



**LBP LEASING AND FINANCE CORPORATION**

*(A LANDBANK Subsidiary)*

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

Telephone Number 8818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR ANNUAL SUBSCRIPTION RENEWAL TO ENADOC DOCUMENT  
MANAGEMENT SYSTEM (EDMS)  
(LLFC-CAP-24-019)**

**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	<b>Annual Subscription Renewal to Enadoc Document Management System (EDMS) (LLFC-CAP-24-019)</b>
Approved Budget of the Contract (ABC)	<b>Three Hundred Thousand Pesos and 00/100 (PHP 300,000.00)</b>
<b><u>BACKGROUND</u></b>	
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.	
<b><u>OBJECTIVES OF THE PROCUREMENT</u></b>	
The objective for this procurement is to renew the licenses for the Enadoc Document Management System (EDMS)	
<b><u>SCOPE OF WORK</u></b>	
<ul style="list-style-type: none"> <li>• Must be the existing cloud-based Document Management System (DMS) software being utilized by the Corporation;</li> <li>• Period coverage June 15, 2024 to June 14, 2025;</li> <li>• One (1) year subscription renewal of the ff.:             <ul style="list-style-type: none"> <li>a.) Base package: 5 Libraries, 9 Named Users, 1TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance;</li> <li>b.) One (1) 5-Standard User Pack</li> <li>c.) Four (4) Standard Users</li> <li>d.) Two (2) Libraries</li> </ul> </li> <li>• Maintains a high availability with a Service Level Agreement (SLA) of 99.95% per year</li> <li>• Must submit documentation relative to Support Services and Service Level Agreement (SLA)</li> <li>• Must submit documentation relative to Availability, Security and Backup of the SaaS. (Cloud service model used, Data Ownership, High Availability, Business Continuity Plan and Disaster Recovery Plan, Security Practices, ISO Certification)</li> <li>• Must be able to provide detailed information of the SaaS' Availability, Security and Backup once required by government institutions such as Bangko Sentral ng Pilipinas (BSP) and Dept. of Information and Communication Technology (DICT).</li> <li>• Supplier must submit Datasheet/Brochure of the product.</li> </ul>	

**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.

1. Please accomplish the following:

- a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation/product brochure (if applicable)
- b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before May 17, 2024 04:00PM** 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.) Notarized Secretary's Certificate for proof of authorization

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 with 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. 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 8818-2200 loc. 231 or send e-mail to [procurement@lbpleasing.com](mailto:procurement@lbpleasing.com)

Date of issue: 13 May 2024

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

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

**ANNEX A**

<b>PROJECT NAME</b>	<b>:</b>	<b>Annual Subscription Renewal of Document Management System</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>Three Hundred Fifty Thousand Pesos (Php 300,000.00) inclusive of all applicable taxes</b>
<b>MODE OF PROCUREMENT</b>	<b>:</b>	<b>Small Value Procurement</b>

**I. BACKGROUND**

LBP Leasing and Finance Corporation (LLFC) has an existing On-Cloud Document Management System subscription. The subscription to the licenses and its components entails the annual renewal for continuous use and access of the facility and its content. The license will expire June 15, 2024, thus renewal is already necessary.

**II. SCOPE OF WORK**

- Must be the existing cloud-based Document Management System (DMS) software being utilized by the Corporation;
- Period coverage June 15, 2024 to June 14, 2025;
- One (1) year subscription renewal of the ff.:
  - a.) Base package: 5 Libraries, 9 Named Users, 1TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance;
  - b.) One (1) 5-Standard User Pack
  - c.) Four (4) Standard Users
  - d.) Two (2) Libraries
- Maintains a high availability with a Service Level Agreement (SLA) of 99.95% per year
- Must submit documentation relative to Support Services and Service Level Agreement (SLA)
- Must submit documentation relative to Availability, Security and Backup of the SaaS. (Cloud service model used, Data Ownership, High Availability, Business Continuity Plan and Disaster Recovery Plan, Security Practices, ISO Certification)
- Must be able to provide detailed information of the SaaS' Availability, Security and Backup once required by government institutions such as Bangko Sentral ng Pilipinas (BSP) and Dept. of Information and Communication Technology (DICT).

**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.

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**TERMS OF REFERENCE  
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**ANNEX A**

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.

**III. DELIVERABLES**

Subscription renewal must be activated on June 15, 2024.

**IV. CONTRACT PAYMENT SCHEME**

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

**V. DATA PRIVACY ACT**

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

**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

Chairperson, Bids and Awards Committee  
LBP Leasing and Finance Corporation (LLFC)  
15<sup>th</sup> Flr., Sycip Law Center, #105 Paseo de Roxas St.,  
Makati City

Dear **Ms. Hernandez**:

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 be later than June 15, 2024.

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"> <li>• Must be the existing cloud-based Document Management System (DMS) software being utilized by the Corporation;</li> <li>• Period coverage June 15, 2024 to June 14, 2025;</li> <li>• One (1) year subscription renewal of the ff.:               <ul style="list-style-type: none"> <li>a.) Base package: 5 Libraries, 9 Named Users, 1TB Microsoft Azure Storage On-Cloud and Support Service with Software Assurance;</li> <li>b.) One (1) 5-Standard User Pack</li> <li>c.) Four (4) Standard Users</li> <li>d.) Two (2) Libraries</li> </ul> </li> <li>• Maintains a high availability with a Service Level Agreement (SLA) of 99.95% per year</li> <li>• Must submit documentation relative to Support Services and Service Level Agreement (SLA)</li> <li>• Must submit documentation relative to Availability, Security and Backup of the SaaS. (Cloud service model used, Data Ownership, High Availability, Business Continuity Plan and Disaster Recovery Plan, Security Practices, ISO Certification)</li> <li>• Must be able to provide detailed information of the SaaS' Availability, Security and Backup once required by government institutions such as Bangko Sentral ng Pilipinas (BSP) and Dept. of Information and Communication Technology (DICT).</li> </ul>	
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**Annex "B"**

<b>Eligibility Requirements (Certified True Copies only) :</b>	
1. Valid and Current Year Mayor's Permit	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. Notarized Secretary's Certificate for proof of authorization	

**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**