



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

REQUEST FOR PROPOSAL

Date: _____
RFP No.: _____

Company Name: _____

Address: _____

TIN: _____

Business Permit No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

Sgd.
CHRISTOPHER E. BANDOJO
Supply Officer IV, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				
				Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		Remarks
				Unit Price	Total Price	Yes	No	
Upgrading and Modification of Existing Asset Inventory System (Web Based Program) A. Server Side Upgrade & Modifications 1. <u>Creating Transfer Module per Head of Office</u> – new system must give the user the ability to select all assets per office & transfer all assets with the following options: (a) transfer existing Property Acknowledgment Receipt (PAR) to a new PAR (b) transfer existing multiple PAR to a single/new PAR and (c) transfer existing single PAR to multiple PAR (d) transfer to property stockroom whether for disposal or for safekeeping 2. <u>Creating Disposal Mode</u> – new module must give the user the ability to view, edit, filter, and print items to be disposed and disposed items that have been included in the Inventory & Inspection Report of Unserviceable	1	lot	150,000.00					

<p>Property (IIRUP)</p> <p><u>3. Changing Property Number from 5 digit to 6 digit code</u> Ex. ITES-YEAR-00001 to ITES-YEAR-000001 – new format should affect new delivery and must not result in changing barcode stickers w/ 5 digit code. Upgrade should be able to generate barcode numbers automatically & chronologically</p> <p><u>4. Sorting and Printing of Asset Codes Chronologically</u> – must give the user the ability to view and print asset codes by specifying a range in the Asset Deployment Tab including all details</p> <p><u>5. Creating Query Tab</u> – (a) must give the user the ability to view records based on selected data ex. Filter records by item name, acquisition date, cost supplier, department, etc. (b) list of items not yet deployed (c) warning from double deployment per item</p> <p><u>6. Creating Repair Module</u> – must give the user the ability to encode repairs done to a particular asset. All details of repairs done can be viewed in the system and can be printed in the Property Card</p> <p><u>7. Adding item number to Inspection Acceptance Report</u> – must give the user the ability to select item number instead of item name</p> <p><u>8. Upgrade Gatepass Module</u> – must give the user the ability to modify list of gatepass numbers from latest to first. Must also give the user the ability to track items under repair and monitor the days the asset has not been returned</p> <p>B. Mobile Side (Data Collectors) Upgrade & Modifications</p> <p><u>1. New system must give the user the following options:</u></p> <p>a. View the essential details of the asset or property scanned (Essential details to be determined during engagement)</p> <p>b. Give the user during inventory the ability to determine whether the asset or property belongs to the office</p> <p>c. View and edit the data after inventory even before the syncing into the server or system</p> <p>C. Othe Modifications Needed</p> <p>1. Transfer and installation of Updated System to new</p>							
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server/cpu with updated environment 2. Transition of system from Windows XP to at least Windows & 3. Synchronizing/Syncing of data collectors to new server/cpu 4. Ability of the new system to adapt to automatic updates so that generated Portable Document Format (PDF) are viewed automatically 5. Submission of new source code for the complete updated system both in written and CD format. Written format means detailed documentation of source code with step by step installation procedure for both server and scanner 6. Installation of needed/purchased software to new system/server 7. Other modifications needed to make the system fully operational D. Delivery Schedule – Six (6) weeks after signing of Contract or Purchase Order E. Warranty & Support – Warranty coverage shall commence after acceptance of the end-user. Software warranty and support shall be provided at no additional cost to PLM. Such warranty and support shall be one (1) year to fix bugs, program errors, and other minor adjustments. Contractor shall respond to such errors within 24 hours and must be resolved within a reasonable time.								
Software SQL SvrstdCore ALNG MVL 2 Lic Core Lic or Latest Edition	1	unit	45,000.00					
Software SAP Crystal Reports w/ Paper Lic (Latest Edition)	1	unit	45,000.00					
External Hard Drive 2TB	1	unit	7,500.00					
Total			247,500.00					

This is to certify that I personally conducted the canvass and that the data herein are true and correct.

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.:

Mobile No.:

E-Mail:

Sgd.

NOLI C. DISCAYA, JR.

Canvasser

Mobile No.: 0917-5794712 (globe), 0919-3286421 (smart)

Email Add.: ncdiscaya@plm.edu.ph

Gen. Luna cor. Muralla Sts., Intramuros, Manila
Telefax No. (02)5284592 *procurement@plm.edu.ph