

**BIDS AND AWARDS COMMITTEE FOR GOODS (BAC-G)**

**PROCUREMENT OF ANNUAL SUBSCRIPTION OF CLOUD DOCUMENT SERVICES PLATFORM (AODOCS) FOR THE KNOWLEDGE MANAGEMENT SYSTEM**

**RESOLUTION NO. BG-2024-052**

**WHEREAS**, the Bases Conversion and Development Authority (BCDA), through its Information and Communications Technology Department (ICTD), intends to procure the **Annual Subscription License of Knowledge Management System - Cloud Document Services Platform (AODOcs) for the Knowledge Management System** through Direct Contracting pursuant to Section 50 of Article XVI of Republic Act (RA) No. 9184 and Annex H, V (A) of the 2016 Revised Implementing Rules and Regulations (RIRR) of RA 9184;

**WHEREAS**, BCDA has been using the AODOcs Software since 2018 and is satisfied with its performance, including the services provided by its sole reseller in the Philippines, Kollab Guru Group, Inc.;

**WHEREAS**, on 06 November 2024, the Altirnao, Inc. doing business as AODOcs, as the principal software company, issued a letter stating that Kollab Guru Group, Inc. is its sole authorized reseller of **Cloud Document Services Platform (AODOcs) for the Knowledge Management System** in the Philippines that demonstrates, promotes, markets, distributes, installs, supports and provides instruction for certain AODOcs software;

**WHEREAS**, on 28 October 2024, during the BAC-G meeting, the Committee recommended to update and secure the documentary requirements and justification presented based on agreements made, and to re-endorse the memorandum to BAC-G;

**WHEREAS**, in the 26 November 2024 approved memorandum of ICTD, the end-user requested for the approval to commence the procurement of the **Annual Subscription of Knowledge Management System - Cloud Document Management Systems (AODOcs)** with an approved budget in the amount of **Two Million Twenty Thousand and 00/100 Pesos Only (Php2,020,000.00)**, inclusive of VAT and all applicable taxes and fees;

**WHEREAS**, on 06 December 2024, the 2nd Pre-Procurement Conference was conducted wherein BAC-G approved the recommendation of the ICTD to proceed with the procurement of the subscription license of the **Cloud Document Services Platform (AODOcs) for the Knowledge Management System** through Direct Contracting;

**WHEREAS**, the AODOcs was integrated into the Google Workspace platform, taking advantage of its built-in security, collaboration, and other cloud functionality. It also maximizes the storage and file management component of Google Drive. With the AODOcs platform, the ICTD was able to develop and implement fourteen (14) database and office automation systems in-house, to wit:

- a. Electronic Document Tracking System (eDTS) for CY 2020 to 2024;
- b. Vehicle Request Module;
- c. Board Materials Request Module;
- d. Acumatica Request Module;

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- e. eMerchant Registry System;
- f. Documented Information Request Module;
- g. Bonds and Insurance Monitoring System;
- h. TCT Management System;
- i. Internal Audit Monitoring System; and
- j. LSD Reviews and Opinions Monitoring System;

**WHEREAS**, ICTD indicated that changing the system shall require three (3) years and two (2) months for the development and implementation of all the existing database or information system in the AODocs platform;

**WHEREAS**, based on the evaluation of the license usage and market sounding of ICTD, the procurement of the annual subscription license is essential for the BCDA to continue and maximize the use of the Cloud Document Services Platform (AODocs). Furthermore, there are no similar products in the local market that can be integrated into the Google Workspace platform that can maximize the capabilities for collaboration and workflow approval with notifications which are built in-house for BCDA;

**WHEREAS**, since the Kollab Guru Group, Inc. is the sole reseller of **Cloud Document Services Platform (AODocs) for the Knowledge Management System** in the Philippines, the said license can be procured through Direct Contracting pursuant to Section 50 (b) and (c) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and Annex H, V (A) of the 2016 Revised Implementing Rules and Regulations (RIRR) of RA 9184, which states that:

***“Section 50. Direct Contracting.***

*Sec. 50. Direct Contracting. - Direct Contracting may be resorted to only in any of the following conditions:*

- (a) x x x
- (b) *When the Procurement of critical components from a specific manufacturer, supplier, or distributor is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of his contract; or,*
- (c) *Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.*

**V. SPECIFIC GUIDELINES**

**A. DIRECT CONTRACTING**

- 1. Definition.** *Direct Contracting or single source procurement is a method of procurement of goods that does not require elaborate Bidding Documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.*

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*Direct Contracting may be resorted to under any of the following conditions:*

*x x x''*

**NOW, THEREFORE,** We, the Members of the Bids and Awards Committee for Goods, hereby **RESOLVE,** as it is hereby **RESOLVED,** to recommend the following:

1. To award the contract for the procurement of one (1) year subscription license of Cloud Document Services Platform (AODOcs) Licenses for the Knowledge Management System to **Kollab Guru Group, Inc.** in the amount of **Two Million Twenty Thousand and 00/100 Pesos Only (Php2,020,000.00)** inclusive of VAT and all applicable taxes and fees; and
2. To direct the Information and Communications Technology Department (ICTD), as the end-user unit, to furnish the BAC-G with copies of the duly conformed Notice of Award, Notice to Proceed, and signed agreement/contract.

**RESOLVED,** at the BCDA Corporate Office on the *9<sup>th</sup> day of December 2024.*

**BIDS AND AWARDS COMMITTEE (BAC) FOR GOODS**

  
**RICHARD BRIAN M. CEPE**  
Chairperson

  
**ATTY. RITCHIE P. PACLIBAR**  
Vice Chairperson

  
**PATRICK ROEHL C. FRANCISCO**  
Member

  
**MARIA JOSEFINA V. PE**  
Member

  
**ATTY. MARICEL C. SANTOS**  
Member

Approved by:

  
**ATTY. GISELA Z. KALALO**  
Executive Vice President