



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor, MWSS Administration Bldg., Katipunan Ave.,
Balara, Quezon City
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REQUEST FOR QUOTATION
RFQ No. 2025-12-080

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through its Bids and Awards Committee (BAC), is inviting ISI Icomteq, Inc. to submit a price quotation for the project with details as follows:

Project Title	: Second Phase Upgrade of the OGCC Document Management Information System (DMIS)
Approved Budget for the Contract	: PhP2,000,000.00
Source of Funding	: FY 2025 General Appropriations Act (GAA)
Mode of Procurement	: Direct Contracting <i>[Section 31, IRR of RA 12009]</i>
Location	: Office of the Government Corporate Counsel, 3 rd Floor, MWSS Administration Building, Katipunan Ave., Balara, Quezon City
Delivery Period	: Within ninety (90) calendar days upon receipt of Notice to Proceed (NTP), subject to the Project Delivery Timeline indicate in the Price Quotation Form (PQF)
End-User Unit	: OGCC Records Section
Specifications	: Indicated in the Price Quotation Form (PQF)

ACTIVITIES	SCHEDULE
Transmittal of the Request for Quotation (RFQ) to Supplier	18 December 2025
Deadline for Submission of Quotation	23 December 2025, 3:00 pm
Opening of the Quotation	23 December 2025, 3:30 pm

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the item described herein using the attached PQF.

Submit your duly signed Quotation not later than 23 December 2025, 3:00 PM. Electronic Quotation shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be sent at the address indicated below:

AGCC KATHRINA MARIA A. REYES
BAC Chairperson

Office of the Government Corporate Counsel
 3rd Floor, MWSS Administration Building, Katipunan Ave.,
 Balara, Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to contract award without incurring any liability to the affected supplier.

Late submission of Quotation shall not be accepted and considered.

Sgd.
AGCC KATHRINA MARIA A. REYES
BAC Chairperson

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none"> • The award of the Contract shall be made to the Supplier if its Quotation complies with the minimum technical specifications and other terms and conditions stated herein. • Suppliers shall provide correct and accurate information required in the PQF. • The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions. • A partial Quotation is not allowed. • Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or any of his/her duly authorized representative/s. • Price Quotation must be valid for a period of sixty (60) cd from the date of submission which is the date indicated in the PQF. • Price Quotation must be denominated in Philippine peso. • Price Quotation must include all taxes, delivery charge and other incidental expense. • Price Quotation shall be rejected if it exceeds the Approved Budget for the Contract (ABC).
II. WARRANTY	<ul style="list-style-type: none"> • Under Section 90.1 of the IRR of RA 12009, warranty security shall be required for a minimum period of one (1) year from issuance of the Certificate of Inspection and Acceptance. • The obligation for the warranty shall be covered by a special bank guarantee or a retention money equivalent to five percent (5%) of the total contract price which shall be released after the lapse of the warranty period. This is subject to the condition that the items and services are free from patent and latent defects and all the conditions imposed under the contract have been fully met. • Return and exchange policy for items or goods with patent and latent defects shall be governed by RA 7394 or the Consumer Act of the Philippines. • The other terms of the warranty are detailed in the PQF.

<p>III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</p>	<ul style="list-style-type: none"> • Submit the following eligibility requirements <u>together with your quotation:</u> <ol style="list-style-type: none"> a. 2025 Mayor’s/ Business Permit; b. PhilGEPS Platinum Certificate; c. Income/Business Tax Return <p style="margin-left: 40px;">Additional mandatory requirement:</p> <ol style="list-style-type: none"> d. Authorization/ Board Resolution/ Special Power of Attorney proving that the Supplier’s representative is duly authorized to sign the PQF, Notice of Award (NOA), Contract/ Purchase Order and NTP. e. Certification, or any equivalent document, attesting that the Supplier possesses exclusivity or holds the legal proprietary rights over the system, or that the procurement of the component from the Supplier constitutes a condition precedent to the performance of the DMIS Project. • PhilGEPS Certificate of Platinum Membership may be submitted in lieu of documents a and b.
<p>IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</p>	<ul style="list-style-type: none"> • Within three (3) working days from receipt of the Notice from the BAC Secretariat, the Supplier shall submit the original signed PQF together with the certified true copies of the eligibility documents and other additional documentary requirements, as a condition for the award of the Contract. • Failure to submit the aforementioned requirement shall not entitle the supplier to the award of the contract.
<p>IV. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Goods must be delivered as specified in the Contract/ Purchase Order (PO) from receipt of the NTP. Any request for extension must be duly communicated within ten calendar days before the lapse of the five calendar days delivery period to avoid imposition of liquidated damages and is subject to approval of the OGCC. • The goods shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall correct all non-conformities reported at no cost to the OGCC. • The Supplier shall deliver pertinent documents relating to this procurement activity at the given office address below: <p style="text-align: center;">OGCC Records Section OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p>

	<p>3rd Flr. MWSS Administration Building Katipunan Ave., Balara, Quezon City</p>
<p>V. PAYMENT TERMS AND LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • Advance payment is not allowed. • A check shall be issued as payment within 30 working days following the date of receipt of the goods, after inspection and acceptance of service rendered, and upon submission of the necessary documents as may be required by the OGCC Accounting Section (i.e., billing statement, sales invoice, etc.). Pick-up of check shall be coordinated with the OGCC- Cashier Section through +63(917)-874-4394. • Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered satisfactorily within the prescribed period, inclusive of duly granted time extensions, shall be imposed per day of delay. The OGCC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
<p>VI. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</p>	<ul style="list-style-type: none"> • The Quotation together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address: <p style="text-align: center;">AGCC KATHRINA MARIA A. REYES <i>BAC Chairperson</i> OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> • The same may also be submitted electronically to bac@ogcc.gov.ph. The Suppliers who will opt to submit their Quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> 1. The email must indicate as subject: Second Phase Upgrade of the OGCC Document Management Information System (DMIS); 2. The Quotation must be in archive format and password protected; 3. Include in the email the name of the Supplier's authorized representative together with the contact details which the BAC may call during the opening and evaluation of Quotations; and 4. The Supplier's representative/s must disclose the password only during the scheduled opening of Quotations. • Quotation must be submitted via email on or before 23 December 2025 at 3:00 PM.

	<ul style="list-style-type: none"> • Quotation submitted beyond the deadline shall not be accepted.
VII. RESERVATION CLAUSE	The OGCC reserves the right to accept or reject the Quotation or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected supplier.
VIII. NON-DISCLOSURE	The Supplier shall not, without the prior written consent of the OGCC, disclose to any person or entity any information or data related or involving employees of the OGCC acquired during the implementation of the contract.
IX. OGCC'S CONTACT DETAILS	<p>Bids and Awards Committee Contact No.: 09178744417 Email: bac@ogcc.gov.ph</p> <p>Records Section Contact No.: 09178744396 Email: records@ogcc.gov.ph</p>

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE

Office of the Government Corporate Counsel
 3rd Floor, MWSS Administration Building, Katipunan Ave.,
 Balara Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our quotation for the **Upgrade of the OGCC Document Management Information System (DMIS)** as follows:

I. ITEM AND SPECIFICATIONS

REQUIREMENT	Pls. Check (✓) Compliance
<p><u>SECOND PHASE UPGRADE OF THE OGCC DOCUMENT MANAGEMENT INFORMATION SYSTEM (DMIS)</u></p> <p>FILE RECORD TRACKING (FRT) MODULE GENERAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. The FRT module shall be web-based and fully integrated within the existing DMIS architecture, reusing the core functionality and concept of the current workflow engine, document repository, search components, and authentication framework. 2. The module shall utilize the existing DMIS login, authentication, and role-based access control to ensure continuity of security policies and user permissions. 3. Access to the module features shall rely on current DMIS user accounts, with user- and team-level permissions applied to File Records, documents, workflows, and events. 4. The existing data/database of the Records Section, while preserving the functional relationships and data integrity of the records, shall be ingested and utilized by the system accordingly. 5. The module shall support team-based collaboration and access, enabling authorized users within divisions or teams to manage, update, or review File Record-related information. 	

6. The module shall allow multiple users to simultaneously update File Records and related workflows, while preserving data integrity and maintaining complete audit trails.
7. The module shall be capable of executing compound search queries using multiple field conditions.
8. The module shall include a facility to tag, track, and manage electronically filed documents submitted before courts.
9. The module shall provide an organized view of all pending and completed electronic filing documents, allowing users to easily monitor court submissions associated with any File Record.
10. The module shall support automated task assignments and workflow actions triggered by system events (*e.g.*, Record intake, document upload, event creation, deadline updates, or stage transitions).
11. The module shall support automatic tagging of records as inactive based on a configurable period of inactivity or elapsed time.
12. The module shall incorporate a dedicated report generation feature, covering (but not limited to) Record aging, deadlines, upcoming events, and status summaries.
13. The module shall be developed with due consideration to the functional intent of the interface proposal by the OGCC, to include the following specifications:
 - a. The module shall provide a File Record Registry for creating, maintaining, and classifying File Records, including metadata such as File Record number, type, subject matter, requesting client, priority, and responsible unit or counsel.
 - b. The module shall support the complete lifecycle of legal matters – from intake and evaluation to proceedings, resolution, promulgation, and eventual closure and archiving (defined as workflows).
 - c. The module shall allow one or more workflow-driven processes to be initiated and linked to a single File Record, enabling independent but consolidate tracking of complex branching of actions and documents movement

consolidated under one tab in a single File Record . (Refer to Figure 2)

- d. The module shall support creation and tracking of events (Refer to Figure 3), including sessions, filing deadlines, and internal review activities, with a centralized calendar view and automated reminders aligned with OGCC and R2R-prescribed timelines.
- e. The module shall maintain a consolidated history (refer to Figure 4), automatically aggregating workflow activity logs, document actions, event updates, assignments, and other significant steps taken throughout the File Record's lifecycle.
- f. The module shall incorporate the core functionality and concept of the current workflow routing activities including allowing documents to be uploaded, tagged, versioned, and linked to specific File Record or workflows.
- g. The module shall support inter-file record cross-referencing of related matters.

PROPOSED INTERFACE

Figure 1.

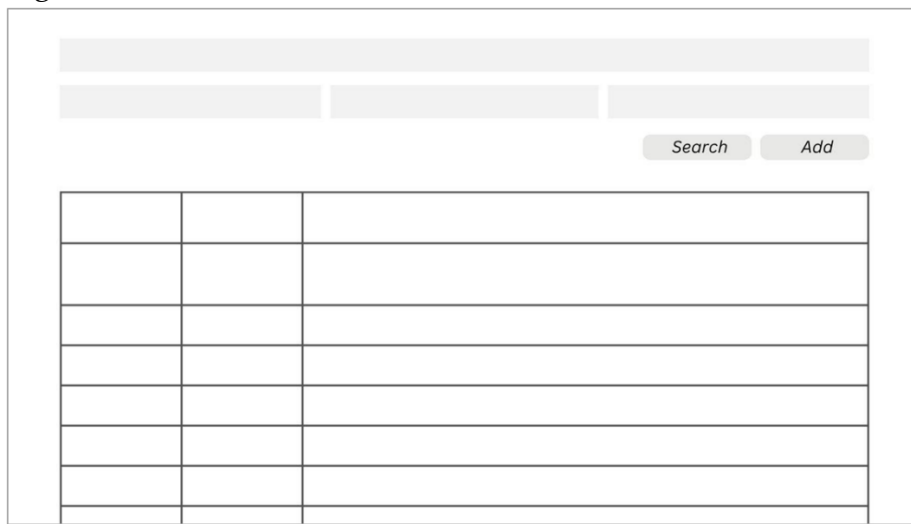


Figure 2

FILE RECORD NO.: 123-B-455 ACTIVE
Handled Case

Philippine Deposit Insurance Corporation
Aidel M. Cadayona Vs. Sps. Neil Deither Co and Nelia Diane Co, Maria Hanna Mae Ordon and Philippine Deposit Insurance Corporation Official.

TEAM 09 TEAM 10
DIANE CAMILLA R. BORJA JASON CORTEL

CASE UPDATES EVENTS (1) HISTORY

[Add](#)

> COURT A *Pending*
 Case No.: CA123 | Court A, Batasan, Quezon City | Judge Janine Tenonso
Order
 Doc Date: 04 November 2025 | Date In: 5 November 2025
 Required Action: Filing | Action Due: 7 November 2025
 Required Action: Hearing | Action Due: 8 November 2025
Pleading
 Doc Date: 06 November 2025 | Date Out: 7 November 2025
 > COURT B *Favorable*
 > COURT C *Favorable*

Figure 3

FILE RECORD NO.: 123-B-455 ACTIVE
Handled Case

Philippine Deposit Insurance Corporation
Aidel M. Cadayona Vs. Sps. Neil Deither Co and Nelia Diane Co, Maria Hanna Mae Ordon and Philippine Deposit Insurance Corporation Official.

TEAM 09 TEAM 10
DIANE CAMILLA R. BORJA JASON CORTEL

CASE UPDATES EVENTS (1) HISTORY

- Hearing on 8 November 2025

Figure 4

FILE RECORD NO.: 123-B-455 ACTIVE
Handled Case

Philippine Deposit Insurance Corporation
Aidel M. Cadayona Vs. Sps. Neil Deither Co and Nelia Diane Co, Maria Hanna Mae Ordon and Philippine Deposit Insurance Corporation Official.

TEAM 09 TEAM 10
DIANE CAMILLA R. BORJA JASON CORTEL

CASE UPDATES EVENTS (1) HISTORY

- Scheduled Hearing on 7 November 2025
- Scheduled Filing on 8 November 2025
- Released Pleading on 6 8 November 2025
- Added Jason Cortel as Handling Lawyer
- Released Pleading on 31 October 2025
- Received Order on 27 October 2025
- Scheduled Hearing on 7 October 2025
- Scheduled Filing on 6 October 2025
- Received Order on 2 October 2025
- Released Pleading on 31 September 2025
- Received Order on 25 September 2025

FEATURE IMPROVEMENTS (pertaining to current DMIS):

1. The system shall support field mapping to enable dynamic autofill of default tags, such as assigning a lawyer as a participant.
2. The system shall improve the hierarchical ordering of library search results.

3. The system shall adopt a dedicated field type for time-based tags.
4. The system shall implement user-level isolation to allow individual users to update dashboard components independently.
5. The system shall allow authorized users to delete documents within the routing folder.
6. The system shall improve adherence to R2R-prescribed deadlines.
7. The system shall have improved scaling across different screen sizes.
8. The system pop-up notifications shall be minimized or repositioned.
9. The system shall include a "Show Password" option when accessed via the Chrome browser.
10. The system shall omit redundant buttons, such as "Download" and "Tag," where not contextually relevant.
11. The system shall reflect the actual routing path a folder has taken within the Step Tracker.

The system shall support enhanced file uploading with a visible progress indicator and automatic interface refresh upon successful completion.

WARRANTY AND SUPPORT

12. The Solutions Provider shall provide a **one (1) year warranty for the newly developed FRT Module**, commencing upon formal software delivery and acceptance. A Warranty Certification shall be issued to affirm the Solution Provider's commitment to maintain and support the CMS module throughout the warranty period.
13. The Solutions Provider **shall extend software support to the entire DMIS for one (1) year**, effective upon deployment of agreed Feature Improvements as provided above.
14. The Solutions Provider shall provide technical support and maintenance services—either on-site, remote, via telephone, or email—to address and resolve technical or operational issues. All reported incidents shall be classified and addressed

<p>according to the following severity levels and response/resolution timelines:</p> <ul style="list-style-type: none"> a. Severity 1 Critical: Major system or component failure with critical impact on business process. Service has stopped. The problem must be resolved through immediate onsite or remote access support (within 4 hours). b. Severity 2 High: Minor system or component failure with high impact on business process. The service is running but performance has degraded. The problem must be resolved immediately (within 1 working day). c. Severity 3 Moderate: Operational use exhibits signs of non-compliance with agreed functionality. The service is running but certain functions do not work as indicated. The problem must be resolved at the soonest time possible (within 5 working days). d. Severity 4 Low: Service is running. Efficiencies would be achieved through desired improvements in the system components. Feature must be available in the next update. <p>15. The Solutions Provider shall either designate a Technical Support Officer or provide a dedicated chat-based support mechanism to serve as the primary point of contact for all service requests, technical inquiries, and issue escalations. A formal Escalation Procedure shall be established to ensure that any unresolved issues are properly elevated and addressed within the defined service timelines and contractual provisions.</p>	
<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> 16. Workflow GUI enhancement and system clean up. 17. Documented System Downtime Continuity Plan (SDCP). 18. System redeployment, as necessary. 19. Knowledge transfer, trainings and refresher courses. 20. Acceptance and compliance with the prescribed Delivery Timeline. 	

II. DELIVERY TIMELINE

DELIVERABLE	ACCEPTABLE CRITERIA	TIME	PAYMENT (%)
Feature Improvements	Implemented as in the Provided Checklist	Within 20 calendar days from receipt of the Notice to Proceed	20%
Redeployment	Online and Fully Accessible System	5 calendar days	5%
Phase-II: FRT Module	Design and Plan Approval	10 calendar days	10%
	Preliminary integration	25 calendar days	20%
	CMS Full-Feature Implementation	25 calendar days	20%
Knowledge Transfer, Trainings and Turnover of SDCP	CMS Training Sessions	4 calendar days	15%
Sign-off and Acceptance	Provision of Sign-off Documentation and Acceptance by OGCC	1 calendar day	20%
PROJECT DURATION		90 calendar days	100%

GRAND TOTAL:

Amount of Bid in Figures:	
Amount of Bid in Words:	

1. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us from the date of this quotation until the end of the contract.

2. If our quotation or bid is accepted, we undertake to deliver the above services within the prescribed period.

3. We understand that payment for the services rendered shall be based on actual consumption, subject to the terms and conditions provided herein, and made *via* check within 30 cd following the date of the provision of the services, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

Very truly yours,

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	