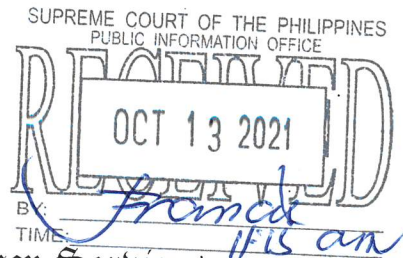




Republic of the Philippines
Supreme Court



Bids and Awards Committee for Consultancy Services

REQUEST FOR EXPRESSION OF INTEREST

CONSULTING SERVICES FOR DOCUMENT MANAGEMENT SOLUTION WITH ELECTRONIC SIGNATURE CAPABILITY

The Supreme Court (SC), through the continuing appropriation for the Updated Enterprise Information Systems Plan (Updated EISP), intends to apply the sum One Million Philippine Pesos (Php1,000,000.00), inclusive of taxes, being the ABC, to payments under the contract for Consulting Services the Document Management Solution with Electronic Signature Capability (Project). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The SC now calls for the submission of eligibility documents for consulting services engagement. Interested consultants must submit their eligibility documents on or before **28 October 2021, 12:00 noon**, at the **Office of DCA Raul Bautista Villanueva, Third Floor, Supreme Court Old Building, Taft Avenue cor. Padre Faura St., Ermita, City of Manila**. Applications for eligibility will be evaluated based on a non discretionary "pass/fail" criterion.

The SC Bids and Awards Committee for Consulting Services (BAC-CS) shall draw up the short list of consultants from those who have submitted eligibility documents / expression of interest (see Form VII-1 - Eligibility Documents Submission Form) and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (RA 9184), otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations (IRR). The shortlist shall consist of **five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

A. Criteria

The criteria for shortlisting and the recommended weights for each criterion are as follows:

Criterion	Weight (%)
Qualification of principal and key staff of the consultant to be assigned to the job	30%
Applicable experience and qualifications of the technical consulting firm	30%
Methodology in implementing the project and the quality and efficiency of the proposed system/solution	40%

B. Rating system

Eligible consultants shall be rated by the members of the SC-BAC-CS. The SC-BAC-CS shall be assisted by the Technical Working Group (TWG).

Thereafter, eligible consultants shall be ranked based on the average of the rates given to them by the SC-BAC-CS members. Only those that meet the minimum average rating shall be shortlisted. **The minimum average rating shall be 75%.**

If the number of eligible consultants that obtain the minimum average rating exceeds five, then only those with the highest ranks (i.e., top five) shall be shortlisted. If the number does not exceed five, then only those that met the minimum average rating shall be shortlisted (i.e., there is no need to obtain a short list of five).

Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "pass/fail" criterion as specified in the IRR of RA No. 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, and to citizens or organizations of a country the laws or

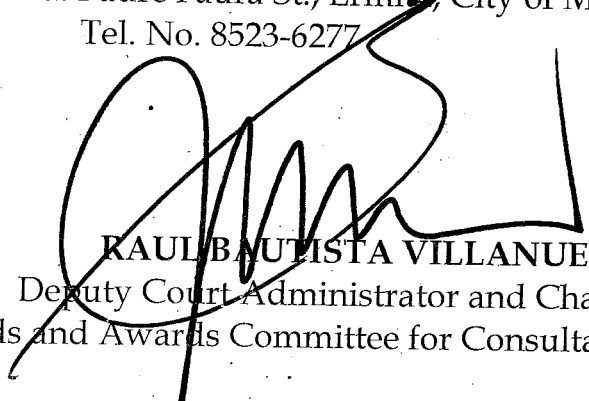
regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183 and subject to Commonwealth Act No. 138.

The Supreme Court shall evaluate bids using the **Quality-Based Evaluation (QBE)** procedure. The Supreme Court shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

The Supreme Court reserves the right to accept or reject any and all bids, annul the bidding process, and not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to the:

**Supreme Court Bids and Awards Committee
for Consulting Services (SC-BAC-CS) Secretariat**
Office of DCA Raul Bautista Villanueva
Third Floor, Supreme Court Old Building
Taft Avenue corner Padre Faura St., Ermita, City of Manila
Tel. No. 8523-6277



RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator and Chairperson
Bids and Awards Committee for Consultancy Services

Terms of Reference
For the
Document Management Solution with Electronic Signature Capability
for Supreme Court of the Philippines

1. Project Objectives

The main objectives of the project are (1) to establish a comprehensive and intelligent document management system that will reduce the use of physical documents in the Judiciary and (2) to provide the public with a facility where they can easily and securely authenticate court documents and issuances. These objectives will:

- a. Provide transparency and boost public confidence
- b. Reduce processing time brought by heavy reliance on paper-based documents
- c. Increase efficiency
- d. Optimize resources and costs in managing court documents

2. Scope of Work

The solution platform should encompass the following components:

2.1 High-level Scope of Services

- Propose best practices and standard operating procedures (SOPs) for the creation, collaboration, classification, retention, archival and access of digital documents / records
- Develop and propose a cybersecurity plan for the solution to ensure the security protection and privacy, authorized access policy and incident response are addressed
- Develop the User Guides and Technical Support Guide
- Provide adequate training to the assigned core team & all relevant staff on the use of system for daily operations, including training of trainers and system training for IT staff on supporting and administering the system
- Conduct User Acceptance Testing (UAT) to ensure users have smooth operation of the system which includes real-time testing scenarios and dependencies with test data.
- Provide support, maintain, debug, and resolve any problems of the system during the warranty period.

2.2 Document management, archiving and capture

2.2.1 Document archiving and management

- Store
- Share
- Search

2.2.2 Document capture solution

- Bulk uploading with indexes
- Optical character reading (OCR)

2.3 Electronic and Digital signature

- Facility to maintain Electronic Signatures on System Users Profiles
- Facility to route documents in the system through a signature workflow
- Facility to add signatures on Multiple pages
- Provisions to integrate with a Digital Signatory Provider

2.4 Public web portal for citizens

2.4.1 Custom developed web portal for the public that needs to be linked to the website of the Supreme Court of the Philippines. The following services shall be available for the public

- Maintain user profile, as may be necessary
- Physical document validation / verification
- Digital document validation / verification
- Functions available in conventional document management solutions for search, view, download and share public files

2.5 Integration with Microsoft 365

- Login to the solution via Azure active directory credentials
- Connecting to Microsoft 365 via Power Platform Connectors
- Upload, search, view, download, and share documents to be available through Microsoft Teams
- Reports and dashboards to be available through Microsoft Power BI

2.6 Hybrid storage

- The capability of storage of documents in on-premises and / or Microsoft Azure

2.7 Maintenance & Support

- At least 12 months of warranty for the System is to be provided after the handover. The warranty shall cover maintenance, updating, patching, debugging or otherwise correcting any problem on the solution, at no cost.
- To provide 24 / 7 technical support on call, by email and / or an online helpdesk with expected response within 24 hours. In case of emergency, the expected response shall be within 4 hours.
- The vendor shall have their own dedicated application support engineer(s) to provide support;
- Is able to provide annual renewal licensing, maintenance and support services for a period of 5 years after the warranty period.

3. Technical Specifications

Attached herewith is the Technical Specifications of the solution sought to be procured by the Supreme Court of the Philippines.

4. Evaluation of the Solution

- The proposed document management solution must be based on Commercial-Off-the-Shelf (COTS) products to minimize the number of customizations during the implementation period and go live within reasonably short time.
- The proposed document management solution must be used or is currently being used by at least ten (10) Philippine customers.
- Supreme Court may request the solution provider to run a pilot for maximum of two (2) weeks to evaluate the proposed solution.

5. General requirements

- Shortlisted solution providers are required to sign a Non-Disclosure Agreement (NDA) where applicable.
- Participate for the meetings/discussions of project governance committees such as Project Steering Committee (PSC), Project Management Committee (PMC) and Project Review Committees as and when required.
- It is required to maintain proper and standard terminology, language quality and other standard practices wherever applicable.

6. Deliverables and Timeline

The consultant is required to complete all the deliverables within 14 weeks.

7. Team composition and Qualifications of the KEY CONSULTANTS;

Role	Work to be Performed	Minimum no. of resources	Minimum industry experiences (Years)
Lead Consultant – Document Management	Lead Consultant will be the key personal working with the Domain Consultants, Specialists, Leads and the Software Architect to finalize and deliver the project with the assistance of the Project Manager.	1	25
Project Manager	Project Manager will coordinate with the teams to deliver the project on time and agreed budget to satisfy the clients requirement with the assistance of the Lead Consultant – Document Management.	1	5
Software Architect	Software Architect will be designing the application in collaboration of the Consultants, Specialists and Systems Team. Software Architect will lead the team with the assistance of the Technical Lead.	1	10
Information Security Consultant	Information Security Consultant must look into all the aspects of the solution including the Confidentiality, Availability and Integrity of the information and will consult the Senior Team who is working on Developing, Deploying and Maintaining.	1	10
Quality Assurance Lead	QA Lead is responsible of Test Engineering the Applications and the User Acceptance Tests which leads to the successful delivery of the system and the application to the customer which must be compliant to the objectives of the project.	1	10
Lead Engineer - Systems / Support	Lead Engineer will be responsible of design, deployment and commissioning of the hardware equipment and installation of the operating systems, applications and configuration of the software systems to deliver the objectives of the project.	1	10
UI / UX Lead	UI / UX Lead will be responsible for the design and implementation of the UI / UX as per the agreements with the client.	1	5
Technical Lead	Technical Lead and Manage the resources allocated for the software development to deliver satisfactory level software application to the client.	1	8
Senior Software Engineer	Senior Software Engineer will own the key modules of the system.	1	5
Systems Engineer	Systems Engineer will be reporting to the Systems Lead.	1	5

Technical Specification and Compliance with Specifications for Document Management Solution with Electronic Signature Capability

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
1 Document Management & Archival					
1.1	Categorized Document Folders	1.1.1 Create Document Folders			
		1.1.2 Create Folder Specific Search Parameters			
1.2	Document Capture	1.2.1 Create Document Capture Profiles			
		1.2.2 Direct Upload via Web Interface			
		1.2.3 Capture via Multifunction Devices			
		1.2.4 Capture via Mobile Application (Apple Store)			
		1.2.5 Capture via Mobile Application (Android Play Store)			
		1.2.6 Capture via Mobile Application (Other) (Please Specify)			
		1.2.7 Capture via Email Attachments			
		1.2.8 Capture via Different Application (APIs)			
1.3	Document View	1.3.1 Native Document Viewer			
		1.3.2 Viewing PDF Documents			

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
1.4	Document Storage Options	1.4.1 Multiple Document Storage Options on IaaS Infrastructure			
		1.4.2 Multiple Document Storage Options on PaaS Infrastructure			
		1.4.3 Multiple Document Storage Options on on-premise Infrastructure			
1.5	Document Rights Management	1.5.1 Ability to create Document Rights profiles			
		1.5.2 View Rights			
		1.5.3 Redaction Rights			
		1.5.4 Email Rights			
		1.5.5 Print Rights			
		1.5.6 Download Rights			
		1.5.7 Other (Please Specify)			
1.6	Document Tagging	1.6.1 Create Tag Profiles			
		1.6.2 Assign Security Levels for Tag Profiles			
2 User Management					
2.1	3 rd Party Credential Managers	2.1.1 Capability of integration with the Microsoft Azure Active Directory			
2.2	Users	2.2.1 Capability of Creating Unlimited Users			
		2.2.2 Integrating using the Directory Access Protocol			
		2.2.3 Provide Single Sign On (SSO) Option			
2.3	User Groups	2.3.1 Capability of Creating User Groups			
		2.3.2 Capability of Assigning Users to Groups			
2.4	User Access Management	2.4.1 Document Folder Based User Management			
		2.4.2 Create User Access Profiles			
		2.4.3 Assign Multiple Access Parameters to Profiles			
		2.4.4 Multiple User Access Levels			
		2.4.5 Capability to manage User Menu Items			
		2.4.6 Capability of Request User Access Elevation			

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
3 Document Logs					
3.1	Reports	3.1.1	Document View Logs		
		3.1.2	Document Print Logs		
		3.1.3	User Activity Logs		
		3.1.4	System Login Details		
		3.1.5	Upload / Download Logs		
4 Document Watermarks					
4.1	Apply Watermarks	4.1.1	Include Watermarks on Printouts		
		4.1.2	Include Watermark to Emailed Documents		
		4.1.3	Include Watermarks on Downloads		
4.2	Watermark Content	4.2.1	Include User Details		
		4.2.2	Include Access Details		
		4.2.3	Visible & Invisible Watermarks		
		4.2.4	Change Watermark Location		
		4.2.5	Change Watermark Opacity		
		4.2.6	Change Watermark Color		
5 Electronic & Digital Signature					
5.1	Electronic Signature	5.1.1	Facility to maintain Electronic Signatures on System Users Profiles		
		5.1.2	Facility to route documents in the system through a signature workflow, including OTP verification before completing electronic signature process		
		5.1.3	Facility to add signatures on Multiple pages		
5.2	Digital Signature	5.2.1	Provisions to integrate with a Digital Signatory Provider.		
6 Document Validation					
6.1	Physical Document Validation	6.1.1	Facility to embed a QR Code on the document at the time of sharing a document.		
6.2	Digital	6.2.1	Suitable mechanism to		

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
	Document Validation	validate documents shared via the system.			
7 Reports and Dashboards					
7.1	Reports	7.1.1 View Logs - Records of document viewing			
		7.1.2 Print Logs - Records of printing function			
		7.1.3 E mail Logs - Records on e-mailing function			
		7.1.4 Content Details - Imported document details (Images/Word/Unknown)			
		7.1.5 User Activities - Records of the document viewing details of users			
		7.1.6 System Login Details - Login records of the system			
		7.1.7 Library Access Logs - Records of accessing library			
		7.1.8 Download logs - Records of downloading function			
		7.1.9 Upload logs - Records of upload documents into Enadoc			
7.2	Dashboards	7.2.1 Capability of Reports and dashboards to be available through Microsoft Power BI			
8 External Interfaces					
8.1	Infrastructure as a Service	8.1.1 The system should be operated on Infrastructure as a Service environment.			
		8.1.2 The system should be integrated with the 3 rd party applications such as Email Services, SMS, Mobile Applications, Reports and Dashboards.			
		8.1.3 The system should be available to be accessed from the Public Internet			
8.2	Device Compatibility	8.2.1 Desktops			
		8.2.2 Notebooks			
		8.2.3 Tablets			
		8.2.4 Mobiles			

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
		8.2.5 other portable devices			
8.3	User Platform	8.3.1 Apple MacOS			
		8.3.2 Windows			
		8.3.3 Linux			
		8.3.4 Apple iOS			
		8.3.5 Android			
8.4	Web browser Compatibility with latest versions without installing additional plug-ins.	8.4.1 Safari			
		8.4.2 Internet Explorer			
		8.4.3 Edge			
		8.4.4 Firefox			
		8.4.5 Chrome			
8.5	Application Programming Interface	8.5.1 Comprehensive Application Programming Interface			
		8.5.2 Comprehensive Documentation on API			
		8.5.3 Connecting to Microsoft 365 via Power Platform Connectors			
9 Performance Requirements					
9.1	Session Management	9.1.1 Manage minimum 500 concurrent sessions			
		9.1.2 Manage minimum 100 concurrent users			
		9.1.3 System response time in par with the industry standards			
9.2	Robustness	9.2.1 Easier lift and shift			
		9.2.2 Protecting against failures within hosted datacenters			
		9.2.3 Protection from entire datacenter failures			
10 Other Attributes					
10.1	Interoperability	10.1.1 Capability of integrating with Scanners from Any Vendor			
		10.1.2 Perform key functions of the Solution via Microsoft Teams			
		10.1.3 Bulk Uploading Capability			
		10.1.4 Integration with Multiple			

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
		Capture Applications			
10.2	Maintenance and Support services	10.2.1 3 years onsite support			
		10.2.2 Helpdesk support			
		10.2.3 Product customization			
		10.2.4 Patches and upgrades			
		10.2.5 Incident Response			
		10.2.6 Issue Escalation			
		10.2.7 Reconfiguration / Change requests			
11 Design Constraints					
11.1	System Architecture & Design	11.1.1 Adhere to open standards, interoperability standards and Service Oriented Architecture (SOA) principles			
		11.1.2 Adopting the Secure Systems development practices			
11.2	Usability	11.2.1 Flexible & user-friendly modular design			
11.3	UI & Viewing options	11.3.1 Quick & Easy navigation			
		11.3.2 User friendly graphical interface (GUI)			
		11.3.3 Usage of UX Best Practices			
11.4	Systems Administration	11.4.1 Database Maintenance			
		11.4.2 Backups and Restoration			
		11.4.3 Transaction logs			
		11.4.4 Audit trails			
		11.4.5 Automated notifications			
12 Configuration Support					
12.1	Device Configurations	12.1.1 Support for the configuration of the devices are inclusive with the solution			
12.2	Software Configurations	12.2.1 Support for the initial configuration of the software are inclusive with the solution			
		12.2.2 Configuration of the reports is inclusive with the solution			

Item No.	Minimum Specification		Bidder's Offer (Please specify details)	Compliance to the specification (Yes / No)	Technical reference (Please specify the page number)
13 Training Requirements					
13.1	User Training	13.1.1	Should provide comprehensive user training		
13.2	System Administration Training	13.2.1	Should provide comprehensive system administration training		
13.3	Help	13.3.1	The system must have Online / Offline help facility.		
13.4	User Manual	13.4.1	Should provide a comprehensive user manual		

2021 ICT PROJECTS

Item & Specification	Unit of Measure	Quantity Requirement												Unit Price (as of __)	Total Amount	MODE OF PROCUREMENT
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
1. Implementation of the Updated EISP																
1 Legal Resource Management System															80,000,000.00	B
2 Judiciary Portal															70,000,000.00	B
3 JECS															95,000,000.00	
4 Regional Data Centers (RDCs)																B
Visayas #1 (Lapu-Lapu City)															234,843,798.35	B
Mindanao #1 (Davao City)																B
Digitization of Court Records																B
Phase 1																B
eCourts 3.0 + Dreams															400,000,000.00	B
PHILJIS / eHRIS															400,000,000.00	B
ePHILJA System															67,200,000.00	B
Networks Security and Nationwide Connectivity Phase 2 (including recurring costs)															100,000,000.00	B
Enterprise Resource Planning System Integration (Finance, Logistics, Human Resource, etc.)															310,000,000.00	B
IT Systems (Help desk, Version Control, Config, Management Capacity)															650,000,000.00	B
IT Training															5,000,000.00	B
IT Consultants for ERP, eCourts + Dreams, ePHILJA															10,000,000.00	B
Change Management (SILAS)															25,000,000.00	B
Review of the EISP for 2020 - 2025															5,000,000.00	B
Hearing Management System (3 Million 1st Phase)															30,000,000.00	
ICMS															25,000,000.00	
Sub Total (EISP) :															15,000,000.00	
															2,522,043,798.35	

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Hon. RAUL BAUTISTA VILLANUEVA
Deputy Court Administrator
and Chairperson
Bids and Awards Committee
for Consultancy Services (BAC-CS)
Supreme Court of the Philippines
Manila

Sir:

In connection with the published Invitation to Bid dated [insert date] for [Title of 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
- 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 shortlisted or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

ELIGIBILITY REQUIREMENTS FOR CONSULTING SERVICE

NAME OF CONSULTANT

Failure to submit any of the following documents will be a ground for ineligibility. The authorized representative must attend the eligibility check to present, for authentication, the originals of the submitted documents.

A	CONSULTANT PROFILE	SUBMITTED	PASS	FAIL
1	Number of years in business			
2	Name, address and location map to main office			
B	LEGAL DOCUMENTS			
1	SEC Registration Certificate /DTI business name registration whichever may be appropriate under existing laws			
2	Valid and current Mayor's permit/ municipal licenses			
C	TECHNICAL DOCUMENTS			
1	<p>Duly signed consultant's statement of</p> <p>(i) similar or related on-going and completed government and private contracts starting 2000 until 2020 including contracts awarded but not yet started and</p> <p>(ii) other on-going government and private contracts not similar in nature to the contract to be bid, including contracts awarded but not yet started.</p> <p>The statement shall include for each contract, the following:</p> <p>a. Name and location of the contract/project;</p> <p>b. Date of Contract;</p> <p>c. Type of consulting service;</p> <p>d. Amount of Contract;</p> <p>e. Date of Contract; and</p> <p>f. Contract duration</p>			
2	<p>Duly signed consultant's statement on:</p> <p>(i) names of owner(s)/ partners or officers and their respective curriculum vitae;</p> <p>(ii) names of key staff and their curriculum vitae.</p>			

3	Statement of the citizenship of consultant-owner(s)/ partners or officers as the case may be – and confirming that those who will actually perform the service are registered professionals authorized by their appropriate regulatory body to practice the profession.			
4	Duly signed statement that it has technical competence, experience and staff capabilities to undertake the Project.			
D	FINANCIAL DOCUMENT			
1	The consultant's audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year (2011) showing, among others, the consultant's total and current assets and liabilities.			

Remarks: ☐ Eligible ☐ Ineligible

Authorized Representative
of the Consultant