



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK Subsidiary)

15th Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City

Telephone Number 8818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR ONE (1) LOT ANNUAL SUBSCRIPTION RENEWAL TO ENADOC
DOCUMENT MANAGEMENT SYSTEM AND ADDITIONAL COMPONENTS
(LLFC-CAP-23-002)**

REQUEST FOR QUOTATION (Small Value Procurement)

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	One (1) Lot Annual Subscription Renewal to Enadoc Document Management System and Additional Components (LLFC-CAP-23-002)
Approved Budget of the Contract (ABC)	Six Hundred Fifty Thousand Pesos and 00/100 (PHP 650,000.00)

BACKGROUND

On December 2016 the Corporation acquired the Document Management System (DMS) thru Small Value Procurement for its On-Cloud Document Management System. The subscription to the licenses and its components entails the annual renewal of the On-Cloud Services for continuous use and access of the facility and its content.

OBJECTIVES OF THE PROCUREMENT

For continuous operation, use and access of the facility and its content. Additional libraries and capturing software are already recommended in order for all other units/groups which are not included in the initial implementation to start using the DMS and to be able to store and facilitate processing of their digitized records.

SCOPE OF WORK

- Must be the existing Document Management System (DMS) software being utilized by the Corporation;
- Seventeen months (17) months (*February 1, 2023 to June 14, 2024*) DMS subscription renewal of the base package: Five (5) Libraries, Nine (9) Named Users, One (1) TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance;
- Twelve (12) months (*June 16, 2023 to June 14, 2024*) DMS subscription renewal of Nine (9) Named Users;
- Additional two (2) DMS Library subscription with implementation services for minimum twelve (12) months (*up to June 14, 2024*);
- DMS must be available 24 x 7;
- Library implementation - User and admin training business analysis implementation, user creation, tag implementation, basic security implementation user and admin training, quality assurance and user acceptance (for each library);
- Cost shall include set of implementation;
- Additional seven (7) Capturing software license. Must be the existing capturing software being utilized by the Corporation. Software support and maintenance for minimum twelve (12) months (*up to June 14, 2024*);
- Capturing software must be compatible with existing scanner units and DMS.

DOCUMENT MANAGEMENT SYSTEM (DMS) KEY FEATURES:

Search innovative document search options including tag-cloud search, full-text search, and metadata/keyword search. The advanced search options include the ability to perform cross-library search, combined full-text and keyword search, and web-based search integration for third-party applications. End users can easily customize the look and feel of default search results from views including thumbnail, full-page, and lists. Enadoc on-screen document viewer supports common file formats such as PDF, PDF/A, TIFF, JPEG file types while the solution can manage any standard document format.

Capture module facilitates document scan, indexing, and release using standard document scanners and mobile devices. In order to handle high volume, complex, and automated document capture requirements. This DMS seamlessly integrates with industry-standard capture application such as Kofax.

Library Management the flexibility to manage digital records in a structured and logical manner. Libraries can be configured based on document classes, organizational structure, and to meet different business requirements

Disaster Recovery industry-standard disaster recovery features and meets compliances.

Security Hexagonal Security is an Active + Passive deployment of security on documents. Passive Security is implemented using encryption algorithms and managing document classes while Active Security is implemented using user management, user groups, dynamic redaction, watermarking, feature restrictions, etc.

Integrations The architecture of DMS enables seamless integration with external standard-based systems for image enabling, search results delivery, document capture/import, and BPM/Workflow reference management. Organizations can integrate with this DMS with their ERP/BPM or LOB using web services, applets, API integration, and XML.

CAPTURING SOFTWARE KEY FEATURES:

Information Capture to digitize and automate document capture and archiving by converting stacks of paper into electronic actionable and managed business content. This powerful workstation-based package makes it easy to quickly scan, index and export documents. This automates the process of indexing and tagging documents, reducing the time and complexity to archive information. Data captured can be submitted into more than 100 different back end systems including Microsoft SharePoint, ECM, 8PM, archives and systems of record.

Scalable and Extendable ability to add additional workstations for scanning, indexing, and export. This flexibility provides the ability to deploy additional processing power and stations to improve the throughput of their system

Intuitive and User Friendly Interface The software features the same familiar interface as Microsoft Office applications. Operators can execute commands with a single mouse click for faster adoption and greater productivity.

Highest Image Quality Innovative Smooth View technology to easily manipulate multiple document images. Users can find, replace, gather, zoom, divide, rotate, swap, order and place document images-in ways not possible with paper. Patented image perfection software makes images look better than their paper originals without any pre-scan document preparation or setup, increasing extraction accuracy and automation.

Integration with Sharepoint and Other Systems Tight integration with Microsoft SharePoint enables to index, classify and deliver documents and data into SharePoint for easy and fast retrieval. This software supports all

related capture export connectors for out-of-the-box compatibility with popular ECM and ERP systems. An export API is also available for custom or advanced export use cases.

Data and Zonal Recognition automatically extracts data from documents in over 100 languages, using OCR (Optical Character Recognition) for text and ICR (Intelligent Character Recognition) for handwriting. Bar codes are automatically extracted with the data populated into index fields. This automatic data recognition accelerates document indexing and ensures greater accuracy over manual data entry. It also automatically extracts index field data. Users can train the program to locate the key index information in a document and it remembers that location and extracts the data from future documents, reducing manual data entry effort.

Bar Code Capabilities The enhanced bar code engine can read most commonly used 1 D and 2D bar codes, even those obscured with stamps, handwriting or coffee cup stains. Scanning in color improves accuracy further, allowing flawless decoding of bar codes at low resolutions (100 or 150 dpi). Can detects bar codes wherever they are placed on a page, even when they are skewed at angles.

Rubber Band Recognition users can easily index documents by selecting the text in the document with their mouse. Automatically populates the index field with the information highlighted by the user, saving keystrokes and speeding document indexing.

Watched Folder automatically processes images (TIFF, BMP, JPEG and PDF) uploaded to a watched folder as if they were delivered from a scanner. This feature enables to process images from sources such as MFPs, faxes and saved images, providing a single interface to users' back end repository for all images from all sources.

Searchable PDF feature includes live text with PDF images, enabling users to easily and accurately search for information in PDF documents.

Image Compression image compression captures crisp, clear color images while delivering the small file size of black and white images for quicker downstream processing, lower storage requirements, and improved efficiency.

Background Export complements Searchable PDF and image compression. By processing these file types in the background, the operator can continue to scan productively in the foreground. It is also useful for large standard PDF or TIFF exports.

Validation Scripts and Database Lookup Using VB.NET, administrators can create validation scripts for enforcing business rules, looking up data from multiple database sources, or validating data entered into a field.

Point-and-Click Rescan When a page is scanned with a folded corner, a forgotten sticky note affixed, or a double-feed that escaped detection, there is no choice but to rescan. In these instances, the "Point-and-Click Rescan" option improves the process by inserting the rescanned document in the correct place without rescanning the entire batch.

Flexible Document Separation can separate groups of documents automatically, eliminating the need to scan documents one at a time. Just fill the auto document feeder to its capacity and divides the batch into individual document groups automatically based on patch codes, bar codes or inserted blank pages. This can process

documents faster than ever before by keeping the scanner in continuous operation while it handles the separation .

Post-Scan Processing with VRS Corrections once encounter a poor quality document it can't convert into a legible image, it doesn't shut down the scanner and wait for a fix. Instead, its VRS Corrections feature reserves the image for later inspection and correction by the operator without needing to rescan the document. It retain enough information from the original that the operator can manually correct the image after completion, enabling the scanner to run without pause.

Visual Undo History undo enough steps and it's easy to lose track of where you've come from, what was undone and what can be redone safely. It includes a Visual Undo History feature that shows the sequence of processes that were done-or undone-on any document image.

Delivery Period	10 Working days.
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1. Please accomplish the following:
 - a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
 - b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
 - c.) **Original and notarized** Omnibus Sworn Statement (Annex "C")

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15th Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before January 30, 2023 01:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit
 - b.) Valid and current PhilGEPS Registration Number
 - c.) DTI/SEC Registration (for Partnership/Corporation)
 - d.) BIR Certificate of Registration (Form 2303)
 - e.) Latest Income/Business Tax Return for two quarters
 - f.) Latest Tax Clearance per E.O. 398, series of 2005 (Optional)
2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.
 3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
 4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Schedule of Requirements and Eligibility documents.
 5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
 6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government.

7. Terms of payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 818-2200 loc. 231 or send e-mail to jiguerrero@lbpleasing.com

Date of issue: 24 January 2023

(Sgd.)

ATTY. MARLA A. BARCENILLA

CHAIRPERSON

BIDS AND AWARDS COMMITTEE

**TERMS OF REFERENCE
FOR LBP LEASING AND FINANCE CORPORATION**

ANNEX A

PROJECT NAME	:	Subscription Renewal of the Document Management System with Additional Components
APPROVED BUDGET FOR THE CONTRACT	:	Six Hundred Fifty Thousand Pesos (Php 650,000.00) inclusive of all applicable taxes
MODE OF PROCUREMENT	:	Small Value Procurement

I. SUMMARY

LBP Leasing and Finance Corporation (LLFC) has an existing On-Cloud Document Management System subscription and its components that is due for renewal and additional subscription/components in order to continually use and access the online facility and its digitized record.

II. BACKGROUND

On December 2016 the Corporation acquired the Document Management System (DMS) thru Small Value Procurement for its On-Cloud Document Management System. The subscription to the licenses and its components entails the annual renewal of the On-Cloud Services for continuous use and access of the facility and its content

III. OBJECTIVES

For continuous operation, use and access of the facility and its content. Additional libraries and capturing software are already recommended in order for all other units/groups which are not included in the initial implementation to start using the DMS and to be able to store and facilitate processing of their digitized records.

IV. SCOPE OF WORK

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ANNEX A

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**TERMS OF REFERENCE
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ANNEX A

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V. DELIVERABLES

Not later than Ten (10) working days

VI. CONTRACT PAYMENT SCHEME

The supplier will be paid within 30 days after receipt of software subscription/licenses.

VII. DATA PRIVACY ACT

The supplier must comply with the requirement of the Data Privacy Act.

Price Quotation Form

Date:

ATTY. MARLA A. BARCENILLA
 Chairperson, Bids and Awards Committee
 LBP Leasing and Finance Corporation (LLFC)
 15th Flr., Sycip Law Center, #105 Paseo de Roxas St.,
 Makati City

Dear **Atty. Barcenilla**:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Description/ Specifications:	Qty.	Unit Price (P)	Total Price (P)
(In details)			
Amount in Words: _____ _____			
Warranty			

The above-quoted prices are inclusive of all costs and applicable taxes. Delivery to **LBP Leasing and Finance Corporation** shall not later than ten (10) working days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

 Printed Name over Signature of Authorized Representative

 Name of Company

 Contact No./s

***Please submit all the required eligibility documents together with the Annexes "A, B and C"**

Schedule of Requirements and Eligibility Requirements

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters.

Requirements	Statement of Compliance
<ul style="list-style-type: none"> • Must be the existing Document Management System (DMS) software being utilized by the Corporation: • Seventeen months (17) months (<i>February 1, 2023 to June 14, 2024</i>) DMS subscription renewal of the base package: Five (5) Libraries, Nine (9) Named Users, One (1) TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance; • Twelve (12) months (<i>June 16, 2023 to June 14, 2024</i>) DMS subscription renewal of Nine (9) Named Users; • Additional two (2) DMS Library subscription with implementation services for minimum twelve (12) months (<i>up to June 14, 2024</i>); • DMS must be available 24 x 7; • Library implementation - User and admin training business analysis implementation, user creation, tag implementation, basic security implementation user and admin training, quality assurance and user acceptance (for each library); • Cost shall include set of implementation; • Additional seven (7) Capturing software license. Must be the existing capturing software being utilized by the Corporation. Software support and maintenance for minimum twelve (12) months (<i>up to June 14, 2024</i>); • Capturing software must be compatible with existing scanner units and DMS. 	
DOCUMENT MANAGEMENT SYSTEM (DMS) KEY FEATURES:	
<p><u>Search:</u> innovative document search options including tag-cloud search, full-text search, and metadata/keyword search. The advanced search options include the ability to perform cross-library search, combined full-text and keyword search, and web-based search integration for third-party applications. End users can easily customize the look and feel of default search results from views including thumbnail, full-page, and lists. Enadoc on-screen document viewer supports common file formats such as PDF, PDF/A, TIFF, JPEG file types while the solution can manage any standard document format.</p>	
<p><u>Capture:</u> module facilitates document scan, indexing, and release using standard document scanners and mobile devices. In order to handle high volume, complex, and automated document capture requirements. This DMS seamlessly integrates with industry-standard capture application such as Kofax.</p>	
<p><u>Library Management:</u> the flexibility to manage digital records in a structured and logical manner. Libraries can be configured based on document classes, organizational structure, and to meet different business requirements</p>	
<p><u>Disaster Recovery:</u> industry-standard disaster recovery features and meets compliances.</p>	
<p><u>Security:</u> Hexagonal Security is an Active + Passive deployment of security on documents. Passive Security is implemented using encryption algorithms and managing document classes while Active Security is implemented using user management, user groups, dynamic redaction, watermarking, feature restrictions, etc.</p>	
<p><u>Integrations:</u> The architecture of DMS enables seamless integration with external standard-based systems for image enabling, search results delivery, document capture/import, and BPM/Workflow reference management. Organizations can integrate with this DMS with their ERP/BPM or LOB using web services, applets, API integration, and XML.</p>	

CAPTURING SOFTWARE KEY FEATURES:	Annex “B”
<p>Information Capture: to digitize and automate document capture and archiving by converting stacks of paper into electronic actionable and managed business content. This powerful workstation-based package makes it easy to quickly scan, index and export documents. This automates the process of indexing and tagging documents, reducing the time and complexity to archive information. Data captured can be submitted into more than 100 different back end systems including Microsoft SharePoint, ECM, 8PM, archives and systems of record.</p>	
<p>Scalable and Extendable: ability to add additional workstations for scanning, indexing, and export. This flexibility provides the ability to deploy additional processing power and stations to improve the throughput of their system</p>	
<p>Intuitive and User Friendly Interface: The software features the same familiar interface as Microsoft Office applications. Operators can execute commands with a single mouse click for faster adoption and greater productivity.</p>	
<p>Highest Image Quality: Innovative Smooth View technology to easily manipulate multiple document images. Users can find, replace, gather, zoom, divide, rotate, swap, order and place document images-in ways not possible with paper. Patented image perfection software makes images look better than their paper originals without any pre-scan document preparation or setup, increasing extraction accuracy and automation.</p>	
<p>Integration with Sharepoint and Other Systems: Tight integration with Microsoft SharePoint enables to index, classify and deliver documents and data into SharePoint for easy and fast retrieval. This software supports all related capture export connectors for out-of-the-box compatibility with popular ECM and ERP systems. An export API is also available for custom or advanced export</p>	
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<p>Watched Folder: automatically processes images (TIFF, BMP, JPEG and PDF) uploaded to a watched folder as if they were delivered from a scanner. This feature enables to process images from sources such as MFPs, faxes and saved images, providing a single interface to users' back end repository for all images from all sources.</p>	
<p>Searchable PDF: feature includes live text with PDF images, enabling users to easily and accurately search for information in PDF documents.</p>	
<p>Image Compression: image compression captures crisp, clear color images while delivering the small file size of black and white images for quicker downstream processing, lower storage requirements, and improved efficiency.</p>	
<p>Background Export: complements Searchable PDF and image compression. By processing these file types in the background, the operator can continue to scan productively in the foreground. It is also useful for large standard PDF or TIFF exports.</p>	
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<p>Flexible Document Separation: can separate groups of documents automatically, eliminating the need to scan documents one at a time. Just fill the auto document feeder to its capacity and divides the batch into individual document groups automatically based on patch codes, bar codes or inserted blank pages. This can process documents faster than ever before by keeping the scanner in continuous operation while it handles the separation .</p>	
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<p>Delivery Period: Not later than 10 working days</p>	
<p>Eligibility Requirements (Certified True Copies only) :</p>	
<p>1. Valid and Current Year Mayor's Permit</p>	
<p>2. Valid and Current PhilGEPS Registration Number</p>	
<p>3. DTI / SEC Registration (for Partnership / Corporations)</p>	
<p>4. BIR Certificate of Registration (Form 2303)</p>	
<p>5. Latest Income/Business Tax Return for two quarters</p>	
<p>6. Latest Tax Clearance per E.O. 398, series of 2005 (Optional)</p>	
<p>7. Notarized Omnibus Sworn Statement (Annex C)</p>	

Annex "B"

I hereby certify to comply and deliver all the above Schedule of Requirements.

**Name of Company
/Bidder**

**Signature over Printed Name of
Authorized Representative**

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.