REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

Design, Implementation, Operation and Maintenance of Government Integrated Financial Management Information System (GIFMIS) for the Government of the Philippines

Part I – Eligibility Requirements

AUGUST 2013

CHECKILIST OF ELIBILITY REQUIREMENTS

I. Class "A" Documents –

Legal Documents

☐   1. Registration certificate from:
- Securities and Exchange Commission (SEC) or Amended SEC Registration Certificate - for partnerships/corporations; or
- Department of Trade and Industry (DTI) - for sole proprietorship; or
- Cooperative Development Authority (CDA) for cooperatives.

☐   2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

☐   3. Statement of Ongoing Contracts (Use ED-FORM II)

☐   4. Statement of Completed Contracts (Use ED-FORM III)

☐   5. Certificate of Good Standing and Satisfactory Completion
Translation of the documents in English certified by the appropriate embassy or consulate in the Philippines or by the Philippine Embassy / Consulate in the country where the document is coming from, if applicable

☐   6. Statement of Key Staff for Consulting Services (Use ED-FORM V)

☐   7. Curriculum Vitae for the Proposed Professional Staff (Use ED-FORM VI)

☐   8. Consultant's Project References (Use ED-FORM VII)

☐   9. Summary of the Applicable Experience of the Firm (Use ED-FORM VIII)

☐   10. Summary of the Qualification of the Personnel (Use ED-FORM IX)

Financial Document

☐   11. Audited Financial Statements (AFS) for year 2012.

☐   12. Financial Information of the Bidder (Use ED-FORM IV)

II. Class "B" Document –

☐   13. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is Successful

Section I. Request for Expression of Interest

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

REQUEST FOR EXPRESSION OF INTEREST FOR

Design, Implementation, Operation and Maintenance of Government Integrated Financial Management Information System (GIFMIS) for the Government of the Philippines

1. The Department of Budget and Management (DBM), Government of the Republic of the Philippines, through the *FY 2014 National Expenditure Program and Multi Year Obligational Authority Number BMB-C-13-06 dated August 14, 2013* intends to apply the sum of *Two Billion One Hundred Twenty Two Million Pesos (PHP 2,122,000,000.00)* being the Approved Budget for the Contract (ABC) to cover payments under the five-year contract for '*Design, Implementation, Operation and Maintenance of Government Integrated Financial Management Information System (GIFMIS) for the Government of the Philippines*.' Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The DBM now calls for the submission of eligibility documents for the Procurement of Consulting Services to handle and implement the Project. A brief description of the project requirements is attached as Annex 1 – '*GIFMIS Project Background and Overview of Scope of Work for GIFMIS Implementation Partner.*' Interested consultants are invited to a briefing on the eligibility requirements on August 23, 2013, 9:30 am at the BAC Conference Room, Ground Floor, DBM Building III. Submission of eligibility documents is on or before September 13, 2013, 1:00 pm at *Conference Room, Office of the Undersecretary/Chief Information Officer, Second Floor, Boncodin Hall, Department of Budget and Management, Gen. Solano Street, San Miguel, Manila, 1005 Philippines. The opening will immediately follow the deadline for submission.* Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. The SBAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of seven (7*)* prospective bidders which meet the minimum score of 60% for each criterion and a weighted average score of 70%, will be entitled to submit bids. The criteria and rating system for short listing are:

   (i)   Applicable Experience of the Firm   40%

   (ii)   Qualification of personnel who may be assigned to the job vis-à-vis   40%
          extent and complexity of the undertaking;

   (iii) Current workload relative to capacity   20%

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

5. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure (70% technical and 30% financial). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

6. The contract period shall be for sixty (60) months from the effective date indicated in the Notice to Proceed.

7. The DBM reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

    Ms. Julie Abrigo,
    SBAC Secretariat,
    BAC Room, Ground Floor, Building III
    Department of Budget and Management,
    Gen. Solano Street, San Miguel,
    Manila, 1005 Philippines
    Telephone: +63-490-1000 (Local: 3121)
    Telfax: +63-735-4979
    jabrigo@dbm.gov.ph

August 16, 2013

RICHARD E. MOYA
Undersecretary & SBAC Chairperson

Section II. Eligibility Documents

1. **Eligibility Criteria**

   1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

       (a)   Duly licensed Filipino citizens/sole proprietorships;

       (b)   Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

       (c)   Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

       (d)   Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or

       (e)   Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

   1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

   1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.

   1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. **Eligibility Requirements**

   2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a)   **Class "A" Documents –**

Legal Documents

(i)   Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;

(ii)   Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

(iii)   Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(iii.1) the name and location of the contract;

(iii.2) date of award of the contract;

(iii.3) type and brief description of consulting services;

(iii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)

(iii.5) amount of contract;

(iii.6) contract duration; and

(iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

(iv)   Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

Financial Document

(v)   The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which

should not be earlier than two (2) years from the date of bid submission.

    (b)   **Class "B" Document –**

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

2.2.   In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.

2.3.   The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.

2.4.   Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

2.5.   If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3.   Format and Signing of Eligibility Documents

3.1.   Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2.   Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3.   The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.

3.4.   Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4.   Sealing and Marking of Eligibility Documents

4.1.   Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy of shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2.   The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3.   All envelopes shall:

(a)   contain the name of the contract to be bid in capital letters;

(b)   bear the name and address of the prospective bidder in capital letters;

(c)   be addressed to the Procuring Entity's BAC specified in the **EDS**;

(d)   bear the specific identification of this Project indicated in the **EDS**; and

(e)   bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4.   If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5.   Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6.   Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "Late" and shall not be accepted by the Procuring Entity.

7.   Modification and Withdrawal of Eligibility Documents

7.1.   The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be

allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8.   Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

8.3. A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

8.4.   The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

(a)   the name of the prospective bidder;

(b)   whether there is a modification or substitution; and

(c)   the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.5.   The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible."   If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible."   If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9.   Short Listing of Consultants

9.1.   Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

9.2.   The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

9.3.   Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

9.4.   Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(i)	In case of Corporations, they may also submit the Amended SEC Registration Certificate, if applicable
2.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the *last ten years* prior to August 15, 2013. [Please refer to ED Form –II and ED-Form III].
2.1(a)(iii.7)	For projects references included by the bidder, in response to the short listing criteria in Section 9.2 in EDS, in the statement of all completed projects *ED-Form III)* and in detailed project references (*ED-Form VII*), it is mandatory to submit the certificate of satisfactory completion from the client. The document must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany said documents if they are in a foreign language. A translation of the documents in English certified by the Philippine Embassy / Consulate in the country where the document is coming from shall likewise be accepted.
4.2	Each prospective bidder shall submit one (1) original, two (2) copies, and one (1) digital copy of its eligibility documents.
4.3(c)	Special Bids and Awards Committee for GIFMIS Department of Budget and Management
4.3(d)	*Name of the Project:* Design, Implementation, Operation and Maintenance of Government Integrated Financial Management Information System (GIFMIS) for the Government of the Philippines
5	The address for submission of eligibility documents is: *Conference Room,* *Office of the Undersecretary/Chief Information Officer,* *Second Floor, Boncodin Hall,* *Department of Budget and Management,* *Gen. Solano Street, San Miguel,* *Manila, 1005 Philippines* The deadline for submission of eligibility documents is on September 13,

		2013, 1:00 pm.	
8.1		The place of opening of eligibility documents is: *Multipurpose Hall,* *4th Floor, Boncodin Hall,* *Department of Budget and Management,* *Gen. Solano Street, San Miguel,* *Manila, 1005 Philippines* The date and time of opening of eligibility documents is *on September 13, 2013, 1:00 pm.*	
9.1		Similar contracts shall refer to *Design, Implementation, Operation and Maintenance of web-based Integrated IT System for Public Financial Management at a national or sub-national government level* covering PFM functions including but not limited to budget preparation, budget execution, accounting and reporting.* ** Sub-national government level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Standardization Organization (ISO)*	

9.2 The detailed set of criteria and rating system to be used by the SBAC for the short listing of consultants is provided below:

S.N	Evaluation Criteria	Max Score
1	**Applicable Experience of the Firm**	**40**
1.1	Successful experience in design, implementation, operation and maintenance of Web based and integrated IT systems for PFM functions (Budget preparation, execution, accounting and reporting) at National, sub-national level* *(The project references provided by the bidders should clearly indicate the following minimum details in 'Description of Actual Services Provided by Your Staff' in ED-Form VII: (i) functionality of similar systems implemented by the bidders, (ii) size of the implemented systems (number of users, geographical spread), (iii) number of years system is in use and related functionality used by the clients, (iv) value of the project including breakup of cost for implementation phase and maintenance phase)* ** Sub-national level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Standardization Organization (ISO)*	20
1.1.1	Number of Projects Number of successfully completed projects with a certificate of	7

		satisfactory completion from the client. 3 or more projects = 100% 2 projects = 80% 1 project = 60% zero project = 0%	
	1.1.2	**Size of the Largest Project** Size (measured in number of users) of the largest successfully completed project with a certificate of satisfactory completion from the client 1 project with 20,000 or more users = 100% 1 project with 10,000 to 19,999 users = 80% 1 project with 5,000 to 9,999 users = 60% 1 project with less than 5,000 users or zero project = 0%	8
	1.1.3	**Cost of the Largest Project** Cost (in Million USD) of the largest successfully completed project with a certificate of satisfactory completion from the client 1 project costing 25 Million USD or more = 100% 1 project costing 15 to 24.9 Million USD = 80% 1 project costing 10 to 14.9 Million USD = 60% 1 project costing less than 10 Million USD or zero project = 0%	5
	1.2	**Successful experience in design, implementation, operation and management of IT infrastructure (including servers, storage, security and network infrastructure) solutions for Web based and integrated IT systems for PFM functions (Budget preparation, execution, accounting and reporting) at National, sub-national level*, which has a minimum of 5,000 users** *The project references provided by the bidders should clearly indicate the following minimum details in 'Description of Actual Services Provided by Your Staff' in ED-Form VII: (i) specific application software for which IT infrastructure solution was implemented, (ii) total number of users and concurrent users supported by the system, (iii) IT infrastructure solution components implemented by the bidder, (iv) specific scope of services provided by the bidder etc.)* ** Sub-national level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Standardization Organization (ISO)*	10
	1.2.1	**Number of Projects** Number of successfully completed projects with a minimum of 5,000 users each and with a certificate of satisfactory completion from the client 3 or more projects = 100% 2 projects = 80% 1 project = 60% zero project = 0%	10

	1.3	Successful experience in planning and implementation of change management and capacity building programs in Government/Public sector *(The project references provided by the bidders should clearly indicate the following minimum details in 'Description of Actual Services Provided by Your Staff' in ED-Form VII: (i) client and project for which change management and capacity building services have been provided, (ii) number of users or target participants covered under change management & capacity building programs implemented by the bidder, (iii) specific services provided, (iv) tools and techniques adopted by the bidder for delivering the related services, (v) duration of the project and (vi) benefits accrued to the client).*	10	
	1.3.1	Number of Projects Number of successfully completed projects with a minimum of 1,000 target participants and with a certificate of satisfactory completion from the client 3 or more projects = 100% 2 projects = 80% 1 Project = 60% zero project = 0%	5	
	1.3.2	Size of the Largest Project Size (measured in number of target participants) of the largest successfully completed project with a certificate of satisfactory completion from the client 1 project with 5,000 or more participants = 100% 1 project with 3,000 to 4,999 participants = 80% 1 project with 1,000 to 2,999 participants = 60% 1 project with less than 1,000 participants or zero project = 0%	5	
	2	**Qualification of Personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking;** *(In the CVs, bidders shall clearly indicate the details of academic qualifications and certifications of the key personnel, overall experience (projects and number of years) and specific experience (projects and number of years) relevant to the proposed position).*	**40**	
	2.1	**Resident Project Manger**	7	
	2.1.1	Qualifications Post graduate in Computer Science or IT related or CA/CPA or Masters in Business Administration = 100% Bachelors in Computer Science or IT or Finance/Accountancy or Business Administration or related areas = 60%	1.75	
	2.1.2	Overall Experience 10 or more years of experience in managing large and complex IT systems implementation projects = 100% 7-9 years of experience in managing large and complex IT systems implementations = 80% 5-6 years of experience in managing large and complex IT systems implementations = 60%	1.75	

		2.1.3	Relevant Experience	3.5
			At least one successful GIFMIS implementation for national/sub-national level* as project manager = 100%	
			At least one or more large and successful projects (similar size) in FMIS in Government/Public Sector = 80%	
			Experience in large and successful e-Governance or IT projects implementation in Government/Public Sector - 60%	
			Sub-national level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Organization for Standardization (ISO).	
	2.2		**Domain Expert: Fiscal Planning and Budgeting**	**3**
		2.2.1	Qualifications	0.75
			CA/CPA/Post Graduate in Finance/Economics = 100%	
			Bachelors in Finance/Economics = 60%	
		2.2.2	Overall Experience	0.75
			15 or more years of experience in PFM Reforms = 100%	
			10-14 years of experience in PFM Reforms = 80%	
			5-9 years of experience in PFM Reforms = 60%	
		2.2.3	Relevant Experience	1.5
			Demonstrated experience in Public Sector budgeting reforms and process improvements in:	
			3 or more projects = 100%	
			2 projects = 80%	
			1 project = 60%	
	2.3		**Domain Expert: Treasury and Cash Management Operations**	**3**
		2.3.1	Qualifications	0.75
			CA/CPA/Post Graduate in Finance/Economics = 100%	
			Bachelors in Finance/Economics = 60%	
		2.3.2	Overall Experience	0.75
			15 or more years of experience in PFM Reforms = 100%	
			10-14 years of experience in PFM Reforms = 80%	
			5-9 years of experience in PFM Reforms = 60%	
		2.3.3	Relevant Experience	1.5
			Demonstrated experience in Public Sector cash and treasury reforms in:	
			3 or more projects = 100%	
			2 projects = 80%	
			1 project = 60%	

	2.4	Domain Expert: Budget Execution, Government Accounting and Reporting	3
	2.4.1	Qualifications CA/CPA = 100% Masters or Bachelors in Finance/Economics = 60%	0.75
	2.4.2	Overall Experience 15 or more years of experience in PFM Reforms = 100% 10-14 years of experience in PFM Reforms = 80% 5-9 years of experience in PFM Reforms = 60%	0.75
	2.4.3	Relevant Experience Demonstrated experience in Public Sector accounting and reporting reforms in: 3 or more projects = 100% 2 projects = 80% 1 project = 60%	1.5
	2.5	System Implementation & Integration Lead	4
	2.5.1	Qualifications Post graduate in Computer Science or IT = 100% Bachelors in Computer Science or IT = 80% Any other related field & relevant certifications = 60%	1
	2.5.2	Overall Experience 15 or more years of experience in IT systems implementation and integration = 100% 10-14 years of experience in IT systems implementation and integration = 80% 7-9 years of experience of experience in IT systems implementation and integration = 60%	1
	2.5.3	Relevant Experience Experience in at least three systems implementation and integration projects with similar size (complexity, user base) = 100% Experience in at least two systems implementation and integration projects with similar size (complexity, user base) = 80% Experience in at least one system implementation and integration project with similar size (complexity, user base) = 60%	2
	2.6	Quality Assurance Lead	4
	2.6.1	Qualifications Post graduate in Computer Science or IT = 100% Bachelors in Computer Science or IT = 80%	1

		Any other related field & relevant certifications = 60%	
	2.6.2	**Overall Experience**	1
		15 or more years of experience in IT systems testing and quality assurance = 100%	
		10-14 years of experience in IT systems testing and quality assurance = 80%	
		7-9 years of experience in in IT systems testing and quality assurance = 60%	
	2.6.3	**Relevant Experience**	2
		Systems quality assurance and testing experience in at least three large system implementation projects with similar size (complexity, user base) = 100%	
		Systems quality assurance and testing experience in at least two large system implementation projects with similar size (complexity, user base) = 80%	
		Systems quality assurance and testing experience in at least one large system implementation project with similar size (complexity, user base) = 60%	
	2.7	**Training and Change Management Lead**	**4**
	2.7.1	**Qualifications**	1
		Post graduate degree in HR or Organizational Development or related areas = 100%	
		Bachelors in HR or Organizational Development or related areas = 60%	
	2.7.2	**Overall Experience**	1
		15 or more years of experience in organizational development, capacity building or people change management related activities = 100%	
		10-14 years of experience in organizational development, capacity building or people change management related activities = 80%	
		7-9 years of experience in organizational development, capacity building or people change management related activities = 60%	
	2.7.3	**Relevant Experience**	2
		Experience in three or more projects in planning, leading and coordinating capacity building or change management efforts in similar large and complex engagements in Government/Public Sector = 100%	
		Experience in at least two projects in planning, leading and coordinating capacity building or change management efforts in similar large and complex engagements in Government/Public Sector = 80%	
		Experience in at least one project in planning, leading and coordinating capacity building or change management efforts in similar large and complex engagements in Government/Public Sector = 60%	
	2.8	**Infrastructure and Data Center Expert**	**4**
	2.8.1	**Qualifications**	1
		Post graduate in Computer Science or IT = 100%	

		Bachelors in Computer Science or IT = 80%	
		Any other related field & relevant certifications = 60%	
	2.8.2	**Overall Experience** 15 or more years of experience in IT infrastructure design, implementation and management related activities = 100% 10-14 years of experience in IT infrastructure design, implementation and management related activities = 80% 7-9 years of experience in IT infrastructure design, implementation and management related activities = 60%	1
	2.8.3	**Relevant Experience** Experience in at least 3 IT infrastructure solution design and implementation projects of similar size and scale with similar user base, transaction volumes = 100% Experience in at least 2 IT infrastructure solution design and implementation projects of similar size and scale with similar user base, transaction volumes = 80% Experience in at least 1 IT infrastructure solution design and implementation projects of similar size and scale with similar user base, transaction volumes = 60%	2
	2.9	**IT Security Lead**	**4**
	2.9.1	**Qualifications** Post graduate in Computer Science or IT = 100% Bachelors in Computer Science or IT = 80% Any other related field & relevant certifications = 60%	1
	2.9.2	**Overall Experience** 15 or more years of experience in IT security infrastructure and solutions design, implementation and management related activities = 100% 10-14 years of experience in IT security infrastructure and solutions design, implementation and management related activities = 80% 7-9 years of experience in IT security infrastructure and solutions design, implementation and management related activities = 60%	1
	2.9.3	**Relevant Experience** Experience in at least 3 IT infrastructure security solutions design and implementation projects of similar size and scale with similar user base, transaction volumes = 100% Experience in at least 2 IT infrastructure security solutions design and implementation projects of similar size and scale with similar user base, transaction volumes = 80% Experience in at least 1 IT infrastructure security solutions design and implementation projects of similar size and scale with similar user base, transaction volumes = 60%	2
	2.10	**Data Base Administrator (DBA)**	**4**
	2.10.1	Qualifications	1

		Post graduate in Computer Science or IT = 100%	
		Bachelors in Computer Science or IT = 80%	
		Any other related field & relevant certifications = 60%	
	2.10.2	Overall Experience	1
		15 or more years of experience in Database systems design, implementation and management = 100%	
		10-14 years of experience in Database systems design, implementation and management = 80%	
		7-9 years of experience in Database systems design, implementation and management = 60%	
	2.10.3	Relevant Experience	2
		Experience in at least 3 projects in design, implementation and management of database systems for large IT systems of similar size and scale with similar user base, transaction volumes = 100%	
		Experience in at least 2 projects in design, implementation and management of database systems for large IT systems of similar size and scale with similar user base, transaction volumes = 80%	
		Experience in at least 1 project in design, implementation and management of database systems for large IT systems of similar size and scale with similar user base, transaction volumes = 60%	
	3	**Current workload relative to capacity**	**20**
		=[[(Current Assets-Current Liabilities)*20]-value of all outstanding or uncompleted portions of projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to bid]	
	3.1	**Current workload relative to capacity (CWC)**	20
		CWC =>40 % of ABC = 100% CWC =>30 % of ABC = 80% CWC =>20 % of ABC = 60%	
		Total	**100**

The bidder shall provide a summary of the information regarding the Applicable Experience of the Firm and Qualification of the Personnel. [Please refer to ED Form – VIII and ED Form - IX].

Scoring shall be based on eligibility documents submitted.

The SBAC shall then rank the consultants in descending order based on the total score and identify the top seven (7) potential bidders. Should less than the required number apply for eligibility check, and/or pass the minimum score required in the shortlisting, the SBAC shall consider the same.

ED-FORM I - ELIGIBILITY DOCUMENT SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

i. *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and

ii. Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

ED-FORM II - STATEMENT OF ON-GOING PROJECTS

List of On-going Government and Private Contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract, up to August 14, 2013

Name of the Consultant_____

S. No.	Name and Location of the Project	Date of award of the contract	type and brief description of consulting services	consultant's role (whether main consultant, subcontractor, or partner in a JV)	Amount of Contact	Contract Duration	Value of outstanding contract	Similar Project (Y/N)

Attachment:

   1   Project References in the ED-FORM VII
   2   Cut-off date; August 14, 2013

Submitted by:
Name of Representative of the Bidder
Position
Date

ED-FORM III - STATEMENT OF COMPLETED PROJECTS

List of completed Government and Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid within the last Ten Years up to August 14, 2013

Name of the Consultant_____

S. No.	Name and Location of the Project	Date of award of the contract	type and brief description of consulting services	consultant's role (whether main consultant, subcontractor, or partner in a JV)	Amount of Contact	Contract Duration	Similar Project (Y/N)

Attachment:

1   Project References in the ED-FORM VII

2   Certificate of satisfactory completion of the contract issued by the client or confirmation from authorized representative of client in writing for satisfactory completion of contract

Submitted by:
Name of Representative of the Bidder
Position
Date

ED-FORM IV - FINANCIAL INFORMATION OF THE BIDDER

Name of the Consultant_____

Sr. No.	Particulars	Year_____			Year_____			Year_____		
		Amount (Foreign Currency)	Exchange Rate	Amount in Pesos	Amount (Foreign Currency)	Exchange Rate	Amount in Pesos	Amount (Foreign Currency)	Exchange Rate	Amount in Pesos
Information from Balance Sheet										
1.	Total Assets									
2.	Current Assets									
3.	Total Liability									
4.	Current Liability									
5.	Net Worth (1-3)									
6.	Net Working Capital (2-4)									
Information from P&L A/C										
7.	Total Turnover									
8.	Turnover from IT services									
9.	Profit After Tax									
10.	**Current Financial Capacity of the Entity:** *<Please indicate the current financial capacity of the bidder here>* The financial capacity to be computed as follows: [(Current Assets-Current Liabilities)*20]-value of all outstanding or uncompleted portions of projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to bid]									

Attachment: Submitted by:
1. Audited Financial Statements for past 3 Years   Name of Representative of Bidder
                                                    Position
                                                    Date

Note: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements duly certified by the Independent Chartered Accountant or Statutory Auditor.

ED-FORM V - STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of the Consultant_____

Field of Expertise	Name of Proposed Staff	Name of the firm	Qualifications	Years of Experience	List of Relevant Projects carried out by the staff [For each relevant project, provide following details: • Name of the project/engagement • Position/ Involvement in the Related Study]
A. Project Director					
B. Resident Project Manager					
C. Domain Expert: Fiscal Planning and Budgeting					
D. Domain Expert: Treasury and Cash Management Operations					
E. Domain Expert: Government Accounting and Reporting					
F. System Implementation & Integration Lead					
G. Quality Assurance Lead					
H. Training and Change Management Lead					
I. Infrastructure and Data Center Expert					
J. IT Security Lead					
K. Data Base Administrator (DBA)					

Attachment: CVs of Key Staff in the ED-FORM VI

Submitted by:
Name of Representative of Bidder:
Position:
Date:

ED-FORM VI - FORMAT OF CURRICULUM VITAE (CV) FOR KEY STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____Nationality: _____

Membership in Professional Societies: _____

_____

Detailed Tasks Assigned: _____

_____

Key Qualifications:
[*Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.*]

_____

Education:
[*Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

Employment Record:
[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

_____

Languages:
[*For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

_____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____Date: _____
[Signature of staff member and authorized representative of the firm]   *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

ED-FORM VII - CONSULTANT'S PROJECT REFERENCES

Using the format below, provide information on similar projects and other ICT projects involving similar services.

Project Name:	Country:
Location within Country:	Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:	N$^{\underline{o}}$ of Staff:
Address:	N$^{\underline{o}}$ of Staff-Months; Duration of Project:
Start Date (Month/Year): / Completion Date (Month/Year):	Approx. Value of Services (in Current US$):
Name of Associated Consultants, if any:	N$^{\underline{o}}$ of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	
Narrative Description of Project:	
Description of Actual Services Provided by Your Staff:	

ED-FORM VIII – SUMMARY OF THE APPLICABLE EXPERIENCE OF THE FIRM

Name of the Consultant_____

Evaluation Sub-Criteria	Indicator	Mark	List of Name of Client/Project Name	Instructions
1.1. Successful experience in design, implementation, operation and maintenance of Web based and integrated IT system for PFM functions (Budget preparation, execution, accounting and reporting) at National, sub-national level*	1.1.1. Number of Projects:			Inform the number of successfully completed projects with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.
	1.1.2. Size of the Largest Project:			Inform the size (measured in number of users) of the largest successfully completed project with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.
	1.1.3. Cost of the Largest Project:			Inform the cost (in Million USD) of the largest successfully completed project with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.
1.2. Successful experience in design, implementation, operation and management of IT infrastructure (including servers, storage, security and network infrastructure) solution for Web based and integrated IT systems for PFM functions (Budget preparation, execution, accounting and reporting) at National, sub-national level*, which has a minimum of 5,000 users	1.2.1. Number of Projects:			Inform the number of successfully completed projects with a minimum of 5,000 users each and with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.
1.3. Successful experience in planning and implementation of change management and capacity building programs in Government/Public sector	1.3.1. Number or Projects:			Inform the number of successfully completed projects with a minimum of 1,000 target participants and with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.
	1.3.2. Size of the Largest Project:			Inform the size (measured in number of target participants) of the largest successfully completed project with a certificate of satisfactory completion from the client. For each considered project, list the Name of the Client and the Project Name as stated in ED-FORM VII.

*Sub-national level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Standardization Organization (ISO)

ED-FORM IX – SUMMARY OF THE QUALIFICATION OF THE PERSONNEL

Name of the Consultant_____

Profile	Evaluation Sub-Criteria	Indicator	Mark	Instructions
2.1. Resident Project Manger	2.1.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		CA/CPA		
		Masters in Business Administration		
		Bachelors in Computer Science or IT or Finance/Accountancy or Business Administration or related areas		
	2.1.2. Overall Experience	Number of years of experience in managing large and complex IT systems implementation projects		Inform the number of years
		Number of years experience in managing IT systems implementations		
	2.1.3. Relevant Experience	At least one successful GIFMIS implementation for national/sub-national level* as project manager		Mark the appropriate options with a 'X'
		At least one or more large projects (similar size) in FMIS in Government /Public Sector		
		Experience in large and successful e-Governance or IT projects implementation in Government /Public Sector		
2.2. Domain Expert: Fiscal Planning and Budgeting	2.2.1. Qualifications	CA/CPA		Mark the appropriate options with a 'X'
		Post Graduate in Finance/Economics		
		Bachelors in Finance/ Economics		
	2.2.2. Overall Experience	Number of years experience in PFM Reforms		Inform the number of years
	2.2.3. Relevant Experience	Demonstrated experience in public sector budgeting reforms and process improvements		Inform the number of projects
2.3. Domain Expert: Treasury and Cash Management Operations	2.3.1. Qualifications	CA/CPA		Mark the appropriate options with a 'X'
		Post Graduate in Finance/Economics		
		Bachelors in Finance/ Economics		
	2.3.2. Overall Experience	Number of years experience in PFM Reforms		Inform the number of years
	2.3.3. Relevant Experience	Demonstrated experience in public sector cash and treasury reforms		Inform the number of projects
2.4. Domain Expert: Budget Execution, Government Accounting and Reporting	2.4.1. Qualifications	CA/CPA		Mark the appropriate options with a 'X'
		Post Graduate in Finance/ Economics		
		Bachelors in Finance/ Economics		
	2.4.2. Overall Experience	Number of years experience in PFM Reforms		Inform the number of years
	2.4.3. Relevant Experience	Demonstrated experience in public sector Accounting and reporting reforms		Inform the number of projects

2.5. System Implementation & Integration Lead	2.5.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		Bachelors in Computer Science or IT		
		Any other related field & relevant certifications		
	2.5.2. Overall Experience	Number of years experience in IT systems implementations and integration		Inform the number of years
	2.5.3. Relevant Experience	Demonstrated experience in systems implementation and integration projects with similar size (complexity, user base)		Inform the number of projects
2.6. Quality Assurance Lead	2.6.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		Bachelors in Computer Science or IT		
		Any other related field & relevant certifications		
	2.6.2. Overall Experience	Number of years experience in IT systems testing and quality assurance		Inform the number of years
	2.6.3. Relevant Experience	Demonstrated experience in systems quality assurance and testing in large systems implementation projects with similar size (complexity, user base)		Inform the number of projects
2.7. Training and Change Management Lead	2.7.1. Qualifications	Post graduate in HR or Organizational Development or related areas		Mark the appropriate options with a 'X'
		Bachelors in HR or Organizational Development or related areas		
	2.7.2. Overall Experience	Number of years experience in organizational development, capacity building or people change management related activities		Inform the number of years
	2.7.3. Relevant Experience	Demonstrated experience in planning, leading and coordinating capacity building and/or change management efforts in similar large and complex engagements in Government/Public Sector		Inform the number of projects
2.8. Infrastructure and Data Center Expert	2.8.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		Bachelors in Computer Science or IT		
		Any other related field & relevant certifications		
	2.8.2. Overall Experience	Number of years experience in IT infrastructure design, implementation and management related activities		Inform the number of years
	2.8.3. Relevant Experience	Demonstrated experience in IT infrastructure solution design and implementation projects of similar size and scale with similar user base, transaction volumes		Inform the number of projects
2.9. IT Security Lead	2.9.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		Bachelors in Computer Science or IT		
		Any other related field & relevant certifications		
	2.9.2. Overall Experience	Number of years experience in IT security infrastructure and solutions design, implementation and management related activities		Inform the number of years
	2.9.3. Relevant Experience	Demonstrated experience in IT infrastructure security solutions design and implementation projects of similar size and scale with similar user base, transaction volumes		Inform the number of projects
2.10. Data Base Administrator (DBA)	2.10.1. Qualifications	Post graduate in Computer Science or IT related		Mark the appropriate options with a 'X'
		Bachelors in Computer Science or IT		
		Any other related field & relevant certifications		
	2.10.2. Overall Experience	Number of years experience in Database systems design, implementation and management		Inform the number of years
	2.10.3. Relevant Experience	Demonstrated experience in design and implementation of database systems for large IT systems of similar size and scale with similar user base, transaction volumes		Inform the number of projects

* Sub-national level, in this context, means the first-level subdivision of countries according to the ISO 3166-2 standard – 'Codes for the representation of names of countries and their subdivisions – Part 2: Country subdivision code' published by the International Standardization Organization (ISO)

Annex 1 – GIFMIS Project Background and Overview of Scope of Work for GIFMIS Implementation Partner

Table of Contents

1. Background

1.1. PFM Reforms in Philippines

The Government of the Philippines (GOP) launched a comprehensive Public Financial Management (PFM) reform program in February 2011. The objectives and coverage of the reform program are enunciated in 'Philippines Public Financial Management Reform Roadmap'. This Roadmap is a strategic plan for a whole-of-government approach to PFM reforms and aims to clarify, simplify, improve and harmonize the financial management processes and related information systems of the civil service. The PFM Reforms Roadmap is aimed at supporting GOP in addressing the following key priorities:

    a. Improvement of treasury cash management operations through implementation of a Treasury Single Account (TSA);

    b. Harmonization of chart of accounts and budget reporting and performance standards through implementation of Unified Account Code Structure (UACS);

    c. Establishment of an integrated financial management and reporting system for the whole of government (Government Integrated Financial Management Information System (GIFMIS);

    d. Capacity Building and change management to support in implementation of the reports;

    e. Reforms in accounting and auditing (e.g. strengthening the internal audit function of the government etc.);

Initiatives such as (i) requirements study and planning for Treasury Single Account (TSA) implementation, (ii) harmonization of chart of accounts and formulation Unified Account Code Structure (UACS) are at an advanced stage of planning for implementation. Implementation of these initiatives, including GIFMIS, is envisaged to provide following benefits to GOP:

    a. Real time and an on line monitoring of appropriations vs. allotments vs. obligations vs. disbursements;

    b. A single treasury account that provides a more effective way of cash management, a more economical system for cash disbursements, which is also envisaged to support in timely reconciliation of bank balances and removal of revenue and expenditure floats;

    c. A predictable and streamlined allotment and cash release programs throughout the year to support the operations of implementing agencies based on reliable cash forecasting and programming;

    d. Regular in-year reports on the status of budget execution, and timely year-end audit reports of agency financial and operations;

    e. Systematic recording and reporting of all liabilities of government entities including guaranteed and contingent liabilities to enable national government to manage its financial exposure etc.

1.2. Introduction to GIFMIS

Reengineering and modernization of businesses processes across PFM lifecycle is at the core of GOP PFM reform agenda. Government is aiming towards phasing out disintegrated processes and systems through implementation of a common and an Integrated Financial Management Information System (GIFMIS). The system is expected to play a crucial role in achieving the stated objectives of PFM roadmap and its implementation is on a high priority on government agenda. Accordingly, an Executive Order (EO 55) has been issued by the President of The Philippines directing automation of financial management systems. Government realizes that implementation of a nationwide financial management systems is a long term program and is expected to take few years for system implementation and stabilization. Considering this, GOP is adopting a two track approach to address the short term and long term needs for GIFMIS implementation.

- **Track I** aims at addressing the government's immediate needs for a functioning IT solution with minimum changes in or slightest reengineering of PFM business processes and reassignment of roles and responsibilities over financial transactions. This track will focus on implementation of intermediate systems or enhancement of existing systems to address the critical PFM needs of Government. Currently, Track I is focussing on initiatives such as (i) upgrading and rolling out National Payroll

System (NPS), which was developed and implemented on a standalone basis in select government institutions and implementation of a Government Human Resource Information System (GHRIS), (ii) development of a web based system for supporting the spending units in submitting their budget proposals to Department of Budget and Management (DBM) etc. Procurement of systems for Track I is already under progress.

- **Track II** aims at planning and implementation of a nationwide and common Financial Management Information System (GIFMIS) replacing the existing disintegrated financial management and reporting systems.

This Request for Expression of Interest issued for short listing the prospective bidders for selection of a System Integration Partner (SIP) for track II of GIFMIS implementation i.e. for establishment of a nationwide Government Financial Management Information System to support in entire lifecycle of PFM operations of National Government in Philippines.

2. PFM Lifecycle

This section presents the overview of lifecycle of PFM for National Government in Philippines and GIFMIS expected to support GOP in automation and modernisation of several PFM functions and services across PFM lifecycle. The specific functions to be covered in GIFMIS implementation are discussed briefly in section 3.

The PFM operations performed by GOP are grouped into four distinct and inter-related stages as shown in Figure 2 below.
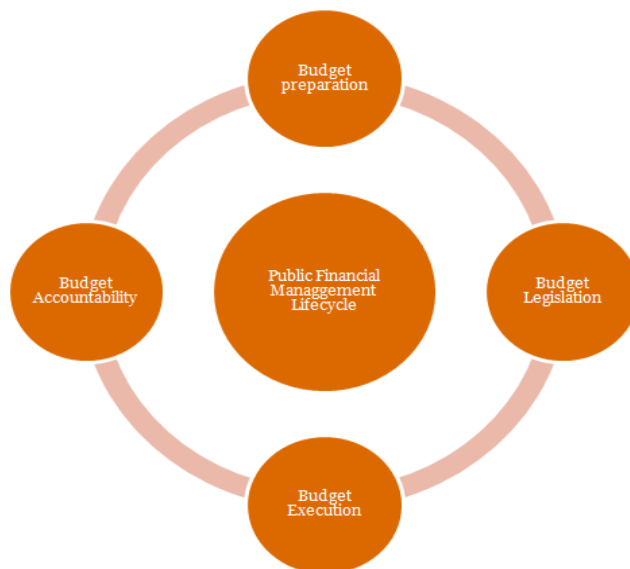

Figure 1: Public Financial Management Lifecycle

2.1.1. Stage I – Budget Preparation

a. Fiscal Planning

Planning process begins with articulation of the President's Social Contract with the Filipino People, followed by preparation of Philippines Development Plan (PDP) and its Results Matrices (RMs), and the Public Investment Program (PIP) in order. The current President's development agenda, captured as 'Social Contract with the Filipino People', refers to the 16-point action agenda or areas for transformational leadership aimed for by the Aquino Administration. These are clustered into five Key Result Areas (KRAs) under Executive Order 43 issued by the President in May 2011. This EO directs all departments and agencies of government to orient their programs, projects and activities towards the pursuit of these five KRAs to achieve focus and optimal impact given the available resources of government.

The GOP's objectives and priorities are defined in Philippines Development Plan (PDP), which includes strategies and priorities that will translate the Government commitments to the citizens (*Social Contract)* into efficient, effective, and responsive actions that are achievable within the term of office of the Government. It summarises the overall fiscal, revenue and expenditure policies for the term of the ongoing administration. The current PDP is for 2011 to 2016.

Based on the PDP, the government agencies formulate their Public Investment Programs (PIPs). The PIPs translate the PDP into a core set of priority programs and projects to be implemented by the national government, government-owned and controlled corporations, government financial institutions and other offices during the government term. The PIP's are again six year plans and are updated on an annual basis.

National Economic and Development Authority (NEDA) issues the Guidelines for preparation of PIPs and is responsible for consolidation of PIPs, which are approved by the President as appropriate. The national annual budget is prepared in line with the priorities of PDP and core programs and projects identified under PIPs.

NEDA's primary responsibilities are to formulate the Philippine Development Plan, the Public Investment Programs and corresponding annual plans and programs and to coordinate programming of official development assistance (ODA).

b. Budget Preparation

The budgeting activity is performed on an annual basis and is coordinated by the Department of Budget and Management (DBM). Usually, one budget cycle spans across three years i.e. almost six months to one year for preparation and finalization of budget and the approved budget estimates last for two years for execution. The annual budget call is issued by the DBM, and contains detailed guidelines and procedures to be followed government agencies in preparation and submission of the budget proposals. The budget ceilings, budget proposal submission requirements, formats and associated timelines for submission of budget proposals are prescribed in the budget call.

The guidance for annual budgeting exercise is provided by the overall fiscal consolidation framework embodied in the medium term fiscal program issued by the Development Budget Coordination Committee (DBCC)[1]. The medium term fiscal program provides the guiding factors for budget preparation including macroeconomic assumptions, medium term revenue program prepared by the DoF and medium term expenditure program (forward estimates) prepared by the DBM. The national annual budget proposal for a given fiscal year is based on the macroeconomic assumptions and fiscal targets approved by the DBCC. This issuance is also accompanied with the indicative budget ceilings for departments/agencies, which are derived from the forward estimates (FEs)[2].

The draft annual budget proposals submitted by the various national agencies, as per the schedule specified in the budget call, are then subjected to several reviews at DBM including Technical Budget Hearing sessions held by various Budget Management Bureaus (BMBs) in DBM, review of budget estimates by Executive Review Board (ERB). The consolidated draft budget proposal, based on such reviews, is submitted to DBCC for approval followed by submission to the President for approval. Outcome of this stage is the President's budget message, budget documents such as National Expenditure Program (NEP), Budget of Expenditures and Sources of Financing (BESF), summary of major programs and projects etc.

DBM is primarily responsible for formulation and implementation of the national government budget. It coordinates preparation of the president's budget proposal based on submissions from the line departments and agencies and controls budget execution through its authority to release allotments and cash allocations to spending units.

2.1.2. Stage II – Budget Legislation

Budget legislation refers to various related activities leading to enactment of the budget for the National Government. Budget legislation starts upon the House Speaker's receipt of the President's Budget and ends with the President's enactment of the General Appropriations Act (GAA). Various deliberations are held on the budget submitted by the President including (i) deliberations by the House of Representatives, conducted through House Appropriations Committee, leading to preparation of Generational Appropriations Bill (GAB) and its transmission to the Senate, (ii) hearings on GAB by the Senate, which recommends amendments as applicable, (iii) Bicameral deliberations to discuss and harmonize the conflicting provisions of the House and Senate Versions of the GAB, based on which a Harmonized Version of the GAB is thus produced. Such harmonized GAB is enacted as GAA by the President.

2.1.3. Stage III – Budget Execution

Budget execution process usually starts with the issuance of fund release guidelines by DBM followed by the submission of budget execution documents (BEDs) by spending agencies. Two key components of budget execution are discussed in brief below.

a. Expenditure Management

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[1] The DBCC is an inter-agency cabinet committee comprising of participation from four key economic agencies, namely, the Department of Budget and Management (DBM), Department of Finance (DoF), National Economic and Development Authority (NEDA) and the Bangko Sentral ng Pilipinas (BSP) which meets throughout the year to co-ordinate budget formulation and implementation activities.

[2] FEs refer to the 3-year rolling cost of ongoing/existing policies, referred to as the Programs, Activities and Projects (P/A/Ps) and adjusted for economic and demographic parameters. The process of preparation of FEs is completed before the issuance of the budget call by the various Budget Management Bureaus (BMBs) of DBM in consultation with the concerned national agencies.

Based on the GAA, DBM prepares Agency Budget Matrix (ABM)[3] and Allotment Release Program (ARP) for each line agency, which determines timing, composition and magnitude of budget release to agency. Based on the approved allocations, the spending agencies undertake the execution of proposed programs and projects. Based on the planned expenditure, the Monthly Cash Programs (MCPs) are prepared by the spending agencies and are submitted to DBM, which captures the planned expenditure across 12 months of the years. Based on MCPs, DBM issues disbursement authorities (such as Notice of Cash Allocations (NCAs), Special Allotment Release Orders (SAROs) and Cash Disbursement Ceilings (CDCs)). DBM issues NCAs to Government Servicing Banks with a copy to BTr and SRAOs to the spending agencies.. Based on NCA/SARO and Advice of Cheques Issued and Cancelled (ACIC) issued by spending agency to the banks, the payment orders (checks) issued by the spending agencies are processed and payments are released to the employees, suppliers and other payees. The payments to the suppliers are made through the cheques and the salary and benefits payment to employees are usually paid through electronic fund transfer.

b. *Revenue Collections*

The Bureau of Internal Revenue (BIR) and Bureau of Customs (BOC) collect majority of the revenue for GOP. The Government servicing banks and Commercial Banks play a crucial role in collection of taxes. The branch network of the government servicing banks and commercial banks is used for tax collection and such collected amount is transferred by the banks to government accounts within five to ten days (float). The Land Bank currently services almost 85-90% of the government expenditure and tax collections for national government.

Department of Finance (DOF) is in charge of the government's fiscal policies and management of its financial resources overall. Among the DOF's key functions related to PFM are oversight of the main revenue administration agencies, the Bureau of Internal Revenues (BIR) and the Bureau of Customs (BOC) and management of the government's cash resources and public debts through the Bureau of Treasury (BTr). The BTr coordinates with the DBM in determining the allowable cash disbursements by the agencies during budget execution (reflected in cash allocation releases of the (DBM).

2.1.4. *Stage IV – Budget Accountability*

The final important element in the PFM life cycle is control and evaluation of budget execution. The Commission on Audit (COA) is mandated to keep the general accounts of Government and to develop the accounting standards, techniques and methods of audit and examination of government accounts. The spending agencies follow modified accrual accounting and they prepare and submit the financial reports to COA for examination, audit and settlement of accounts. The internal audit is performed by the internal audit staff from respective spending agencies and external audit is carried out by the COA.

COA is constitutionally responsible for external audit of all government entities, for mandating an accounting and auditing framework, and for the issue of the Annual Financial Statements of Government.

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[3] *Government is currently working towards making GAA as a comprehensive release document.*

3. Overview of GIFMIS Scope and Functionality

This section summarizes the functional overview of the GIFMIS proposed for Government of Philippines and discusses the scope of the system, key features of GIFMIS, summary of information and transaction services proposed to be delivered by GIFMIS, its target users etc.

3.1. Scope of GIFMIS

The table below summarizes the overall scope of GIFMIS for GOP. The SIP will be required to implement GIFMIS solution addressing the requirements from 'a' to 'i' as listed under scope of GIFMIS in the table below and system interfaces to be established between GIFMIS and other related ICT systems established by GOP.

Table 1: Scope of GIFMIS including proposed system interfaces

Scope of GIFMIS	System Interfaces for GIFMIS
a. Budget Preparation	a. Asset Management System
b. Budget Management	b. Debt Management and Financial Analysis System (DMFAS, ADAPS, ROSS)
c. Commitments Management	c. Government Manpower Information System (GMIS)/ Government Human Resource Management Information System(GHRIS)
d. Payments Management	
e. Receipts Management	
f. Cash Management	d. Government Executive Information System (GEIS)
g. Accounting and Fiscal Reporting	e. National Payroll System (NPS)
h. GIFMIS Portal	f. Tax and Revenue Management Systems (e-TIS/Customs Systems)
	g. Audit Management (IRRBAS)
	h. Systems at banking institutions (Central Bank/ Government Servicing Banks/ Authorized Agency Banks)
	i. Philippine Government e-Procurement System (PhilGEPS)

3.2. Coverage of GIFMIS

The coverage of proposed GIFMIS is limited to the National Government Agencies including the central office, regional offices and other spending/operating units of National Government Agencies across the country. The fiscal operations and transactions of Local Government Units (LGUs), Government Owned and Controlled Corporations (GOCCs) and Government Financing Institutions (GFIs) are not proposed to be covered under GIFMIS implementation. However, GIFMIS shall be designed and implemented to capture the fiscal data for LGUs, GFIs and GOCCs at the aggregate level through a facility extended to LGUs, GOCCs and GFIs to upload the summary data. GIFMIS shall also be designed to capture the details on transfer of funds by the National Government to the LGUs, GOCCs, GFIs and including capturing the details of repayments made by the LGUs, GOCCs and GFIs to the National Government.

The anticipated user base for GIFMIS includes approximately 19,000-20,000 transaction users and 4000-5000 read-only users spread across oversight and national government agencies.

3.3. Overview of System Functionality

The diagrams in the following pages present functional overview of the GIFMIS outlining the specific PFM functions to be supported by GIFMIS and interfaces with other related functions of the Government and other stakeholders.
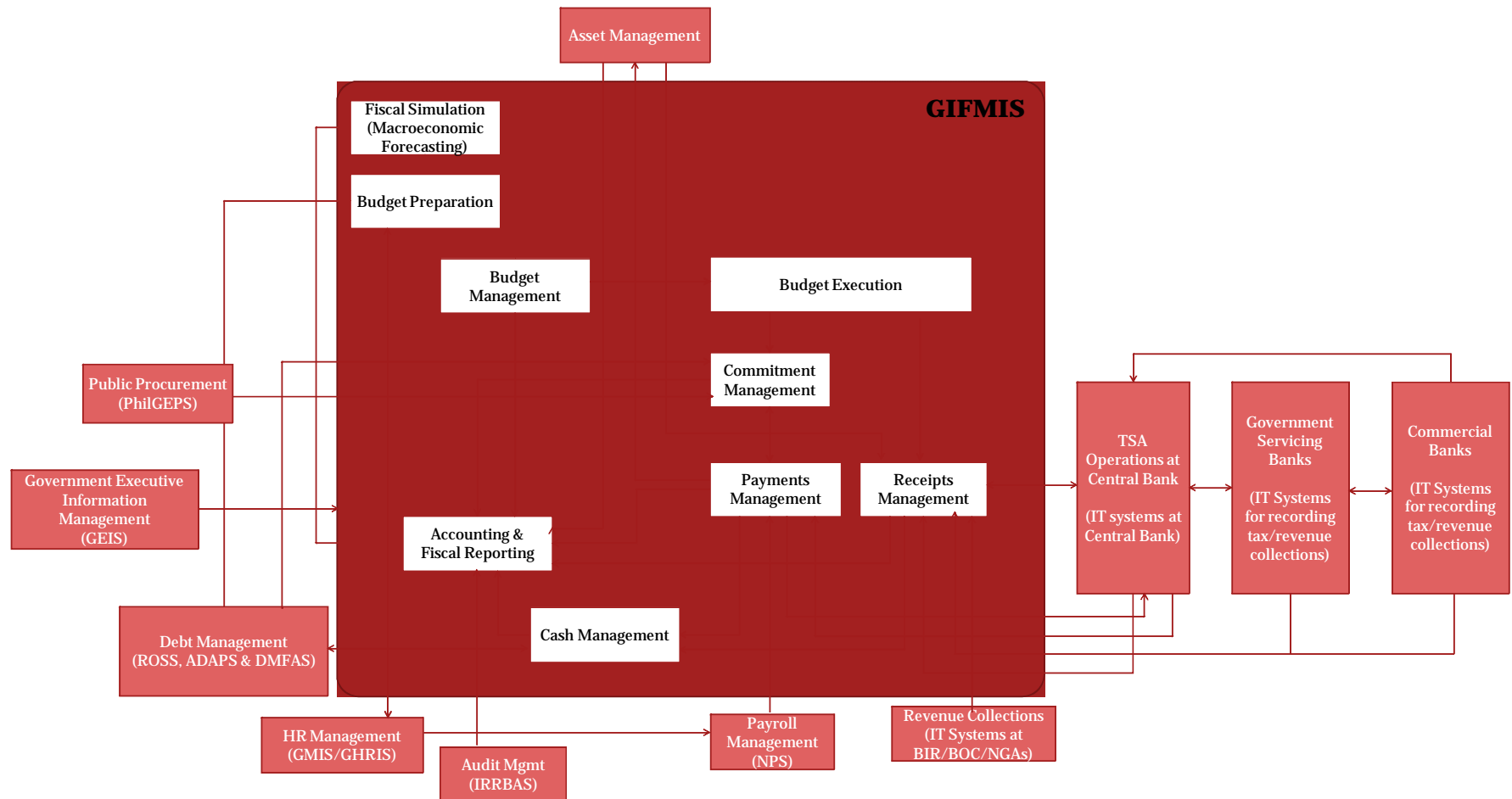
Figure 2: functional overview of GIFMIS

The diagram below presents the overall scope of GIFMIS implementation including PFM functions to be covered in GIFMIS, role of GIFMIS portal, the end users of the GIFMIS system, connectivity options for the users, and the systems with which necessary interfaces will be established to enable data exchange with GIFMIS.
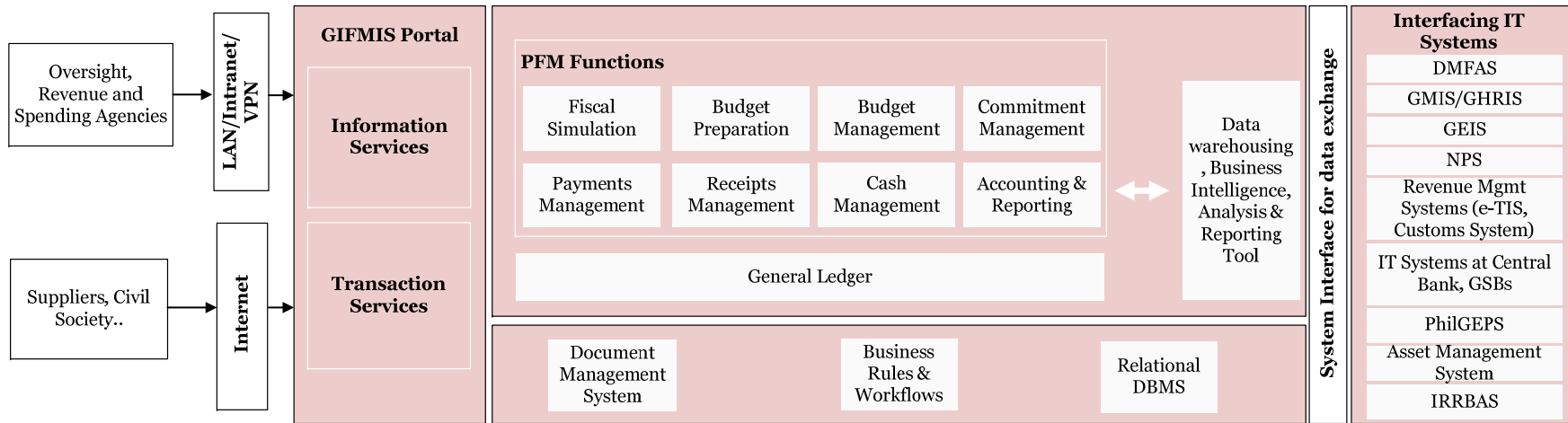

Figure 3: Functional Overview of GIFMIS

Following discusses the information and transaction services proposed to be delivered to the target stakeholders using GIFMIS.

3.3.1. Information services

A key objective of implementation of GIFMIS is to establish an integrated system covering all PFM the functions/services of the Government to improve convenience, efficiency, accuracy and timeliness fiscal management and reporting. Currently, the information on Public Financial Management (PFM) in Philippines provided to various stakeholders (including internal and external) using various sysems and portals. Information services refer to (i) regulatory framework, policies, procedures governing PFM in the country, (ii) roles and responsibilities of key stakeholders, (iii) national budget, expenditure, revenues, debt, fiscal performance reports, statistics etc. Considering that various functions of PFM are being performed by respective oversight and spending agencies, the information is residing and spread across these agencies and is delivered through various information systems/websites/portals established by respective agencies. A key consideration under GIFMIS implementation is to establish a common and integrated portal to deliver information services related to entire PFM lifecycle at one single place/portal to the interested users. Such common and integrated portal (GIFMIS Portal) shall provide information/documents/publications/reports related to various phases of PFM lifecycle at one place. This significantly helps in improving the convenience in finding and accessing all PFM related information/data at one place. The information services delivered to the stakeholders may vary based on the category of stakeholders. Following presents an illustrative list of information services, along the lifecycle of PFM, that can be be delivered through GIFMIS portal (list is illustrative).

Table 2: Envisaged Information Services for GIFMIS Portal

PFM Functions	Information Services
General	1. Overview of PFM in Philippines
	2. PFM Lifecycle
	3. Roles and Responsibilities of oversight agencies (DBM, DOF, COA) and other key institutions (NEDA, BTr, BSP..)
	4. Key Policies, Guidelines, Legislations governing PFM
	5. National Plans (PDP, PIPs)
	6. Performance reports, publications and other reports and circulars
	7. Contact information for various functions/services/transactions
	8. Feedback form/facility for capturing the feedback
	9. Public opinion polls and facility to analyse the results
	10. Useful links to other Government websites etc
Fiscal Planning	1. Policies, Legislations, Guidelines, Circulars, procedures related to fiscal planning
	2. Institutional structures, roles and responsibilities related to fiscal planning
	3. Revenue and Expenditure programs (FE)
	4. Applicable forms and formats
	5. Related reports..
Budgeting	1. Policies, Legislations, Guidelines and Circulars related to budget budget preparation, budget execution..
	2. Institutional structures, roles and responsibilities related to budget preparation and execution..
	3. Annual Budget for Philippines (including NEP, President's Speech, BESF...)

PFM Functions	Information Services
	4. Budget releases and utilization data
	5. Applicable forms and formats
	6. Related reports
Revenue Management	1. Key Revenue sources and related statistics for Philippines
	2. Key institutions, roles and responsibilities for revenue administration
	3. Revenue reports including current status/position of collections
	4. Revenue forecasts..
Expenditure Management	1. Policies, legislations and guidelines governing expenditure management including for procurement of goods/works/services, payments etc.
	2. Key institutions, roles and responsibilities for expenditure management
	3. Key statistics on expenditure including sector wise, agency wise update info/data
	4. Applicable forms and formats...
Debt Management	1. Policies, Legislations, Guidelines and Circulars related to budget budget preparation, budget execution..
	2. Institutional structures, roles and responsibilities related to debt management
	3. Current debt portfolios and liabilities of government and related reports
Auditing	1. Policies, legislations, guidelines and circulars governing auditing...
	2. Key institutions, roles and responsibilities for auditing
	3. Audit reports, national, sector, agency wise..
	4. Applicable forms and formats...

3.3.2. Transaction services

Transaction services (Transactions) refers to the specific list of functions that system supports, along various phases of PFM lifecycle, to enable the stakeholders in carrying out their desgnated roles. The transaction services will be delivered through a set of core system functions implemented together to support PFM functions. Following pages discusses the functionality to be supported by GIFMIS for various funcitons of PFM.

3.3.2.1. Creation of Master Data (for budget classification codes, COA)

GIFMIS shalll support in creation and maintenance of mastrer as referred in Table below.

Table 3: Master Data Creation Requirements

S.N	Creation of Master Data
1.	Creation and maintenance of budget classification codes
2.	Creation and maintenance of chart of accounts
3.	Registration and maintenance of government agencies master data

S.N	Creation of Master Data
4.	Creation and maintenance of master data for projects
5.	Creation and maintenance of master data for banks, donor agencies, creditors, GFIs, GOCCs etc.
6.	Maintenance of the hierarchies of the spending units, budget classes and account values etc.

3.3.2.2. Budget Preparation

The table below captures the summary of transactions, which shall be supported by the system for budget preparation.

Table 4: Envisaged GIFMIS Functions for Budget Preparation

S.N	Functions to be supported by system for Budget Preparation
1.	Preparation of forward estimates by DBM
2.	Initiation of budget preparation exercise including definition of budget preparation calendar and ceilings for NGAs
3.	Preparation and approval of budget proposals at spending agencies including consolidation of budget proposals at NGA level based on the budget proposals of various operating units of NGA across the country.
4.	Aggregation of budget proposals for the spending agencies
5.	Generation of consolidated draft budget for National Government
6.	Modifications to the draft budget proposal including version management (based on changes made at different level of reviews)
7.	Generation of budget summary and appropriation bill
8.	Capture details and supporting documents for approvals and recommendations from cabinet, parliament
9.	Printing of budget book (*National Expenditure Program, Details of NEP, BESF Table, Staffing Summary*)
10.	Generation of GAA
11.	Reenactment of Budget

3.3.2.3. Budget Management

The GIFMIS budget management function shall support in recording the approved budget estimates (General Appropriations) including support for changes to the appropriations during the budget execution. In case of delays in approval of the budgets, budget management function supports in recording interim appropriations (based on last year GAA or as determined by the government). GIFMIS shall also support in budget adjustments including reallocations, sub-allotments, and additional allocations as approved by DBM (and legislature in case of additional allocations) during the course of the year. System supports in maintaining the complete trail of appropriations, allocations, adjustments and balances for each spending agency and at an aggregate level for national government. In addition, system shall also support in budget programming activities in terms of capturing monthly cash programs of the national government agencies on the basis of appropriations and in revising cash programs based on budget adjustments.

Table 5: Envisaged GIFMIS Functions for Budget Management

1.	Recording/uploading general appropriations
2.	Preparation of Monthly Cash Program and revisions based on budget adjustments
3.	Allocation of budget for the spending agencies

4. Submission of budget realignment requests by spending agencies

5. Processing, approval and budget realignment of the budget

6. Sub-allotment or release of budgets to regional offices/operations units by the spending agencies

7. Release of funds for Foreign Assisted Projects

8. Definition of Physical Performance Targets

3.3.2.4.   Commitment Management

Commitment Management function in GIFMIS shall support the spending agencies in recording the commitments related to procurement of goods/works/services, employee payroll and benefits etc and in updating the balances under respective budget classification codes based on recorded commitments. System will support in preventing creation of liabilities exceeding the overall appropriations and allocations.

The table below captures the summary of transactions, which shall be supported by the system for commitment management.

Table 6: Envisaged GIFMIS Functions for Commitment Management

S.N	Functions to be supported by system for Commitment Management
1.	Recording the commitments for the purchased goods/works and services
2.	Recording the commitments for payroll and other employee benefits
3.	Recording the commitments for debt servicing requirements
4.	Revision of commitments data based on changes to the contracts, payroll etc.
5.	Reversal of commitments etc.

3.3.2.5.   Payments Management

The Payments Management function in GIFMIS shall support the spending agencies in performing following activities:

- in recording the details of contracts/POs signed by the spending agencies including related payment schedules

- recording and processing the invoices from suppliers/contractors for goods/works/services rendered to the spending agencies and in releasing applicable payments to such suppliers/contractors

- recording and processing the payments for employee payroll and other related benefits

- processing the payments for debt repayments due for the period

- to support the bureau of treasury in releasing the payments to the suppliers/employees/creditors through central bank using TSA

- to support in application of necessary controls at stage of payments management as prescribed in the government rules

- to support the commission on audit in conducting the audit of payment transactions processed using the system

The table below captures the summary of transactions, which shall be supported by the system for payments management.

Table 7: Envisaged GIFMIS Functions for Payments Management

S.N	Functions to be supported by system for Payments Management

S.N	Functions to be supported by system for Payments Management
	Payments Processing for Suppliers/Contractors
1.	Registration of suppliers (supplier's profile)
2.	Recording purchase orders/ contracts data including payment schedule for contracts
3.	Updating contracts data including variations to the contract values, payment schedules
4.	Submission (by supplier)/recording (by spending agency) invoices for supply of goods/works/services by the contractors
5.	Processing of invoices and authorizations for payment including reversal of payment authorizations (*if applicable*) by spending agencies
6.	Preparation of payment order by treasury for releasing payments to suppliers
7.	Release of payments to suppliers through EFT/cheques/cash
8.	Reconciliation of authorized payments with bank statements
	Employee Payroll/Benefits Payment Processing
9.	Recording and processing salary (payroll) payment order
10.	Release of funds through EFT/Cheques/cash
11.	Reconciliation of authorized payments with bank statements
	Debt repayments
12.	Recording debt repayment requirements and schedule for the financial year
13.	Processing debt repayment transaction
14.	Issuing Payment orders for releasing payments to donors/creditors through EFT
15.	Reconciliation of authorized payments with bank statements

3.3.2.6. Receipts Management

The receipts for Government, in the form of taxes, fees, duties, funds from donors and from auction of government securities etc, are processed through the payment instructions/orders issued by the payees to the banks, which will be received into the Treasury Single Account (TSA) to be implemented by BTr and operated by BSP. The design of receipts management functionality for GIFMIS is based on the assumption that TSA implementation arrangements will be fully in place and will be made operational by the time GIFMIS implementation is initiated. Any lapses in achieving these requirements with respect to TSA, will have an impact on the overall GIFMIS requirements, design and implementation timelines.

In the current scenario, the government receipts (tax revenues) are collected primarily through the banking institutions including both State owned and authorized private banks in the country. Significant part of the revenue collections are processed through these bank's networks, which is remitted into the Bureau of Treasury Revenue Collection accounts maintained in respective banks. Such revenue is made available for utilization by the Government only upon completion of the agreed float period. Similarly, there are designated National Collection Officers (bonded by Bureau of Treasury), who are authorized to receive/collect the revenue receipts over the counter at the respective government agencies. The total

revenue collected through the NCOs is minimal in comparison with the government receipts through the banking network.

Government is currently working towards implementation of a Treasury Single Account and it is proposed that all the government receipts through the banks are remitted into the TSA without any float period and will be made available to the Government for utilization upon remittance. The functional requirement in the conceptual design document for revenue/receipts management assumes implementation of TSA and the banks are expected to transfer the receipts to the Treasury single Account at the Central bank. The Treasury monitors the deposits of Government receipts through daily statements received from the Banks and posts the details in the system, revenue category wise, and informs the relevant revenue agency of the receipts. Similarly, system also facilitates in recording the summary of revenue collections data, as reported by the revenue agencies, and in reconciling such data with the information shared by the banks to identify and address any errors/gaps. The functionality for recording the revenue collection data, as reported by the revenue agencies shall be deferred till the time the IT systems and processes in the tax collection agencies are fully streamlined and are providing accurate and timely data on the revenue collections.

GIFMIS is not envisaged to support the tax authorities in performing their tax and revenue collection functions including assessments, collections, revenue recording etc. The functionality envisaged under GIFMIS for receipts management is only to support the BTr in monitoring the deposits of Government receipts, on a day to day basis, through automated exchange of receipts data between banking systems and GIFMIS. The table below captures the summary of transactions, which shall be supported by the system for receipts management.

Table 8: Envisaged GIFMIS Functions for Receipts Management

S.N	Functions to be supported by system for Receipts Management
1.	Creation of master data for National Collection Officers
2.	Creation of master data for Government Servicing Banks/Authorized agency banks
3.	Creation of treasury office identifiers
4.	Capturing data on revenue collection accounts
5.	Recording revenue collections data received from banks
6.	Updating bank statements data
7.	Recording revenue collections data received from revenue agencies
8.	Revenue reconciliation
9.	Recording receipts from creditors/government securities
10.	Recording other receipts (interests, dividends..) etc.

3.3.2.7.   Cash Management

The Cash Management function is expected to support the Government in effective planning, monitoring and tracking of the Government receivables and payments to ensure that the cash surplus and deficit is appropriately managed to achieve the fiscal balance. The cash management function for Government of Philippines is performed by the Bureau of Treasury. Currently, the cash management is carried out based on the excel sheets and other aspects such as (i) float period for receiving the cash from the banks and (ii) lack of visibility on the cash requirements for the spending agencies (currently cash is replenished to the banks based on the expenditure incurred by the spending agencies) is impacting the efficiency and effectiveness of the cash management function. GIFMIS is envisaged to support the Government in improving the efficiency and effectiveness in the following areas:

i.   programming the cash flow requirements based on the expenditure plans from the spending agencies and debt servicing requirements from debt management divisions;
ii.   programming revenue collection plans based on the revenue targets and monthly, quarterly revenue collection targets defined for each agency;
iii. maintaining updated cash position data and assessment of daily/weekly/monthly cash requirements;
iv.   updating the revenue collection data on a day to day basis;
v.   tracking the balances in the bank accounts;
vi.   providing inputs to debt management division on the borrowing requirements and
vii. planning investment of surplus funds and in tracking the government investments etc.

The table below summarizes the key functions to be supported by Cash Management function of GIFMIS to support the asset management division in BTr in effectively performing the cash management function.

Table 9: Envisaged GIFMIS Functions for Cash Management

S.N	Functions to be supported by system for Cash Management
1.	Bank Accounts Management
2.	Updating Bank Statements Data
3.	Reconciliation of Bank Statements Data
4.	Preparation of Cash Flow requirements Plan
5.	Monitoring and updation of cash flow requirements plan
6.	Monitoring cash balances
7.	Managing and tracking Treasury Investments

3.3.2.8.   Debt Management

The proposed functionality for GIFMIS is based on the assumption that GISFMIS will only capture the details of the (i) receipts from loans, securities etc and (ii) payments related to debt servicing. The system will also be used for recording the commitments related to the debt servicing during the budget year. Overall debt management functions, and related debt sustainability analysis shall be carried out through DMFAS and necessary data exchange between these two systems will be implemented through a system interface. Currently, multiple debt management systems are in use in BTr including DMFAS (for loans and foreign securities) and ADAPS/ROSS/OTC for treasury bills and bonds etc. It is understood that BTr is currently pursuing with UNCTAD to migrate all debt data and transactions for domestic debt also into DMFAS and it is assumed that such a migration will be completed by the time GIFMIS is made operational. If such migration couldn't be completed, necessary system interfaces with other existing debt management systems also need to be planned for GIFMIS.

The table below summarizes the key functions to be supported by the system for debt management related operations.

Table 10: Envisaged GIFMIS Functions for Debt Management

S.N	Functions to be supported by system for Receipts Management
1.	Establishing interface with debt management system (DMFAS) to capture and update debt receipts and repayment details
2.	Capturing the details of approved debt servicing budget for the year
3.	Commitment of funds for debt servicing based on the debt servicing schedule data received from

S.N	Functions to be supported by system for Receipts Management
	DMFAS at the beginning of the year
4.	Updating the commitments data for debt servicing requirements data (from DMFAS) based on new borrowings of the government during the year
5.	Recording the receipts from borrowings (loans/grants/securities)
6.	Processing the debt servicing requirements and issuing pay orders to the bank

3.3.2.9. *Accounting and Reporting*

GIFMIS is envisaged to be a transaction processing and reporting system for the national government and excludes financial transaction processing for local governments and the GOCCs/GFI's is not covered under the system scope.

GIFMIS will be used by the government to produce periodic financial reports (also supports in generation of reports any time based on the current data maintained in the system), which will provide a consolidated view of receipts and expenditure at individual agency level and national level. Based on the daily transactions carried out by the spending agencies, for expenditure and receipts, relevant entries will be posted in the general ledger and subsidiary ledgers of the spending agencies. The system will also be used for recoding various tax and non tax revenue receipts for the government, receipts from borrowing and debt repayments and generated of related reports on receipts and debt servicing expenditure. Based on the data available for all the agencies, system shall support oversight agencies in generation of necessary financial statements and in comparison of the actual expenditure and receipts with the targets/estimates.

GIFMIS shall be configured and implemented based on the accounting principles prescribed by the Government in the New Government Accounting System (NGAS) Manual and as updated based on implementation of UACS and GIFMIS. The excerpts from the same, which shall be given a key consideration while designing the chart of accounts and accounting framework in GIFMIS are given below.

Accounting Basis

A modified accrual basis of accounting shall be used. Under this method, all expenses shall be recognized when incurred and reported in the financial statements in the period to which they relate. Income shall be on accrual basis except for transactions where accrual basis is impractical or when other methods are required by law. National government agencies adopt the following accounting methods of recording income:

1. Accrual Method - Accrual method of accounting shall be used by national government agencies when income is realized (earned) during the accounting period regardless of cash receipt. Accounts receivable is set up and the general or specific income accounts according to nature and classification are credited.

2. Modified Accrual – Under the modified accrual basis, income of an agency is recorded as "Deferred Credits to Income" and the appropriate receivable account is debited. The income account is recognized upon receipt of collection and the "Deferred Credits to Income" account is adjusted accordingly.

3. Cash Basis - Cash basis of accounting shall be used for all other taxes, fees, charges and other revenues where accrual method is impractical. The income account is credited upon collection of the cash or its equivalent.

Chart of Accounts
The design of chart of accounts in GIFMIS shall be based on the new set of chart of accounts (Unified Accounting Code Structure or UACS) for government that are under finalization. The details of UACS are provided in Annexure 2.

Financial Reporting

A key role that is envisaged for GIFMIS is to support the spending and oversight agencies in significant reduction of administrative burden, manual work, reports and redundancies in maintenance of books of accounts, records and in generation of reports.

4. Implementation Approach and Timelines for GIFMIS

4.1. Implementation Approach

GIFMIS system development/customization for all the modules, as discussed in section 3, will need to be performed in parallel and should be completed as per the timelines indicated in section 4.2. While system development for all the modules is expected to be done in parallel, system adoption by the national government agencies is planned in a phased manner i.e. in pilot and rollout phases. SIP will be responsible for system implementation in both pilot and rollout phases.

Table 11: Agencies included in Pilot Phase of GIFMIS implementation

Oversight Agencies	Revenue Agencies	Spending Agencies
a. Department of Budget and Management **b.** Commission on Audit **c.** Department of Finance including Bureau of Treasury	**a.** Bureau of Internal Revenue **b.** Bureau of Customs	**a.** Department of Education

Once the system is successfully implemented and stabilized for the above listed agencies, system roll out shall be performed to other national government agencies and stakeholders.

4.2. Key Milestones for GIFMIS

The table below presents key milestones proposed for GIFMIS implementation.

Table 12: Key Milestones for GIFMIS

S.N	Milestone	Timelines for completion
1.	Contract Award	January 2014
2.	System Go-live for pilot phase	September 2015
3.	Completion of System stabilisation period	January 2016
4.	Completion of System Rollout for other agencies	December 2017
5.	Completion of Systems maintenance and support phase	January/Feb 2019

4.3. Proposed Licensing Model for Software

The user base, as indicated in Section 3.2, is for the purpose of planning and sizing the IT infrastructure for GIFMIS, not from a licensing point of view. DBM proposes to procure the GIFMIS software based on an enterprise and perpetual licensing model and should not require DBM to make payment of any additional fees for adding any additional or new users to the system in implementation, rollout or in subsequent phases.

5. *Scope of Work for the Service Provider*

This section discusses the scope of services to be provided by the System Implementation Partner (SIP) during the lifecycle of the project. In summary, the scope of services to be provided by the SIP includes following:

Table 13: Summary of Scope of Services for SIP

Scope of Work	Coverage
GIFMIS Implementation Requirements	a. Design and implementation of application and system software b. Supply and installation of ICT Infrastructure required for GIFMIS at Government Data Centre and Disaster Recovery sites c. Capacity building for approximately 50% of target system users, change management and communication services d. Data migration etc
GIFMIS Support Requirements	a. Establishment and operating helpdesk for GIFMIS including software change management b. Application and System Software Maintenance c. ICT Infrastructure Maintenance support d. Capacity Building and Change Management services during support period etc