



Certificate No. SCU004708Q

March 25, 2022

Ms. Elyver B. Maligalig

Head, Secretariat

Bids and Awards Committee

Philippine Council for Agriculture, Aquatic and

Natural Resources Research and Development (PCAARRD)

Paseo de Valmayor, Timugan, Economic Garden, Los Baños, Laguna

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SUBJECT: REQUEST FOR PRODUCT PRESENTATION (INTEGRA DOCUTRAKR)

Dear Ms. Maligalig:

We are writing you today to formally request for an online presentation schedule of Integra DocuTrakr to your team. We hope there is a chance that we can be squeezed on your schedule at your most convenient time.

Allow us to introduce Integra DocuTrakr, a web- based application that automates the process of receiving, accessing and tracking of documents for status monitoring. It provides automated and seamless monitoring, retrieval and revisions of documents across the organization with built- in search facility using QR/ Document Code. It is a flexible solution for any organization that needs to track documents and materials assigned to a person or location. With a low cost of ownership, your return-on-investment is just a matter of weeks away! Know where your documents are and retrieve them quickly when necessary. No more missing documents.

Key Features:

- Specify document processor (employee/ department)
- Expected and Actual document processing time
- Customizable Workflow
- Document and its attachments filing location
- Document processing status
- Improved employee efficiency and productivity
- Encouraged employee engagement
- Effortless status monitoring and document tracking
- Time Saving
- Enhanced Customer Service
- Web Based application with responsive User Interface
- Graphical representation of process workflows
- User Role Access management and built- in Audit trail for better security
- Built- in Customizable Dashboard
- Data Privacy Act (RA 10173) compliant
- Cloud or On premise deployment ready

Thank you in advance for your positive response on our request. And we look forward to virtually connect with you.

Sincerely,


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