



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul
REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of Embassy ID Production Software, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas" as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**.

The last day for submission of quotations is on Tuesday, 09 April 2024 at 5:00 p.m.

Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of Korea
05 April 2024

PROCUREMENT OF EMBASSY ID PRODUCTION SOFTWARE

Terms of Reference

1. Introduction

The Embassy of the Republic of the Philippines in South Korea seeks to procure a software solution for the production of Embassy ID cards. These ID cards are issued to overseas Filipinos registered with the Embassy to serve as official identification within South Korea. The selected software solution must align with the functionalities required below.

2. Scope of Work

The software solution should encompass the following functionalities tailored for Embassy ID production:

- User-Friendly Interface: The software must feature an intuitive user interface for ease of use by Embassy staff involved in ID card production.
- Customizable Card Designs: Capability to customize ID card designs with essential information including but not limited to photograph, name, unique identification number, and other pertinent details.
 - Unlimited Layouts Per Template
 - Unlimited User & Group Profiles
 - Direct Connect MS SQL, Oracle, etc., ODBC Support
 - Auto Crop Face Recognition
 - Production Reports
 - Prompt Value Before Printing
 - Create User Access Permissions
- Database Integration: Seamless database system to retrieve and manage the information of registered overseas Filipinos.
- Barcode and QR Code Integration: Ability to incorporate barcodes and QR codes containing relevant information for enhanced security and verification purposes.
- Printing Management: Comprehensive tools for print management to ensure high-quality and accurate printing of Embassy ID cards; compatibility with current ID printer/hardware of the Embassy.
- Security Features: Implementation of robust security features to safeguard sensitive data of overseas Filipinos and prevent any unauthorized access or alterations.
- Reporting: Provision of reporting features to monitor ID card production metrics and facilitate process optimization.

3. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with Functional Requirements: The extent to which the proposed solution meets the specified functionalities required for Embassy ID production.
- Cost-effectiveness: The overall cost of the licensing solution within the Embassy's budget allocation, such as a one-time license fee.

- Vendor Experience and Reputation: Vendor's track record, experience, and reputation in delivering similar software solutions tailored for governmental or official ID production.

4. Terms of Payment

Payment shall be made through bank transfer within seven (7) working days upon complete delivery of the licensed software.