



PROVINCIAL BIDS & AWARDS COMMITTEE - GOODS AND SERVICES

SUPPLEMENTAL/BID BULLETIN

Name of Contract	Procurement of Customized Legislative Management Codification, Tracking, And Information System for Digitization	
Addendum No.	Goods 0033-2022	
<i>This addendum is issued to modify or amend certain provisions in the bid documents. This shall form an integral part of the bid documents.</i>		
PARTICULARS	FROM	TO
Title	Customized Legal Management Codification, Tracking, And Information System	Procurement of Customized Legislative Management Codification, Tracking, And Information System for Digitization
Section VII Technical Specifications	Docukit DMS Enterprise Module Docukit Workflow Module Operating System with Database:	Remove Docukit Operating System with Database: -Windows Server 2019 Standard Core 64bit -Microsoft SQL Server 2019
Section VIII. Checklist of Technical and Financial Documents	REMOVE: (n) Professional License (o) Curriculum Vitae	
Terms of Reference	See attached file.	

For guidance and information of all concerned.

December 7, 2022

ATTY. ROGELIO R. TALIPING, JR.
Chairperson, PBAC Goods and Services

TERMS OF REFERENCE

CUSTOMIZED LEGISLATIVE MANAGEMENT, CODIFICATION, TRACKING AND INFORMATION SYSTEM FOR DIGITIZATION

I. RATIONALE

The Local Government Code of 1991 expanded the responsibilities of LGUs for delivery of basic services. It also empowered LGUs to formulate policies, programs and projects to improve the lives of the people as well as revenue generation capability, so that LGUs could raise the funds needed for better service delivery.

To cope with these challenges, the Sangguniang Panlalawigan of Cagayan is embarking on a fully integrated computerized program to improve its standard operating procedures, as well as its interaction with the public with regards to legislative measures approved and implemented in the province. Hence, the cornerstone of this program is a Customized Legislative Management, Codification, Tracking and Information System.

II. OBJECTIVES

The project aims to provide a Customized DMS set up for Legislative usage of the Sangguniang Panlalawigan of Cagayan.

Using a software, our documents will be uploaded and made accessible through user accounts. All documents must be classified, indexed, tagged for easy retrieval.

III. DELIVERABLES

SOFTWARE (DMS) Enterprise (25 USERS)

Customized Workflow

Resolution and Ordinance Approval

The following features shall be delivered as part of the Resolution and Ordinance Approval module:

- Customized e-forms and workflow for processing and approval of proposed resolutions and ordinances
- Allow upload of new incoming documents related to resolutions and ordinances.
- Repository of resolutions and ordinances including related documents and data and their status/final decisions.
- View list of all proposed ordinances with penal clause.
- Complete list of ordinances for second reading for publication by posting.
- Viewable, downloadable and printable documents with watermark.

- E-forms to input Minutes and Journals related to each resolution / Ordinance.

- Legislation Management

The following features shall be delivered as part of the Legislative Management module:

- Repository of all present and past legislation. All documents and data are viewable as authorized.
- Search and inquiry of legislations shall be retrieved and filtered by:
 - Title (keyword)
 - Subject Matter
 - Committee Referrals
 - Classification
 - Category
 - Action Taken
 - Current sanggunian term
 - All records (by selected year)
 - With attached PDFs (by selected year)
 - Viewable, downloadable and printable documents with watermark.

Agenda Management

The following features shall be delivered as part of the Agenda Management module:

- Customized e-forms and workflow for recording and approval of agenda of business for sessions of committee hearings, including upload of related documents
- Archival of past and present session agenda
- Viewing of present and past agendas:
 1. Session type:
 - Regular Session
 - Special Session
 - Joint Session
 2. The users can view, download or print selected documents (w/ Watermark)

Statistical Reports and Dashboards

The following reports and dashboards shall be made available:

- YTD Approved Resolutions and Ordinances
- YTD Approved Resolutions and Ordinances per Committee
- Total Incoming Documents by origin
- YTD Total Referrals
- Resolutions & ordinances authorship
- YTD Sessions Conducted
- Download and print reports

System Home Page

The following items shall be made available in the system's homepage:

- Weekly meetings list - list of provincial board weekly agenda (current year).
- Council news and profiles - the system shall have included link to the council news and council profiles.
- Most visited pages - the users can view what are the most visited pages in the web system.
- Quick links to the following information:
 - Approved resolutions and ordinances – viewing of current year approved resolutions and ordinances.
 - Document search
 - Committee members list – view, download and print.

Standard Features

Document Management and Archiving

- Overall central repository for scanned and electronic documents and related data
- Search feature allows the retrieval of any information based on the content (OCR / keyword search) or by customized index fields
- Zonal OCR feature allows auto-capture of index information within a scanned document
- Uses version control technologies (check-in / check-out) to manage document revisions.
- Access authorization levels for document security.
- Configurable access authorization for document access, view, upload, edit, download, delete and sharing.
- Built-in document encryption for archived records.
- Web application: can be accessed via web browser Mobile-responsive, can be accessed using a mobile device's web browser. Pages render properly on any screen size.

Digital Workflow

- Viewer, Submitter, Reviewer and Approver roles may be assigned as authority levels for each user
- Access rights can be assigned on a per-user or per group basis with varying customizable approval escalation rules (anyone within the group, round-robin, alternate approvers, etc)
- Status of a submitted e-form and attachments are made available to all involved in the workflow process (ex: received, approved, disapproved, endorsed to another reviewer, etc)
- Workflow tasks can be integrated with e-mail, to provide notification on any activity endorsed to the notified recipient (ex: received, approved, disapproved, endorsed to another reviewer, etc)

Scope and Deliverables

- Overall Project Management
- Business Analysis and Requirements Documentation
- Custom development of the **LMCTIS**
- Functional Test
- One-time Admin and End-user Training (Train the trainer's approach)
- Production Deployment

Total Estimated Project Duration = 90 working days

Delivery of the following hardware:

Server and Description

- Intel Xeon Silver 4210R 2.4G
- DDR4 32GB RDIMM, 3200MT/s
- 1TB 7.2K RPM SATA 6Gbps
- Single, Hot-plug Power Supply (1+0), 750W
- 1U Rack Server, with Ready Rails Sliding Rails with Cable Management Arm

NAS

- Intel Atom C3538
- 64bit architecture
- 1U form factor
- 4-core @ 2.1GHz
- 2GB DDR4 RAM
- 2 units of 1 TB storage

ACCESSORIES:

- 1kVA UPS
- Server Cabinet and rails
- Monitor, keyboard and mouse

Operating System w/ Database :

- Windows Server 2019 Standard Core 64bit
- Microsoft SQL Server 2019

IV. APPROACH TO EVALUATION OF PROPOSALS

The proponent shall submit its technical proposal, stating the complete specifications of the system features, implementation plan and timetable and installation dates. The proposal should be brief but comprehensive. A more detailed implementation will be stated in the contract of agreement of the winning bidder.

For the technical evaluation of proposals Section 33.3 and Section 33.4 of R.A. 9184 applies. The technical proposal shall be evaluated in a **QUALITY BASED EVALUATION** procedure as provided in Section 33.4 with the following criteria:

- a. Proposed automation systems and modules, including their features and inclusions. The proponents are expected to submit a point-by-point response to the application functionalities.
- b. Scope of implementation of the automation packages, arrangements and terms of service and delivery of the systems
- c. Quality of personnel committed for the project, which covers qualified and competent key personnel indicating their educational background and training, to perform task and functions required by the Project and the LGU
- d. Technical experience and capability of the proponent which includes records of previous engagements of similar nature, track record
- e. Plan of approach and methodology in the implementation of the project


V. RESPONSIBILITY OF BIDDERS

The bidder shall be solely responsible for taking all the necessary steps to carefully examine and acquaint us with the requirements and terms and conditions of the bidding documents with respect to the cost, duration, and execution/operation of the project as it affects the preparation and submission of their bid. The Provincial Government of Cagayan and its BAC shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective bidder out of data furnished or indicated in the bidding document.

The Provincial Government invokes its right to conduct background checks and Investigation on the participating final bidders. It shall utilize its own resources and sources of information to perform such, and to qualify and assess the veracity and implications to this Project. It is expected of every bidder company that it has familiarized itself with standard procurement policies cited by the LGU and its Bids and Awards Committee (BAC) in this bidding. The LGU, as the owner of the Project, herein invokes its right in determining and implementing the bidding process it has adopted.

PREPARED BY:

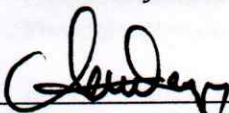
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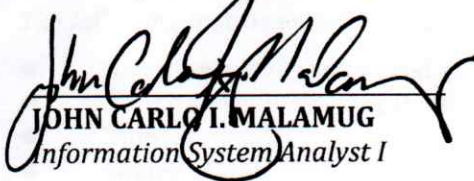
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