguard the data in the system.

Interested supplier/service provider is required to submit the following documents:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number
- Tax Clearance or ITR from the BIR
- Tax Identification Number
- Omnibus Sworn Statement





## INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

### Procurement of the Enhancement of the Document Management System (DMS)

1. The **DBP LEASING CORPORATION (DBPLC)**, through its Bids and Awards Committee (BAC), wishes to invite all proponents to apply for eligibility and to bid for the **Public Bidding for the Procurement of the Enhancement of the Document Management System (DMS) of DBPLC** with an Approved Budget for the Contract (ABC) of **One Million Five Hundred Thousand Pesos (Php1,500,000.00)**.
2. Bids received in excess of the ABC shall automatically be rejected at the bid opening.
3. DBPLC now invites bids for the above Procurement Project. Delivery of the Goods and Services is required for a period of three (3) years, renewable for another year at the option of DBPLC. Interested bidders must have completed a contract of similar nature within last five (5) years from the date of submission and receipt of bids as follows:
  - a. Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC; **OR**
  - b. At least two (2) completed contracts of similar nature within the last five (5) years from the date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC.
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," and is restricted to Filipino citizens/sole proprietorships, partnership, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to Republic Act 5183 (R.A. 5183) and subject to Commonwealth Act 138 (C.A. 138). Only bids from bidders who pass the eligibility check will be opened. The process for the eligibility check is described in the Instructions to Bidders (ITB), Section II of the Bid Documents. The bidder with the Lowest Calculated Bid (LCD) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, 14 November 2023 to Wednesday, 22 November 2023** from the given address and website below and upon payment of the non-refundable applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.
6. The method of payment will be in the form of Cash, Cashier's Check, Manager's Check, or through electronic means. The Bid Documents shall be received personally by the prospective bidder or his authorized representative.
7. The DBPLC Bids and Awards Committee will hold a **Pre-Bid Conference on Tuesday, 21 November 2023, 10AM** at DBPLC Office, 2/F Pacific Star Building, Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City and/or

through video conferencing or webcasting via Google Meet ([meet.google.com/sjy-heoq-ytu](https://meet.google.com/sjy-heoq-ytu)), which shall be open to prospective bidders.

8. Bids and eligibility requirements must be duly received by the DBPLC BAC Secretariat on or before **Monday, 04 December 2023, 1:00PM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a Bid Security in any of the following forms:

FORM OF SECURITY	MINIMUM AMOUNT OF % OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)
1. Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft	Two Percent (2%)
2. Surety Bond	Five percent (5%)
3. Bid Securing Declaration	

10. Bid Opening shall be on **Monday, 04 December 2023 at 2:00 PM**. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the activity face-to-face or via google meet link provided.
11. The DBPLC Bids and Awards Committee reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
12. All particulars relative to Eligibility Statement, Screening, Bid Security, Pre-Bid Conference(s), Evaluation of Bids, Performance Security, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

For further information, please refer to:

**LIEZL U. PALOMIQUE**

Head, BAC Secretariat

Email address: [bacsec@dbp-leasing.ph](mailto:bacsec@dbp-leasing.ph)

Telephone No.: (0632) 53047915

Website: <https://dbp-leasing.gov.ph/>

For Bidding Documents:

Prospective Bidder/s may acquire or inspect Bid Documents at DBPLC Office from 9:00AM-3:00PM, Monday to Friday, except on Holidays.

DBP Leasing Corporation  
2nd Floor, Pacific Star  
Building, Sen. Gil J. Puyat Ave. corner Makati Ave.  
1200 Makati City, Philippines



**AVP ALEX A. DE GUZMAN**  
BAC Chairperson

**DBPLC, Bids & Awards Committee**

Posting of Invitation to Bid and Terms of Reference on 09 November 2023 @ PhilGEPS, DBPLC Website