

__ August 2011

<NAME>
<designation>
<company>
<address>
Tel No. _____
Fax No. _____

SUBJECT : Invitation to Submit Proposal for the Procurement of Services for Offsite Document Management for Power Sector Assets and Liabilities Management Corporation

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation, a government corporation, is currently in the process of procuring services for offsite document management with an Approved Budget for the Contract (ABC) in the amount of **FIVE HUNDRED THOUSAND SEVEN HUNDRED FIFTY TWO PESOS (PhP500,752.00)**.

With this, may we invite your company to submit a proposal/quotation for this procurement project using the minimum requirements set in Annex A (Schedule of Requirements) and Annex B (Technical Specifications).

To facilitate your submission, we have likewise attached as Annex C, the Detailed Bid Price Schedule.

In addition, the following have to be included in your proposal:

A. Certified true copies of the following documents:

1. Registration Certificate from Securities and Exchange Commission, or Department of Trade and Industry in case of Sole Proprietorship, or Cooperative Development Authority for cooperatives;
2. Mayor's permit issued by the city or municipality where your principal place of business is located;
3. Audited 2010 and 2011 financial statements, showing, among others, your company's total and current assets and liabilities, stamped "Received" by the BIR or its duly accredited and authorized institution;
4. Tax clearance per Executive Order 398, Series of 2005.

5. Latest income and business tax returns; and

6. Certificate of PhilGEPS Registration.

- B. Bid security in an amount equal to the percentage of the ABC in accordance with following schedule, as indicated in the revised Implementing Rules and Regulations of Republic Act 9184:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

Sealed proposals must be addressed and delivered to the Chairperson, PSALM Bids and Awards Committee c/o The BAC Secretariat, PSALM Corporation, 6th Floor, Bankmer Building, 6756 Ayala Avenue, Makati City, Philippines on or before 10:00 AM, 15 August 2011.

Proposals will be opened in the presence of all firms' representatives who choose to attend on 15 August 2011 at 10:15 AM.

PSALM will not be responsible for any costs or expenses incurred by your company in connection with the preparation of your respective proposals.

Very truly yours,

CONRAD S. TOLENTINO
Chairperson
Bids and Awards Committee

SCHEDULE OF REQUIREMENTS

1. The services included in this project consist of, but not limited to, the following:

Phase	Requirement	Quantity	Delivery Date
Delivery of New Boxes	W x L X H box (Type A)	1700 boxes	Within the next business day from the receipt of request for new boxes
Sealing, Packaging and Labeling	Suppliers supervision	1700 boxes	Within 30 calendar days from the issuance of NTP
Initial Migration	Initial Barcoding/ Indexing Initial Pick-up for migration		Within 15 calendar days from the issuance of NTP
Records Management	For the whole duration of the contract.		
Handling (Retrieval and Delivery)	Work Order Request Form (WORF): 1. For WORF received by the supplier before 12:00 nn, the requested transaction shall be performed in the afternoon of the same day. 2. For WORF received after 12:00 nn, the requested transaction shall be performed in the following day. 3. Emergency retrieval shall be performed upon request.		

2. Payment shall be within thirty (30) calendar days from delivery and acceptance of the services by PSALM.
3. Other PSALM Requirements:

OWNERSHIP	All records remain in the legal custody of PSALM, and access to stored documents is restricted to PSALM's authorized personnel.
FACILITY	The storage facility shall be leased or owned by the bidder. Proof of ownership or lease contract is required and shall be provided during the post-qualification.
LOCATION	The bidder's facility should be within Metro Manila.
PROTECTION	Records shall be protected from fire, water and environmental damage.

	The facility or operations manager should be able to provide the appropriate permits and licenses which should indicate that the record center meets all applicable local and international building, safety and fire codes.
	Has a well-lit and air-conditioned viewing room for visiting clients for an "Access On Site" of their boxes.
MAINTENANCE	Pest Control Program.
	Fire Extinguishers' Inspection every quarter.
CONFIDENTIALITY AND SECURITY	Strict implementation of authorized signatures.
	WORF via electronic mail, fax or personal delivery.
	Random storage method in shelving the boxes.
	PSALM's choice of sealing the boxes by packing tapes and have a signature across them.
	Twenty-four (24) hour security. Security camera installed in strategic areas.
COURIER	Couriers should be full time employees of the service provider.
	Couriers should have proper identification badges.
DOCUMENT TRACKING AND DISASTER RECOVERY	The bidder should have barcode-based computer systems to track and index documents and files.
	The bidder should have a contingency plan to ensure that electronic records are safely stored and backed-up.
CONTRACT	The term of the contract shall be for one (1) year.
	Contract may be extended on a monthly basis subject to performance evaluation.
DIMENSION OF THE BOX	The dimension of a standard records box is at least eleven inches (11") in height, fifteen inches (15") in length and twelve inches (12") in width.

Name and Signature of Authorized Official

Position

Date

TECHNICAL SPECIFICATIONS

SCOPE OF WORK

A. Offsite Records Management

Phase I: Delivery of Boxes

All new boxes required by PSALM duly identified by bar code shall be delivered to PSALM within the next business day from the receipt of request for new boxes.

Phase II: Boxing at PSALM vicinity

After PSALM is done with the sorting, segregation, arrangement into document types/series and boxing with proper inventory list of all its files/records, supplier may conduct a physical inspection together with the PSALM representative to ensure that all boxes are in good condition and ready to be stored at the supplier's facility.

Supplier's boxes shall meet quality standards for long-term handling and withstand humidity. Handling and signing of boxes shall be done at the PSALM Offices at Makati City, and Diliman, Quezon City.

Phase III: Migration Process from PSALM to Warehouse Facility

After all the boxes have been sealed and signed, the supplier shall label the boxes under the supervision of PSALM. A transaction document will be issued by the supplier to include the following information:

- Authorized PSALM representative's signature for boxes hand-over;
- Authorized supplier's representative's signature to acknowledge receipt of boxes;
- Bar code number; and
- Total number of cartons received.

Supplier shall secure documents in loading onto the carrier. PSALM representative shall note the driver's name, truck description and vehicle license plate number prior to leaving the premises.

Phase IV: Records Management

Upon arrival of the boxes at the supplier's facility, it shall be the responsibility of the supplier's staff to unload the boxes.

Bar codes on boxes and shelves locations shall be scanned and the information transmitted automatically into the computer system for identification.

The following reports shall be generated on a monthly basis, and shall be submitted to PSALM-AGSD:

- Inventory and Transaction/Activity Report
- Boxes due for review/destruction, if any

Phase V: Re-boxing

Re-boxing shall be required for dilapidated cartons.

Re-boxing is conducted in the presence of PSALM representatives. Upon completion, cartons are to be sealed and signed by PSALM representative(s) to ensure confidentiality and security of the content.

B. Procedure for Picking-up Boxes (from PSALM to Warehouse)

1. Supplier receives WORF through electronic mail, fax or personal delivery.
2. Supplier shall validate authenticity of WORF via telephone call.
3. Supplier to pick-up boxes.
4. Supplier shall issue a pick-up transaction document/receipt for references.

C. Procedure for Retrieval of Boxes (from Warehouse to PSALM)

1. Receive PSALM's WORF through electronic mail, fax or personal delivery.
2. Validate WORF vs PSALM's authorized signatories.
3. Process WORF by uploading the requested boxes.
4. Retrieve the boxes from their locations and deliver to PSALM and issue Delivery Receipt.

D. Procedure for Retrieval of Boxes from Areas other than PSALM

1. Retrieve PSALM's documents from areas other than PSALM with the presence of PSALM representative.
2. Perform re-boxing of all dilapidated boxes.
3. Schedule re-boxing of dilapidated boxes. Actual re-boxing should be done in the presence of the owner of the document, and AGSD representative or TWG member.
4. Provide list of re-boxed files to be concurred by the owner of the document and AGSD representative.

Name and Signature of Authorized Official

Position

Date

For Goods Offered From Within the Philippines

Detailed Bid Price Schedule

Date: _____

Project : Procurement of Services for Offsite Document Management for PSALM Corporation

Code: Date of Bidding: _____
Time of Bidding: _____

(Supplier's Name/Address/Tel. No.)

Name of Bidder _____

A. Bid Price (in PhP)

- 1. Minimum Number of Boxes (a) = 1700
- 2. Price Per Box* (b)
Inclusive of the following: (a) Cost of Carton, (b) Cost of Packaging, (c) Cost of Indexing, Labeling and Bar-coding, and (d) Cost for Migration = _____
- 3. Handling/Storage Fee per box (c) = _____
- 4. Annual Handling/Storage Fee (d) = [(a) x (c)] x 12 = _____
- 5. Total Cost of Box (e) = (a) x (b) = _____
- 6. Total Annual Price (f) = (d) + (e) = _____
- 7. Add: 12% RVAT (g) = (f) x 12% = _____
- 8. Total Bid Price (h) = (f) + (g) = _____

Total Amount of Bid Price in Words:

_____ Pesos.

Note: No cost will be incurred in the retrieval of boxes from areas other than PSALM. Price per box, and Handling/Storage Fee per box in excess of the 1700 boxes shall be equal to the Price per box, and Handling/Storage Fee per box indicated in this Detailed Bid Price Schedule.

B. Cost of Additional Goods and Services inclusive of 12% RVAT.

Goods and Services	Proposed Cost per unit (PhP)
Retrieval Fee per box (from warehouse to PSALM)	
Pick-up Fee per box (from PSALM to warehouse)	
Re-boxing Fee per box (cost of re-boxing per box shall not exceed PhP30.00)	

Name and Signature of Authorized Official

Position

Date