

# Republic of the Philippines SOUTHERN LUZON STATE UNIVERSITY Lucban, Quezon



#### REQUEST FOR QUOTATION

#### SOFTWARE LICENSE FOR DIGITAL ARCHIVING AND DOCUMENT MANAGEMENT SYSTEM (MIS)

Purchase Request No. 2025-09-2471
Approved Budget for the Contract: # 795,485.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of <u>Software License for Digital Archiving and Document Management System (MIS)</u> to apply the sum of <u>Seven Hundred Ninety-Five Thousand and Four Hundred Eighty-Five Pesos Only #2795,485.00</u> inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION	
1	lot	Software License - Document Management System	

1. The quotation-n must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail: slsuprocurement@slsu.edu.ph

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

MARIDEL C. ZABELLA
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon

Tel. No.: (042)540-6519



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### REQUEST FOR QUOTATION

	nd-User:		MIS	Date:	
	ANY NAM	STATES.		PR No.:	2025-09-2471
ADDRE	ESS : IO./FAX N				
I Edward	U.IFAX N	0. :		TIN No.:	
TERMS  1. All et al. All et al. Administration delivery  3. Warn (1) one  4. Price  5. Supple Certificate Procure  6. Biddi  7. Pleas	and CONDITION Intries must be early period we stratitive period we without vail for a for Equipment of the control of the cont	TIONS be typewritivithin_ enalties to Se for a minivipment froi all be for a p ed to submit Mayor'sPern e upon submit bmit comple the brand fo	tten or legibility writtenupon conforme of the approved Purchase Order (P.O). ec. 69 of the Revised IRR-RA 1984 shall be imposed for non-	stated below and submit your quotation duly significe.  MARIDEL C. ZABE  Director, Procurement	illa
		_			
Item #	Qty.	Unit	ITEM/S DESCRIPTION Software License - Document Management System	Unit Pric	e Total Cost
Delivery After having	ng carefully ne	eed & acceptu	PRE STF 30 DAYS  ed your Genaral Conditions, We quote you on the item(s) at prices note above. If to Conditions specified by SLSU Procurement Office.	Warranty: Price Validity:	
AFA-PRC-	-1 02 F2 I	REV A		Printed Name/Signature/Date	a a

Sofware License	
Document Management System	
Sixteen(16) Perpetual User License	
Features:	
1. Seamless Search	
2. Easy Uploads	
3. Dashboard	
Auto data extraction	
5. Workflow approvals	
6. Detailed logs	Perpetual License
7. Media Storage	
8. Document versioning	
9. Annotations and notes	
10. File sharing, printing and downloads	
11. Mobile access	
12. Windows-based	
13. locally developed	
14. Strong local support	
included Server, Document Scanner, Installation	
and Configuration of Documentation	