Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	BAC-2025-21
Date	11 September 2025

REQUEST FOR QUOTATION
Small Value Procurement

The Philippine Economic Zone Authority (PEZA) through its Bids and Awards Committee (BAC) intends to undertake Small Value Procurement in accordance with **Section 34** of the Implementing Rules and Regulations or the New Government Procurement Act.

Name of Procurement Project	**Procurement of Digital Document Management Solution (DDMS)**
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	PhP1,500,000.00
Deadline of Submission of Bid:	22 September 2025, 12:00 NN

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **PEZA Bids and Awards Committee, 9th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

✓	Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
✓	Omnibus Sworn Statement (Notarized) for ABCs above 50K Note: o For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative; o For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
✓	PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
✓	Annual Income Tax Return Note: o **Latest Income Tax Return filed via eFPS with proof of filing and payment, as applicable.** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR); **and** o **Latest Business Tax Return filed via eFPS with proof of filing and payment, as applicable.** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **PEZA Bids and Awards Committee** at **8551-3451 loc. 334 or send us an email at bacsec@peza.gov.ph.**

ROWENA T. NAGUIT
Chairperson

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

ROWENA T. NAGUIT
BAC CHAIRPERSON
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Thru: BAC Secretariat

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price	
1 Lot	Procurement of Digital Document Management Solution (DDMS) *Please refer to **Annex B** for the complete specifications/reference*	**PhP**	
	Total		

BUSINESS NAME : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
BIR TIN No. : _____
AUTHORIZED SIGNATORY: _____
Signature Over Printed Name

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS: : _____

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.
(5) Bids exceeding the ABC shall be automatically disqualified

Annex "B"

TECHNICAL SPECIFICATION

Procurement of Digital Document Management Solution (DDMS)

Instructions: Bidders must indicate "Comply" or "Not Comply" for each item below and provide the corresponding page number in their proposal or technical documents where the requirement is addressed. Non-compliance with any of the mandatory requirements may be a ground for disqualification.

Technical Specifications		Statement of Compliance (State whether "Comply" or "not Comply")
Digital Document Management Solution		
Web Application Features and Inclusions	Web-based Digital Document Management Solution with the following functions and features:	
	Manage Document Type	
	Manage User	
	Manager Department	
	User Document Access Rights	
	File Upload	
	Multiple Upload	
	Print Document	
	Download Document	
	View Documents	
	Edit Document	
	Delete Documents	
	Recycle Bin	
	Restore Documents	
	Purge Delete	
	System Reports	
	Audit Trail	
	Workflow integration and configurability	
	Email Notification	
	Dashboard	
	Multi-step Templated Workflow process	
	Document Tracking	
	E-signature capability	
	External Data Entry System	
	Electronic disposition and disposal of records	
	Archival and retrieval features	
	QR Code Generation and Tracking	

	Must be accessible from any web browser, desktop, or mobile device	
Data Security and Compliance	Must be compatible with the government's Cloud-First Policy	
	VAPT results from DICT or a DICT-recognized Cybersecurity Assessment Provider	
	Fully compliant with all existing Government rules, regulations, or laws, such as but not limited to the following: 1. Data Privacy Act 2 Cyber Security Act 3. Other relevant regulatory rules and regulations such as COA rules, BIR, DOF, DBM, CSC, NAP & DICT 4. Proper disposition and disposal of records as per NAP guidelines	
	User authorization & authentication, transaction audit logs, and other applicable systems/data security solutions	
	Web server must be configured to utilize Secure Sockets Layer (SSL/HTTPS)	
Scope of Services	Unlimited User Licenses	
	Perpetual Software License Validity	
	Migration of document records from existing document management server if necessary. Including checking and testing to ensure accuracy, quality and accessibility of the migrated document records.	
	Provision of Technical Support for Web Interface and Maintenance of Production Server	
Customer Support & Training	Web-based incident reporting (Ticket-Based Support)	
	Software maintenance and onsite support are valid for one (1) year.	
	Ten (10) Classroom mode training sessions for User/Senders and IT Staff	
	The supplier must have a local helpdesk to provide 24/7 technical assistance. Must provide detailed escalation procedure and support, including contact numbers and email addresses.	
	It is expected that the Provider will have its own Information Technology coordinators, who will be properly trained to assist in the implementation of the system and provide technical support for its operations and administration of the system.	
Bidders Qualifications	1. Bidder should have at least 5 years of experience in the IT Industry. 2. The bidder should have completed at least three (3) government projects. The bidder should provide the Certificate of Completion.	

	Solution must be compatible or similar functionality with PEZA's existing Document Management Software (Laserfische) or current/ongoing digitalization projects for ease of migration and adoption.	
Delivery Period	30 Days Upon Issuance of Notice to Proceed	
Contract Duration	12 Months	

I hereby certify that the information indicated in this Statement of Compliance is true and correct. I further confirm that our company fully understands and commits to comply with the technical specifications, requirements, and conditions set forth in this procurement project.

Authorized Signatory: _____

(Signature over Printed Name)

Date: _____

ANNEX "C" Terms and Conditions		
I.	**SUBMISSION OF DULY ACCOMPLISHED PRICE QUOTATION FORM** *(Annex A)* **AND TECHNICAL SPECIFICATION FORM** *(Annex B)*	Bidder shall type or write in "Ink" the following on the Price Quotation Form: • Name of Store • Address • PhilGEPS Registration No. /Organization No. • TIN • Authorized Signatory • Date • Contact Nos. • Email Address • Copy of Proposal, if applicable
II.	**TYPE OF SUBMISSION**	Submit the filled-up Forms (Annexes A and B) manually or at the following address; **Manually**: Bids and Awards Committee, 8th floor, Double Dragon Center, West Building, DD Meridian Park, Macapagal Avenue, Pasay City
III.	**DELIVERY PERIOD**	30 Days Upon Issuance of Notice to Proceed
IV.	**CONTRACT DURATION**	12 Months
V.	**TERMS OF PAYMENT**	Terms of Payment: Through Cheque / 15 working days upon receipt of the Original Sales Invoice / Billing Statement
VI.	**DELIVERY LOCATION**	Winning Bidder must deliver the items/services to the following address: 10th floor, PEZA Auditorium, DoubleDragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City