



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

Bidding Documents for the

DOCUMENT

MANAGEMENT SYSTEM

(DMS) CONSULTANCY

PROJECT

Part I – Eligibility Requirements

June 2011

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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

**REQUEST FOR EXPRESSION OF INTEREST FOR THE
DOCUMENT MANAGEMENT SYSTEM CONSULTANCY
PROJECT**

1. The Department of Budget and Management (DBM), through the authorized appropriations for 2011 General Appropriations Act, intends to apply the sum of Twelve Million Pesos (P12,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for its Document Management System Consultancy Project (“the Project”). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The DBM now calls for the submission of eligibility documents for the procurement of Consulting Services to handle and implement the Project. A brief description of the Project requirements is attached as Annex “A”. Interested consultants are invited to a briefing on eligibility requirements on June 15, 2011, 10:00 a.m. and must submit their eligibility documents on or before June 22, 2011, 9:00 a.m. at the G/F AS Conference Room, Mabini Hall, Malacañang, Manila. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and other required documents, and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) 9184, and its Revised Implementing Rules and Regulations (IRR). All eligible consultants shall also be invited to present before the BAC work products done from similar completed contracts on June 29, 2011
4. The short list shall consist of 3 to 5 prospective bidders who meets the minimum score below and will be allowed to submit bids. The criteria and rating system for short listing are the following using multi-level weighted scoring:

Evaluation Criteria	Percent Distribution	Minimum Score
Manpower Capacity/Qualifications	30 %	21 %
Current Workload relative to job capacity	30 %	21 %
Applicable experience of the Consulting Firm/Group (Past five years)	40 %	28 %

5. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

6. The DBM shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights allocated are seventy percent (70%) for the Technical Proposal and thirty percent (30%) for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within eight (8) months.
8. The DBM reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

*DBM-BAC Secretariat
Department of Budget and Management
Malacañang, Manila
Tel. No. 7354902; Fascimile No.: 7354979/7351957
Email address: jcenteno@dbm.gov.ph*

June 3, 2011

RUBY U. ALVAREZ
Chairperson, DBM BAC

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the Eligibility Data Sheet (EDS).

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the EDS.
- 1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the EDS;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

- (iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (iii.1) the name and location of the contract;
 - (iii.2) date of award of the contract;
 - (iii.3) type and brief description of consulting services;
 - (iii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iii.5) amount of contract;
 - (iii.6) contract duration; and
 - (iii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Financial Document

(v) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.

2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.

2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder’s eligibility requirements or statements against a checklist of requirements, using non-discretionary “pass/fail” criterion, as stated in the Request for Expression of Interest, and shall be determined as either “eligible” or “ineligible.” If a prospective bidder submits the specific eligibility document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.

- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(i)	For corporations/partnerships: the following may also be submitted: latest articles of incorporation/partnership or by-laws, or amendments thereto, duly approved by the Securities and Exchange Commission
2.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the past two (2) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(iii.7)	In addition, prospective bidder may submit certificate of acceptance or official receipt issued to client as evidence of contract completion.
2.1 (b)	Notarization of document shall comply with the 2004 Rules on Notarial Practice. Moreover, the competent evidence of identity shall be limited to those specified under the foregoing Rules, to wit: (i) identification documents issued by an official agency bearing the photograph and signature of the individual i.e., passport, driver's license, SSS ID, GSIS e-card, etc.; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(c)	DBM Bids and Awards Committee Department of Budget and Management Malacañang, Manila
4.3(d)	The name of the project is "DBM Document Management System Consultancy Project".
5	The address for submission of eligibility documents is G/F AS Conference Room, Mabini Hall, Malacañang, Manila. The deadline for submission of eligibility documents is June 22, 2011, 9:00 a.m.
8.1	The place of opening of eligibility documents is G/F AS Conference Room, Mabini Hall, Malacañang, Manila. The date and time of opening of eligibility documents is June 22, 2011,

	9:30 a.m.																
9.1	<p>Similar contracts shall refer to software development project consisting of: (i) Design, development and deployment of web based document management or records management application system; and (ii) System Integration/Interface.</p>																
9.2	<p>Multi-level weighted scoring shall be used for the short listing of consultants. The number of short listed consultants shall consist of 3 to 5 prospective bidders who meet the minimum score for each criterion. The evaluation criteria are as follows:</p> <table data-bbox="419 622 1177 801"> <tr> <td>Manpower Capacity/Qualifications</td> <td>- 30%</td> </tr> <tr> <td>Current Workload relative to job capacity</td> <td>- 30%</td> </tr> <tr> <td>Applicable Experience of the Consulting Firm/Group-</td> <td>40%</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </table> <p>The minimum required for each criterion is as follows:</p> <table data-bbox="419 913 1177 1025"> <tr> <td>Manpower Capacity/Qualifications</td> <td>- 21%</td> </tr> <tr> <td>Current Workload relative to job capacity</td> <td>- 21%</td> </tr> <tr> <td>Applicable Experience of the Consulting Firm/Group-</td> <td>28%</td> </tr> </table> <p>Scoring shall be based on eligibility documents submitted and results of presentation made before the BAC on June 29, 2011.</p> <p>The BAC shall then rank the consultants in descending order based on the total score and identify the top five (5) potential bidders. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.</p>	Manpower Capacity/Qualifications	- 30%	Current Workload relative to job capacity	- 30%	Applicable Experience of the Consulting Firm/Group-	40%		-----	TOTAL	100%	Manpower Capacity/Qualifications	- 21%	Current Workload relative to job capacity	- 21%	Applicable Experience of the Consulting Firm/Group-	28%
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TOTAL	100%																
Manpower Capacity/Qualifications	- 21%																
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ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

The Chairperson

DBM-Bids and Awards Committee
Department of Budget and Management
Malacañang, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *June 3, 2011* for *DBM Document Management System (DMS) Consultancy Project, [Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

Document Management System (DMS) Consultancy Project

The project is envisioned to streamline business operations allowing better transmission of information across the organization. It aims to provide the different bureaus with a customized IT facility that will handle the capture, location tracking, transmission, and archiving of DBM documents.

General Objectives:

- 1) To provide or develop a system that would function as an electronic storage facility of important DBM files. The system would have the capability to store, version, index, and retrieve electronic data securely;
- 2) To be able to convert existing records and transactional documents into an electronic format for storage into a secure digital repository. This also includes document indexing and tagging for search purposes;
- 3) To improve organizational efficiency in handling/processing hard copies of release documents such as, but not limited to, Statement of Allotment Release Order and Notice of Cash Allocation, through digitized capture and storage into a secure digital repository. This would simplify tasks towards an effective and efficient record processing, retrieval, transmission, and archival;
- 4) To digitally and securely forward or link such documents to identified parties of interest, including but not limited to external websites;
- 5) To assess DBM’s existing hardware and peripherals that might be utilized to fully maximize DBM’s resources;
- 6) To easily track movement and status of transactional records being processed. Indexing and versioning will help keep track of changes made by different authorized users;

Project Scope

- 1) Development of a Document Management System;
- 2) Scanning and indexing services of archived documents covering the Central Records Division (CRD) of the DBM;
- 3) Identification of hardware and software requirements;
- 4) Provision of training and change management plan;

System Capability

- Reliability and Availability – the system should be available to a time-frame specified by the DBM
- Scalability – the proposed DMS must be readily scalable in terms of numbers of files and contents being managed without requiring any change in the system specification and functionalities
- DBM-Supported Technologies - all software and hardware components of the system must use DBM-supported technologies and must be based on a technology that has multi-vendor support.

Functional Requirements

- Archiving, Backup, and Storage
- Search and Retrieval
- Security/Audit log (to monitor and track the system transactions)

Other Requirements

- Migration of CRD archived documents into a format recommended by the Consultant and approved by the DBM (jpeg, tiff, pdf)
- Submit and transfer ownership of source code to DBM including other related digital assets and licenses used in the preparation of program
- All customized and developed components of the system must have at least six (6) months warranty

Timeline:

The project must be completed within eight (8) calendar months

