



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID, SPAIN



REQUEST FOR QUOTATION

The Philippine Embassy in Madrid, Spain requests quotation for the Implementation of a Digital Records Management System of the Embassy.

In particular, the procurement is for the second phase which is the continuation of digitization of consular records with a time-frame between 15 October 2025 until 31 December 2025 (negotiable).

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

Please see the attached Technical Specifications and Requirements.

Interested companies may submit their quotations on or before 29 September 2025.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 450823, e-mail addresses: **madrid.pe@dfa.gov.ph**, and **jefferson.ferrer@dfa.gov.ph**.

Madrid, 09 September 2025


ERIC P. VALENZUELA
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

Digitization and Implementation of Digital Records Management System of the Embassy

1. Introduction

This project aims to modernize the Embassy's record-keeping processes by digitizing existing physical records and establishing a digital records management system. This system will enhance operational efficiency, ensure data security, and facilitate seamless access to and management of records moving forward. The proposal includes digitizing historical documents, procuring a robust app or platform for storing and managing digital records, and training staff to use the new system effectively.

2. Background and Rationale

Madrid PE relies on decades of accumulated records stored in physical formats. These records are increasingly difficult to manage, search, and preserve due to:

- **Limited storage space:** Physical records consume significant space.
- **Accessibility issues:** Locating specific documents is time-consuming.
- **Degradation risks:** Paper records are vulnerable to damage, loss, or decay.
- **Inefficiencies in current systems:** A lack of centralized storage and retrieval processes hampers productivity.

Transitioning to a digital records system addresses these issues while ensuring compliance with modern data management standards and improving overall organizational efficiency.

3. Objective

- **Digitization of previous/historical records**
 - Convert all existing paper records into digital format
 - Organize scanned files into a structured digital archive
- **Implementation of a Digital Records Management Platform**
 - Procure a secure and scalable application or platform.
 - Ensure the system supports indexing, searchability, and integration with current office workflows.
- **Capacity Building**
 - Train staff to manage and utilize the digital system effectively.
- **Future-Proofing**
 - Establish guidelines for storing prospective records in digital format.
 - Develop protocols for periodic maintenance and updates of the database.

4. Scope of Work

Digitization of Records

- Winning bidder/provider to digitize records and organize them based on defined standards.
- Digitization of old consular records starting with civil registry, passport records (2020-2025), *authentication, certification, and notarial documents*.

5. Digitization of Consular Records – Second phase of Implementation

Digitization of records must comply with all relevant legislation and regulations in Spain. Implement robust security measures to safeguard sensitive information. Design the system for compatibility with existing hardware and software, allowing seamless future integration. Store digital records on portable external storage devices temporarily, until they can be migrated to the Embassy dedicated server or a separate server for digitized records. Provide training to Embassy staff on searching and retrieving digital records. Ensure the project is scalable to accommodate future growth and evolving needs. The maintains ownership and control over all records at all times.

Estimated volume of documents: 290,000 pages of old consular records.

Priority list: Remaining civil registry, passport records (2020-2025), authentication, certification and notarial documents which are to be done outside the Embassy premises (offsite).

6. Payment Terms

- All payments will be made upon receipt of an invoice from the supplier/vendor.

7. Ownership and Liability

- The Embassy maintain control and ownership of its records.

8. Confidentiality and Data Security

- The supplier/vendor must adhere to strict confidentiality and data security protocols.

9. Evaluation Criteria

- The vendor's bid will be evaluated based on:
 - Compliance with technical specifications.
 - Price according to Philippine procurement law of lowest bid and compliant to requirements set by the Embassy.
 - Proven track record and reliability.

10. Submission of Quotation

- Quotation must be submitted by 29 September 2025 to [Mr. Jefferson C. Ferrer, Property Officer, email: jefferson.ferrer@dfa.gov.ph].
- Please include all, the total expected cost in the quotation (Example: Transportation and others).

11. Conforme:

I hereby submit my quotation for the Digital Records Management System of the Embassy.

Signature above printed name: _____

Name of the Company: _____