



PhilGEPS

Philippine Government Electronic Procurement System

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 Procurement Opportunities

Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 5281915
Procuring Entity INTERCOUNTRY ADOPTION BOARD
Title INVITATION TO BID FOR DIGITIZATION OF ICAB ADOPTION DOCUMENTS
Area of Delivery Metro Manila

Solicitation Number:	ITB-18-007	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Public Bidding	Bid Supplements	1
Classification:	Goods	Document Request List	8
Category:	Microfilm Equipment - Supplies and Accesories	Date Published	16/04/2018
Approved Budget for the Contract:	PHP 1,100,000.00	Last Updated / Time	02/05/2018 17:50 PM
Delivery Period:	30 Day/s	Closing Date / Time	08/05/2018 14:30 PM
Client Agency:			
Contact Person:	Janet Tagpis Santos Administrative Officer V #2 Chicago St., corner Ermin Garcia St., Barangay Pinagkaisahan, Cubao Quezon City Metro Manila Philippines 1111 63-2-7264551 adoption@icab.gov.ph		

Description

INVITATION TO BID FOR DIGITIZATION OF ICAB ADOPTION DOCUMENTS

1. The Intercountry Adoption Board, through the GOP-2018 intends to apply the sum of ONE MILLION, ONE HUNDRED THOUSAND PESOS being the Approved Budget for the Contract (ABC) to payment under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The Intercountry Adoption Board, now invites bids for One (1) Lot of Digitization of ICAB Documents. Delivery of the Goods is required under Section VI. Schedule of Requirements. Bidders should have completed, within 1 year from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from Intercountry Adoption Board, and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm, Monday to Friday.

5. A complete set of Bidding Documents may be acquired by interested Bidders on April 16 - May 7, 2018 from the address below at Three Thousand Pesos (Php3, 000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents on or before the submission of their bids.

6. The Intercountry Adoption Board, will hold a Pre-Bid Conference on April 24, 2018 2:30 pm at No. 2 Chicago St corner Ermin Garcia St. Barangay Pagkaisahan, Cubao, Quezon City, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before May 8, 2018 2:30pm All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on May 8, 2018 2:30 at No. 2 Chicago St corner Ermin Garcia St. Barangay Pinagkaisahan, Cubao, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Intercountry Adoption Board, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

BAC Secretariat
 #2 Chicago St corner Ermin Garcia St.
 Barangay Pinagkaisahan, Cubao, Quezon City
 Tel. 721-9781-82 loc. 815 & 816
 Fax. 721-9790
 Email. adoption@icab.gov.ph
 Website: icab.gov.ph

(SGD) GINA C. ESCALANTE
 BAC Chairperson

Pre-bid Conference

Date	Time	Venue
24/04/2018	2:30:00 PM	#2 Chicago St., corner Ermin Garcia St., Barangay Pinagkaisahan, Cubao Quezon City Metro Manila Philippines 1111


Created by Janet Tagpis Santos

Date Created 11/04/2018

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	INTER – COUNTRY ADOPTION BOARD (ICAB)	Issue date	March 6, 2018
		Doc. Code	ICAB – ADMIN – T – 2018- 003
	BIDS AND AWARDS COMMITTEE (BAC) RESOLUTION	Revision no.	0

BAC RESOLUTION NO. 2018-0611-007

Series of 2018

**Declaring the Responsive Bid and recommending the Award for the
Digitization of ICAB Documents**

WHEREAS, the Inter Country Adoption Board (ICAB) conducted request for quotation for the Digitization of ICAB Documents with the approved budget (ABC) of **One Million One Hundred Thousand Pesos** (Php 1,100, 000.00);

WHEREAS, ICAB posted the Invitation to Bid for the said project at the Philippine Government Electronic Procurement System (PhilGEPS), ICAB website, and at the ICAB Bulletin Board, a conspicuous place reserve for the purpose at the premises of the ICAB, continuously for twenty-nine (29) calendar days starting on April 10, 2018;

WHEREAS, the opening of Bids was conducted on May 8, 2018 at 2:30 PM, with the following results:

- ePDS passed and bid 888,000.05
- American Technologies Inc. passed and bid 907,306.80
- Floro International Corporation passed and bid 1,033,000.00

WHEREAS, BAC requested the suppliers to present their products and services through a demo with the following schedule:

- American Technologies Inc.: May 25, 2018
- Floro International Corporation: May 31, 2018
- ePDS: May 31, 2018

WHEREAS, BAC conducted post evaluation on June 18, 2018 and found Floro International Corporation as the most responsive to the needs of ICAB's Digitization Project due to the following:

- Procedures (sorting, grooming, scanning, indexing, among others) are most efficient and effective
- The Document Management System is an internationally recognized program/system on documentation
- ISO Certified 9001:2015 for Microfilming, Digitizing and Indexing Document Management and Retrieval
- With more than thirty years of experience with documents conversion
- Reliable service provider due to numerous and various national government agencies served

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- With identified technical specialists task to do specific responsibilities for the project


WHEREAS, the BAC agreed to recommend Floro International Corporation for approval of the ICAB's Head of the Procuring Entity (HOPE), the Executive Director;

THEREFORE, the Members of the Bids and Award Committee, hereby **RESOLVED** that:

- Floro International Corporation be declared as the Responsive Bidder for ICAB's Digitization Project in the amount of One Million Thirty-Three Thousand (Php. 1,033,000.00)
- Floro International Corporation be recommended for approval of the HOPE. Appropriate documentation on Floro International Corporation to be endorsed to the HOPE for review.

ISSUED, this June 18th day of 2018 at the Inter-Country Adoption Board, #2 Chicago St. Cor Ermin Garcia Cubao, Quezon City.


BIDS AWARDS COMMITTEE (BAC)

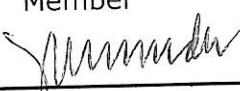

Gina C. Escalante
 Social Welfare Officer V
 Chairperson


Danilo P. Gatmaitan
 Social Welfare Officer III
 Vice Chairperson


Marivir T. Tungol
 PDO III
 Member


Rutchel Q. Pocdihon
 Social Welfare Officer III
 Member


Jennifer Maria R. Abenido
 Social Welfare Officer IV
 Member


Imelda R. Ronda
 Social Welfare Officer III
 Member


Irene S. Fagayan
 Social Welfare Officer II
 Member

	INTER – COUNTRY ADOPTION BOARD	Issue date	
	ICAB	Doc. Code	ICAB – ADMIN – F – 2018- 015
	POST QUALIFICATION REPORT FORM	Revision no.	

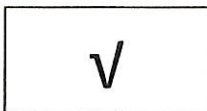
Post Qualification Report for ICAB Digitization

1. Name of Bidder: American Technologies Inc.
2. Rank in the list of bids 1rd
3. Bid Price P874,666.8
4. Period of Post-Qualification
5. Result of Post-Qualification

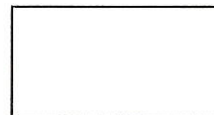
Requirements	Parties Consulted	Findings
Technical Component Envelope		
Eligibility Documents		
Class A Documents		
PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR or Class "A" Eligibility Documents, to wit: <ul style="list-style-type: none"> • Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship or Cooperative Development Authority (CDA) for cooperatives • Mayor's Permit • BIR Tax Clearance for Bidding Purposes • Audited Financial Statement 		Complied
Statement of all its ongoing government and private contracts		Complied
Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the last three years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC		Complied
NFCC computation Note: The NFCC must be at least equal to the ABC to be bid. (If the bidders opt to submit a committed Line of Credit, it must be at least equal 10% of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local or commercial bank.)		Complied
Class B Documents		
If applicable valid Joint Venture agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful shall be included in the bid		Complied
Technical Documents		
Bid Security (in Accordance with ITB Clause 18)		Complied
Conformity with technical specifications, as enumerated and specified in the section VI and VII of the Bidding Documents <ul style="list-style-type: none"> • Please fill-up "Form 2" for detailed evaluation of the Technical Specification 		Complied

	Sworn Statement in accordance with Section 25.2(a) (vii) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
	Sworn Statement in accordance with Section 25.2(a) (iv) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
Financial Component Envelope			Complied
	Financial Bid Form		Complied
	Price Proposal		P874,666.8
Additional Documents required during Post-Qualification			
	Latest income and business tax returns Note: Only tax returns fields and tax paid through the BIR Electronic Filling and Payment System (EFPS) shall be accepted. The latest income tax return (ITR) are those field within the last six (6) months preceding the date of bid submission		Complied
	Years of experience on Digitization Service		2 years ✓
	Certificate of International Standards		M-Files QMS ISO 9001, ✓
	Demo of supplier on the System and Product for Digitization: <ul style="list-style-type: none"> • Digitization cost • Document Management System • Scanner • Bar Code Printer • Bar Code Scanner • Sever Unit 		Complied

6. Findings:



Responsive



Non-responsive

BIDS AWARDS COMMITTEE (BAC)

Gina C. Escalante
Social Welfare Officer V
Chairperson

Danilo P. Gatmaitan
Social Welfare Officer III
Vice Chairperson


Marivir T. Tungol
PDO III
Member

Rutchel Q. Pocdihon
Social Welfare Officer III
Member

Jennifer Maria R. Abenido
Social Welfare Officer IV
Member

Imelda R. Ronda
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Irene S. Fagayan
Social Welfare Officer II

 POST QUALIFICATION REPORT FORM	INTER – COUNTRY ADOPTION BOARD	Issue date	
	ICAB	Doc. Code	ICAB – ADMIN – F – 2018- 015
		Revision no.	

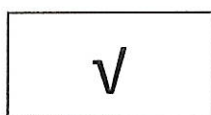
Post Qualification Report for ICAB Digitization

1. Name of Bidder: ePDS
2. Rank in the list of bids 2rd
3. Bid Price P888,000.05
4. Period of Post-Qualification
5. Result of Post-Qualification

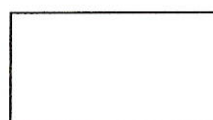
Requirements	Parties Consulted	Findings
Technical Component Envelope		
Eligibility Documents		
Class A Documents		
PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR or Class "A" Eligibility Documents, to wit: <ul style="list-style-type: none"> • Registration Certificate from the Securities and Exchange Commission(SEC), Department of Trade and Industry (DTI) for sole proprietorship or Cooperative Development Authority (CDA) for cooperatives • Mayor's Permit • BIR Tax Clearance for Bidding Purposes • Audited Financial Statement 		Complied
Statement of all its ongoing government and private contracts		Complied
Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the last three years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC		Complied
NFCC computation Note: The NFCC must be at least equal to the ABC to be bid. (If the bidders opts to submit a committed Line of Credit, it must be at least equal 10% of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local or commercial bank.)		Complied
Class B Documents		
If applicable valid Joint Venture agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful shall be included in the bid		Complied
Technical Documents		
Bid Security (in Accordance with ITB Clause 18)		Complied
Conformity with technical specifications, as enumerated and specified in the section VI and VII of the Bidding Documents <ul style="list-style-type: none"> • Please fill-up "Form 2" for detailed 		Complied

	Sworn Statement in accordance with Section 25.2(a) (vii) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
	Sworn Statement in accordance with Section 25.2(a) (iv) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
Financial Component Envelope			
	Financial Bid Form		Complied
	Price Proposal		P888,000.05
Additional Documents required during Post-Qualification			
	Latest income and business tax returns Note: Only tax returns fields and tax paid through the BIR Electronic Filling and Payment System (EFPS) shall be accepted. The latest income tax return (ITR) are those field within the last six (6) months preceding the date of bid submission		Complied
	Years of experience on Digitization Service		N/A
	Certificate of International Standards		N/A
	Demo of supplier on the System and Product for Digitization: <ul style="list-style-type: none"> • Digitization cost • Document Management System • Scanner • Bar Code Printer • Bar Code Scanner • Sever Unit 		None Compliant (DMS not yet tested) ✓ The demo of DMS was not satisfactory.

6. Findings:



Responsive



Non-responsive

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	INTER – COUNTRY ADOPTION BOARD ICAB	Issue date	
	POST QUALIFICATION REPORT FORM	Doc. Code	ICAB – ADMIN – F – 2018- 015
		Revision no.	

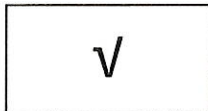
Post Qualification Report for ICAB Digitization

1. Name of Bidder: Floro International Corporation
2. Rank in the list of bids 3rd
3. Bid Price P1,033,000.00
4. Period of Post-Qualification
5. Result of Post-Qualification

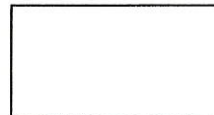
Requirements	Parties Consulted	Findings
Technical Component Envelope		
Eligibility Documents		
Class A Documents		
PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR or Class "A" Eligibility Documents, to wit: <ul style="list-style-type: none"> • Registration Certificate from the Securities and Exchange Commission(SEC), Department of Trade and Industry (DTI) for sole proprietorship or Cooperative Development Authority (CDA) for cooperatives • Mayor's Permit • BIR Tax Clearance for Bidding Purposes • Audited Financial Statement 		Complied
Statement of all its ongoing government and private contracts		Complied
Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the last three years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC		Complied
NFCC computation Note: The NFCC must be at least equal to the ABC to be bid. (If the bidders opts to submit a committed Line of Credit, it must be at least equal 10% of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local or commercial bank.)		Complied
Class B Documents		
If applicable valid Joint Venture agreement (JVA) or, in lieu thereof, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful shall be included in the bid		Complied
Technical Documents		
Bid Security (in Accordance with ITB Clause 18)		Complied
Conformity with technical specifications, as enumerated and specified in the section VI and VII of the Bidding Documents <ul style="list-style-type: none"> • Please fill-up "Form 2" for detailed 		Complied

	Sworn Statement in accordance with Section 25.2(a) (vii) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
	Sworn Statement in accordance with Section 25.2(a) (iv) of the IRR of RA 9184 and using the form prescribe in Section VIII Bidding Forms		Complied
Financial Component Envelope			
	Financial Bid Form		Complied
	Price Proposal		P1,033,000.00
Additional Documents required during Post-Qualification			
	Latest income and business tax returns Note: Only tax returns fields and tax paid through the BIR Electronic Filling and Payment System (EFPS) shall be accepted. The latest income tax return (ITR) are those field within the last six (6) months preceding the date of bid submission		Complied
	Years of experience on Digitization Service		30 years
	Certificate of International Standards		ISO 9001:2015
	Demo of supplier on the System and Product for Digitization: <ul style="list-style-type: none"> • Digitization cost • Document Management System • Scanner • Bar Code Printer • Bar Code Scanner • Sever Unit 		Complied

6. Findings:



Responsive



Non-responsive

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	ICAB		ICAB – ADMIN – F – 2018-015
POST QUALIFICATION REPORT FORM 2			
			Revision no.

ICAB Specifications	Bidder's Specification			Remarks (Compliant/Non-Compliant)
	American Technologies Inc.	ePDS	Floro International Corporation	
Digitization of ICAB documents I Technical Specification The on-site digitization consists of scanning and indexing of around 600,000 pages of option files into a digital library and provision for hardware or storage requirements of the scanned and indexed documents. Further, the on-site digitization process must comply provisions under e-commerce Act of 2000 to ensure usability of documents as a faithful copy of the original.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
Scanning Converting to portable documentary format (PDF) with a resolution of 200 dots per inch (DPI) or higher Image Processing Indexing and Coding Archiving Quality Assurance Turn-over	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	

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FORM 2				

Training of ICAB Personnel				
Evaluation (with ICAB Records)				
1 Capable of providing suitable high quality digitization equipment (i.e.anners with optical character cognition specifications) that produces image files that meet the quality assessment (ISO Standards).			Comply with the Bid Requirements	
2 Must have proven experience, technical expertise in the field of document conversion, archiving, scanning and indexing/encoding of records	2 years based on completed contracts submitted	Not Comply with the Bid Requirements	30 years of experience on documents conversion	
3 Capable to provide a Documents Management Software / System which can be fully utilized by ICAB	Comply with the Bid Requirements	Not Comply with the Bid Requirements	Comply with the Bid Requirements	
4 Has the capacity to supply high quality CDs/DVDs/External Hard Drive for file storage and to serve as backup of original paper records.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
5 Able to assist ICAB with the long term management of preserving digital images	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
6 Capable of training ICAB staff on the development, maintenance, security and protection of the system and software	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
7 Since ICAB adoption documents have confidential information, they will agree and sign a non-disclosure agreement	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	

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FORM 2			

8 A technical staff to be assigned by the service provider for Digitization will be responsible in scanning records of finalized adoption cases, saving the digital copies and indexing to the document management system.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
9. Ensure that original documents are captured clearly and accurately.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
10 Shall sign a receiving copy of box of cases and records to be issued by the ICAB Records Custodian.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
11 Prepare and groom documents and records before scanning	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
12 Shall exercise utmost care in scanning the documents to prevent any damage to the documents	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
13 Shall deliver finished and quality assured digital images (approximately 2,000 pages) on DVDs to ICAB on a weekly basis.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
14 Responsible for indexing digitized files into the document management system or software.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	
VI. GENERAL PROCEDURES AND POLICIES				
All adoption records and documents are considered confidential. Digitization project shall cover the finalized adoption cases from CY1995 to Y2017.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	

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Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Sorting of documents for CY2018 shall over 1,448 files of finalized adoption cases from CY2016 to CY2014 or approximately 434,000 pages of documents (CY2016 = 681; CY2015 = 1 and CY2014 = 386).	Completion of 434,000 pages of ICAB records will be completed approximately in 6 months. Sorters will have to sort approximately 5,000 pages daily or 20,000 pages weekly or more for scanning.		
Sorters will need approximately 1 hour sort documents of 1 finalized adoption case. Each of the 6 sorters will need to sort approximately 11 cases per week to complete the sorting of 66 cases per week (66 x 300 pages/folder = 19,800 or approximately 20,000 pages per week).	Boxes of documents for digitizing will be batched and turned over to the service provider. Every box of documents should have a Master list of documents signed by the Records Custodian and Records Officer.		
All boxes and documents received by the service provider from ICAB shall be inspected and compared against the master list.	Records will be prepared and groomed scanning. Records endorsed by ICAB		

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	ICAB		Doc. Code	
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FORM 2				


	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
the service provider are assumed ready for scanning and each page is numbered from 1 to 300 or more.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
The service provider will exercise most care in scanning the documents prevent any damage to the documents.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Images will be quality assured and verified against the original paper format specifically to its clarity and completeness.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Scanning will be made in color mode, 200 dpi, PDF-Image multi page format.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Indexing of documents will be based on the file name.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Quality assured images will be scanned onto DVDs. A DVD may contain several boxes of documents or several folders/files.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
The weekly finished scanned batches of DVDs shall be submitted by the service provider to ICAB.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Only quality assured digitized images will be accepted and endorsed for approval for payment by ICAB.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Quality assured and verified DVDs will be indexed and images uploaded to the document management system.	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Technical Support				


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	ICAB		Doc. Code ICAB – ADMIN – F – 2018- 015
POST QUALIFICATION REPORT FORM 2			
Revision no.			

	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
Technical Assistance for the documents Management System	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements
arranty of the equipment's	Comply with the Bid Requirements	Comply with the Bid Requirements	Comply with the Bid Requirements

BIDS AWARDS COMMITTEE (BAC)


Gina C. Escalante
 Social Welfare Officer V
 Chairperson


Danilo P. Gatmaitan
 Social Welfare Officer III
 Vice Chairperson



Marivir T. Tungol
 PDO III
 Member


Rutchel Q. Pocdihon
 Social Welfare Officer III
 Member


Jennifer Maria R. Abenido
 Social Welfare Officer IV
 Member


Imelda R. Ronda
 Social Welfare Officer III
 Member


Irene S. Fagayan
 Social Welfare Officer II
 Member

	INTER – COUNTRY ADOPTION BOARD ICAB	Issue date	
	NOTICE OF AWARD	Doc. Code	ICAB – ADMIN – T – 2018- 001
		Revision no.	

June 21, 2018

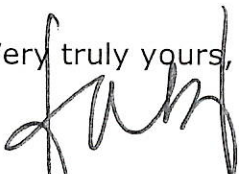
Richard A. Floro
Corporate Secretary
Floro International Corporation
Unit 717-B, ACG Building,
Barangay Wack Wack, Shaw Blvd
Mandaluyong City

Dear **Mr. Floro**:

We would like to inform you that the contract on Digitization of ICAB Documents is hereby awarded to you, for meeting the necessary requirements stipulated by ICAB.

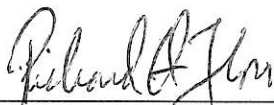
You are, therefore, required within seven (7) days from the receipt of this notice of award to formally enter into contract with ICAB. Failure to enter into the said contract shall constitute sufficient ground for cancellation of the award.

Very truly yours,



BERNADETTE B. ABEJO
Executive Director
Head of the Procuring Entity (HOPE)

Conforme:



Signature over printed name

Richard A. Floro

Date: June 26, 2018

	INTER – COUNTRY ADOPTION BOARD	Issue date	
	ICAB	Doc. Code	ICAB – ADMIN – T – 2018- 002
	NOTICE TO PROCEED	Revision no.	

July 4, 2018

Richard A. Floro

Corporate Secretary
 Floro International Corporation
 Unit 717-B, ACG Building,
 Barangay Wack Wack, Shaw Blvd
 Mandaluyong City

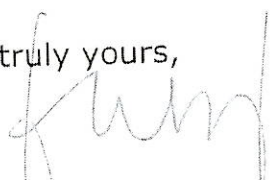
Dear **Mr. Floro:**

The attached Contract of Service having been approved, notice is hereby given to you. The work may commence effective after the receipt of this notice.

Thus, you shall be responsible for performing the services under the terms and conditions of the Contract of Service.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Bids and Awards Committee, Intercountry Adoption Board.

Very truly yours,



BERNADETTE B. ABEJO

Executive Director
 Head of the Procuring Entity (HOPE)

I acknowledge receipt of this Notice on _____
 Name of the Representative of the Bidder RICHARD A. FLORO
 Authorized Signature [Handwritten Signature]