



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR EXPRESSION OF INTEREST**

***Acquisition and Customization of an Electronic Government  
Procurement System (eGPS)***

1. The Department of Budget and Management (DBM), through Multi-year Obligational Authority No. MYOA-BMB-C-17-0000028, intends to apply the sum of **One Hundred Fifty Two Million Pesos (P152,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Acquisition and Customization of an Electronic Government Procurement System (eGPS)**," for sixteen (16) months. The funding source for the first year is through the authorized appropriations under the FY 2017 General Appropriations Act. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. In view of the failure of the first bidding, the DBM now calls for the submission of eligibility documents for the modernization of the Philippine Government Electronic Procurement System (PhilGEPS); its development using Services Oriented Architecture (SOA); provision of all necessary technical advisory, planning and implementation services; provision of cloud hosting solution within the country; design, plan and implement change management strategies in the implementation of the modernized system; and provision of operation and technical support of the modernized PhilGEPS. Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).
3. The DBM will hold a meeting on the eligibility documents with the interested consultants (i.e. Consulting Firm/Group) on October 26, 2017, 9:00 a.m., at the Bids and Awards Committee (BAC) Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, which shall be open to all interested parties. Interested parties are enjoined to bring at least one of the technical staff who shall handle the project.
4. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before November 2, 2017, 9:00 a.m., at the Bids and Awards Committee (BAC) Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
5. Interested bidders may obtain further information from the DBM-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by the shortlisted bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos (P50,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the 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 a maximum of five (5) prospective bidders who will be entitled to submit bids. In accordance with Section 24 of RA 9184 and its IRR, the criteria and rating system for short listing are:

- i. Applicable experience and capability of the consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experience of the principal and key staff, including the times when employed by other consultants (40 points);
- ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (50 points); and
- iii. Current Workload Relative to Capacity (10 points).

8. 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, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

9. The DBM shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Consultants.

10. The contract shall be completed within sixteen (16) months from receipt of the Notice to Proceed.

11. The DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

*DBM-BAC Secretariat*

*Department of Budget and Management*

*Ground Floor, DBM Building III, General Solano St., San Miguel, Manila*

*Telefax No. 657-3300 local 3115*

*Email address: [procurement@dbm.gov.ph](mailto:procurement@dbm.gov.ph)*



**GERTRUDA A. DE LEON**  
*Chairperson, DBM-BAC*

## CHECKLIST OF ELIGIBILITY DOCUMENTS

### I. Class "A" Documents

#### Legal Documents

1. PhilGEPS Platinum Certificate of Registration with Annex A

Note: If PhilGEPS Platinum Certificate of Registration is not available, the following shall be submitted, together with the PhilGEPS Certificate of Registration:

- a) SEC/DTI Registration Certificate
- b) Valid and Current Mayor's Permit
- c) Tax Clearance Certificate

#### Technical Documents

2. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)
7. Curriculum Vitae for the Proposed Lead Personnel (Use Annex F)

#### Financial Documents

### II. Class "B" Document –

#### Legal Documents

8. 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 event that the bid is successful.

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# ***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; 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 conditions stated in the EDS.
- 1.4. Government owned or -controlled corporations (GOCCs) 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 attached agencies of the Procuring Entity.

## **2. Eligibility Requirements**

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, 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) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) 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:
- (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) 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.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. 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, subconsultants 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.

### **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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 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. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL - ELIGIBILITY DOCUMENTS". Each copy thereof 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 ink and shall be signed by the prospective bidder or its duly authorized representative/s.

- 4.3. All envelopes shall:
- (c) contain the name of the contract to be bid in capital letters;
  - (d) bear the name and address of the prospective bidder in capital letters;
  - (e) be addressed to the Procuring Entity's BAC specified in the EDS;
  - (f) bear the specific identification of this Project indicated in the EDS; and
  - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its 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 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## **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 that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents 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.

## 8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The 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.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 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.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. 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 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 Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



***Section III. Eligibility Data Sheet***



Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contract (see Annex D for format).</p> <p>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</p>
2.1(a)(ii.7)	Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	DBM-BAC Secretariat BAC Conference Room Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Telefax No. 657-3300 local 3115 Email address: <a href="mailto:procurement@dbm.gov.ph">procurement@dbm.gov.ph</a>
4.3 (f)	The name of the Project is "Acquisition and Customization of an Electronic Government Procurement System (eGPS)."
5	<p>The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of eligibility documents is November 2, 2017, 9:00 a.m.</p>
8.1	<p>The place of opening of eligibility documents is at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of opening of eligibility documents is November 2, 2017, 9:00 a.m.</p>



9.1	Similar contracts shall refer to development or configuration of any web-based integrated electronic commerce system.
9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top five (5) eligible consultants as short listed consultants. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and pass the minimum score required in the short listing, the BAC shall consider the same.</p> <ul style="list-style-type: none"> <li>(i) Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (40 points);</li> <li>(ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (50 points); and</li> <li>(iii) Current workload relative to capacity (10 points).</li> </ul> <p>The minimum score required for each criterion is, as follows:</p> <ul style="list-style-type: none"> <li>(i) Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (20 points);</li> <li>(ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (25 points); and</li> <li>(iii) Current workload relative to capacity (7 points).</li> </ul> <p>Moreover, the combined scores of all the criteria shall be at least 70 points.</p> <p>Attached is the Schedule A for the detailed criteria.</p>

Schedule A

Shortlisting Evaluation Criteria

CRITERIA		Score	%	%	Points
Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company					40
I. Firms Qualification				70	
A. The firm/group or any of its JV members must be legally operational			30		
	7 years or more	100			
	More than 5 but less than 7 years	85			
	5 years	70			
	Less than 5 years	0			
B. The firm/group or any of its JV members must have completed any web-based integrated electronic commerce system, i.e., e-procurement system, financial management system, inventory management system, e-shopping system, e-auction system, e-payment system, e-contract management system, e-evaluation system, e-registry system, e-bidding system, e-bid submission system			70		
	5 projects or more	100			
	4 projects	85			
	3 projects	70			
	less than 3 projects	0			
II. Work Experience				30	
1. Largest project from October 2011 to September 2017 (completed)			40		
	more than the ABC	100			
	75 % - 100% of the ABC	85			
	50% but less than 75% of the ABC	70			
	below 50% of the ABC	0			
2. Total value of projects from October 2011 to September 2017 (completed)			30		
	more than the ABC	100			
	75 % - 100% of the ABC	85			
	50% but less than 75% of the ABC	70			
	below 50% of the ABC	0			
3. Total value of projects (on-going)			30		
	more than the ABC	100			
	75 % - 100% of the ABC	85			
	50% but less than 75% of the ABC	70			
	below 50% of the ABC	0			

CRITERIA		Score	%	%	Points
<b>Qualification of Key Personnel</b>					<b>50</b>
<b>A. Project Director</b>				<b>15</b>	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in managing projects			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / Project Management			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>B. Application Implementation / Solution Architect</b>				<b>15</b>	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in system architecture/design and construction			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / System Architecture/Design			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			

CRITERIA		Score	%	%	Points
<b>C. ICT Infrastructure Implementation Manager / Architect</b>				<b>10</b>	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in managing ict environment including networks, servers, desktop/laptop and operating systems. Ensuring network infra and its associated technology operate efficiently and securely			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / System Architecture/Design			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>D. Application Development Lead</b>				<b>15</b>	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in technical design and development of cross-functional, multi-platform application systems			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			



CRITERIA		Score	%	%	Points
<b>3. Trainings Attended on ICT / technical design and development of cross-functional, multi-platform application systems</b>			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
<b>4. Certifications and other Credentials related to ICT / related to position</b>			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>E. Technical Support Lead</b>				5	
<b>1. Education</b>			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
<b>2. Work Experience in technical and operation support</b>			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
<b>3. Trainings Attended on ICT / technical and operation support</b>			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
<b>4. Certifications and other Credentials related to ICT / related to position</b>			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>F. Database Administrator / Analyst</b>				10	
<b>1. Education</b>			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			

CRITERIA		Score	%	%	Points
2. Work Experience in database administration			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / Database Administration			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>G. Lead Business Process Analyst</b>				15	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in defining functional/non-functional requirements, designs, and implementation of business process. Conduct functional and integration test			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / Business Process / System Analysis			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			



CRITERIA		Score	%	%	Points
<b>H. Lead Quality Assurance Expert</b>				5	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in quality assurance and conducting all necessary testing before and after system deployment			50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
3. Trainings Attended on ICT / Quality Assurance			15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
4. Certifications and other Credentials related to ICT / related to position			10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>I. Domain Expert: Government Procurement Expert</b>				5	
1. Education			25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
2. Work Experience in government procurement /public procurement			50		
	6 years and above	100			
	4 years but less than 6 years	85			
	2 years but less than 4 years	70			
	Below 2 years	0			
3. Trainings Attended on government procurement /public procurement			15		
	40 training hours and above	100			
	32 to 39 training hours	85			
	24 to 31 training hours	70			
	16 to 23 training hours	60			
	8 to 15 training hours	50			
	below 8 training hours	0			

CRITERIA		Score	%	%	Points
	4. Certifications and other Credentials related to government/public procurement / related to position		10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>J. Change Management / Training Lead</b>				<b>5</b>	
	1. Education		25		
	PhD Degree	100			
	Master's Degree	85			
	College Degree	70			
	Non-Degree Holder	0			
	2. Work Experience in change management and training		50		
	9 years and above	100			
	7 years but less than 9 years	85			
	5 years but less than 7 years	70			
	Below 5 years	0			
	3. Trainings Attended on change management and training		15		
	161 training hours and above	100			
	121 to 160 training hours	85			
	81 to 120 training hours	70			
	41 to 80 training hours	60			
	40 training hours and below	50			
	no trainings attended	0			
	4. Certifications and other Credentials related to change management and training		10		
	4 and above	100			
	2 to 3	85			
	1	70			
	0	0			
<b>Current Workload</b>					<b>10</b>
	1. Current Project Workload (Ongoing)				
	0 to 1	100			
	2 to 3	85			
	4 and above	70			

**TOTAL**

**100**

## SECTION IV. BIDDING FORMS

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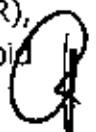
**Acquisition and Configuration of an Electronic Government Procurement System (EGPS) to Interface with the Budget and Treasury Management System (BTMS)**

**TERMS OF REFERENCE**

**I. Background**

Part of the reform measures undertaken to reduce corruption in government, and as mandated by the Government Procurement Reform Act (RA 9184), is the use of PhilGEPS (Philippine Government Electronic Procurement System). PhilGEPS is defined under Section of RA 9184 as the single, centralized electronic portal that shall serve as the primary and definitive source of information on the procurement of goods and general support services, civil works and consulting services by all sectors of government including local government units. In support of this act, the PhilGEPS was launched in August 28, 2006 by the Procurement Service-Department of Budget and Management (PS-DBM) replacing the Pilot EPS (Electronic Procurement System), which was established in November 2000 and was patterned after the Canadian e-procurement system. The licensing, operation and maintenance of the PhilGEPS was outsourced to a private service provider, ASTICOM Inc. (formerly, Ayala Systems Technology, Inc. (ASTI)) after the said service provider was awarded the contract in April, 2004 as a result of Public Bidding. The contract with the current service provider was extended from August, 2011 to August, 2017 but subject to termination after 3 years. Currently, the PhilGEPS has the following functionalities:

- A. Electronic bulletin board, which allows procuring entities to create bid notices, upload bid documents, create bid supplements and award notices. It also provides a facility for suppliers/contractors/consultants to search and browse for opportunities
- B. Subscriber registry is the central registration facility for suppliers, contractors and consultants including procuring entities and auditors
- C. Automatic notification facility is the facility that sends automatic notification of bid opportunities that matches the business category of suppliers / contractors / consultants via their e-mail,
- D. Government of the Philippines-Official Merchant Registry (GOP-OMR), which is the expanded supplier registry and the precursor of the E-bid



submission functionality. This facility allows merchants to upload digital copies of eligibility documents in the PhilGEPS. In this facility, the membership structure among merchants is also introduced. This membership structure allows PhilGEPS to charge merchants to which will make the PhilGEPS system self-sustainable. This functionality is still in pilot implementation and will be fully implemented by next month upon the issuance of the guidelines by the Government Procurement Policy Board (GPPB), and

- E. The e-bid submission, this facility allows the bidders to submit technical and financial proposal electronically and the Procuring Entities' Bids and Awards Committee (BAC) to open electronic bids, record bid evaluation and invite the lowest calculated bidder in goods/civil works or the highest rated bidder in consultancy services for post qualification.

The current PhilGEPS system was written in 2004. The technology used in the development of the system is already 13 years old and therefore, its technical design and architecture must be reviewed as well as to cater to the increasing number of users of the PhilGEPS.

On April 2013, the PS-PhilGEPS through its Special Bids and Awards Committee (SBAC) conducted the bidding for the Philippine Government Electronic Procurement System (PhilGEPS) Modernization Project. The Modernization Project was awarded to the Unincorporated Joint Venture (UJV) of Innove Communications, Inc. and Freebalance, Inc.

The UJV accomplished two (2) deliverables to wit, 1) Project Plan; and 2) Delivery of Detailed Specifications Document, System Architecture Plan, Disaster Recovery Plan and Security Plan for Phases 1 to 3.

The UJV has not completed and delivered the remaining deliverables within the agreed timelines and hence, the Notice to Terminate the Contract was served. Thus, the PS-DBM finds sufficient ground to terminate the contract for the PhilGEPS Modernization.

The draft Philippine Development Plan 2017-2022 (PDP), specifically on the Section for the Citizen-centered, Clean and Efficient Delivery of Public Goods and Services<sup>1</sup> states that the current administration is pushing for good governance through participatory, consensus-oriented, effective, efficient, responsive, accountable, transparent, equitable and inclusive processes. However, it also stated that while resources are provided to collect data necessary for decision-making, interoperability remains an issue. Gaps in the

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<sup>1</sup> [http://pdp.neda.gov.ph/wp-content/uploads/2017/01/Draft\\_PDP2017\\_Chap5\\_Citizencentered\\_mgrsREV9\\_6Jan17.pdf](http://pdp.neda.gov.ph/wp-content/uploads/2017/01/Draft_PDP2017_Chap5_Citizencentered_mgrsREV9_6Jan17.pdf)



ICT environment for financial control and accountability also need to be addressed. The PDP mentioned that the goal should be "to complete an Integrated Financial Management System in government that is linked with other systems such as the PhilGEPS etc."

Moreover, the project for the Budget and Treasury Management System (BTMS) was awarded in November 2015 and its project implementation officially started in December 2015. The BTMS is a common, modern, integrated, accurate, reliable and secure information system for the public financial management (PFM) operations of the Government of the Philippines (GOP). It provides a sustainable government resource planning solution that is extensible, flexible thereby supporting a range of public financial requirements, and adaptable to reform and modernization. The procurement spending captured in the PhilGEPS system is envisioned to be integrated with the BTMS so that government and stakeholders can secure complete and timely information. The BTMS-PhilGEPS integration will greatly assist and facilitate government's efforts in the proper formulation and utilization of the government budget.

In view of the above-mentioned issues, the need to add more functionalities and the need to integrate with the BTMS, the PhilGEPS project management office, which is currently under the supervision of the DBM Chief Information Officer, decided to pursue the acquisition and implementation of a government-wide electronic procurement system that would integrate with the BTMS and undertake the following:

1. Review of the PhilGEPS overall business systems design;
2. Review of the overall technical systems design and architecture including a review of the data models;
3. Procure and implement an EGPS which is a commercial off-the-shelf system (COTS) to be used government-wide;
4. Identify compatibility issues so that this EGPS can be linked with the BTMS ensuring that all procurement made in the government have budget allocation and that the actual purchase did not exceed the allocation and that procurement spending is captured in the BTMS;
5. Add additional features and functionalities in order to apply modern technology in government procurement.





## **II. Objectives**

The acquisition and implementation of an EGPS is necessary to achieve the following objectives:

- A. To provide and implement a total e-Government procurement solution in order to achieve transparency in all stages of government procurement, i.e. from procurement planning to project management/contract implementation;
- B. To utilize new technologies and applications to create a suitable comprehensive e-procurement solution that meets the present and future requirements of the Government of the Philippines;
- C. To be able to provide a procurement system that will be able to link with other Government Registration Database to allow the electronic validation of supplier records;
- D. To be able to generate data for the Agency Procurement Compliance & Performance Index (APCPI) for the compliance and performance monitoring of agencies;
- E. To provide access to structured open data on all stages of procurement using the Open Contracting Data Standard.
- F. To interface with the BTMS. In the future, it is envisioned to be a component part of the government-wide Integrated Financial Management Information System (IFMIS) to enable agencies and stakeholders to secure complete and timely information on what was planned as against what was actually procured and the actual spend the government incurs in procurement empowering them to make sound policies on government procurement for the proper utilization of the government funds.

## **III. Scope of Work**

- Customization and implementation of a modern EGPS, with functionalities as specified in Annex "A" of the TOR, and related system development and/or configuration, integration and maintenance services.
- Configuration of the EGPS using Services Oriented Architecture (SOA) for the functionalities that will support new electronic procurement methods that the government will adopt to modernize the Philippine government procurement processes. The system should be designed and developed as a cloud-based

solution. It should be parameter driven, supports workflow configuration, code customization, open integration and backwards compatibility.

- Provision of all necessary technical advisory, planning and implementation services for the timely and smooth migration and conversion of all data and users from the existing PhilGEPS to the modernized EGPS.
- Provision of cloud hosting solution within Association of Southeast Asian Nations for production, disaster recovery, mirror, training and testing sites required for the effective, efficient and continuous operation and technical support of the EGPS.
- Design, plan and implement change management strategies to ensure smooth and successful implementation of the modernized system.
- Provision of operational and technical support of the EGPS for ten (10) months.
- Provision of post-implementation operation and technical support for six (6) months as warranty period.

#### **IV. Manpower Requirements**

Position	Description	Required Number
Project Director (Key personnel)	Person who strategically oversees, monitors and manages the project. Provides day to day direction and leadership to the project team and ensures that the project will be delivered on time.  Preferably five (5) years experience in managing projects.	1
Deputy Project Director (Support staff)	Provide assistance to Project Director in overseeing, monitoring and managing the project.  Preferably two (2) years experience in managing ICT projects.	1
Application Implementation Manager/ Solution Architect	Responsible for overall system design and construction, software and hardware. Develops system architecture plan.	1

(Key personnel)	Preferably five (5) years experience in system architecture/design and construction	
System Analysts (Support Staff)	Responsible for system design and construction, software and hardware.  Preferably one (1) year experience in system architecture/design and construction	2
ICT Infrastructure Implementation Manager / Architect (Key personnel)	Responsible for the detailed technical documentation describing the construction and implementation of the hardware and system software. Develops the security plan and disaster recovery plan. Provides all necessary tools, procedures, facilities and services to safeguard the integrity, reliability and availability of the system.  Preferably five (5) years experience in managing ICT environment including networks, servers, desktop/laptop and operating systems. Ensuring network infra and its associated technology operate efficiently and securely.	1
Application Development Lead (Key personnel)	Responsible for directing the development team in the design, development, coding, testing and debugging of applications.  At least five (5) years experience in technical design and development of cross-functional, multi-platform application systems.	1
Application Developer / Programmer (Support staff)	Development, coding, testing and debugging of applications.  Preferably one (1) year experience in technical design and development of cross-functional, multi-platform application systems.	12
Technical Support Lead (Key personnel)	Responsible for leading, developing, mentoring and auditing the quality control for the Technical and Operation Support Team. Ensures that the Service Level Standards/Agreement is met. Provide the necessary staffing to ensure the continuous operation of the system twenty four (24) hours a day, seven (7) days a week and to	1

	<p>perform operational support which includes but not limited to: daily backups of all systems and database, performance monitoring and implementation of system change and upgrade.</p> <p>Preferably five (5) years experience in technical and operation support.</p>	
<p>Technical Support Staff</p> <p>(Support staff)</p>	<p>Team that ensures that the Service Level Standards/Agreement are met.</p> <p>Preferably one (1) year experience in technical and operation support.</p>	3
<p>Lead Database Administrator / Analyst</p> <p>(Key personnel)</p>	<p>Responsible for the performance, integrity and security of a database. Defines technical requirements related to database administration. Recommends solutions by defining database physical structure and functional capabilities, database security, data backup and recovery specifications.</p> <p>Preferably five (5) years experience in database administration</p>	1
<p>Database Administrator</p> <p>(Support staff)</p>	<p>Responsible for the performance, integrity and security of a database.</p> <p>Preferably two (2) years experience in database administration</p>	3
<p>Lead Business Process Analyst</p> <p>(Key personnel)</p>	<p>Responsible in planning, designing, developing, and launching efficient business, financial, and operations systems in support of core organizational functions and business processes. This includes gathering and analysing data in support of business cases, proposed projects, and systems requirements. Also responsible for generating and compiling reports based on the findings, complete with probable causes and possible solutions to systems issues. Conducts functional and integrated testing and verifies system operation.</p> <p>Preferably five (5) years experience in defining functional/non-functional</p>	1

	requirements, designs, and implementation of business process. Conduct functional and integration test.	
Business Analysts (Support staff)	Gathering and analysing data in support of business cases, proposed projects, and systems requirements.  Preferably one (1) year experience in defining functional/non-functional requirements, designs, and implementation of business process. Conduct functional and integration test.	4
Lead Quality Assurance Expert (Key personnel)	Responsible for creating an end-to-end test plan; executing the plan and managing all activities in the plan to ensure that all the objectives are met and that the system works as expected. The system should be tested in terms of functionality, performance, security, scalability, reliability, stability and compatibility.  Preferably five (5) years experience in quality assurance and conducting all necessary testing before and after system deployment	1
Quality Assurance Engineers (Support staff)	Responsible in the testing of functionality, performance, security, scalability, reliability, stability and compatibility.  Preferably one (1) year experience in quality assurance and conducting all necessary testing before and after system deployment	4
Domain Expert: Government Procurement Expert (Key personnel)	Knowledgeable in the principles and practices of government procurement, procurement organization framework, procurement planning and contract management.  Preferably two (2) years experience in public procurement, preferably in e-Government Procurement System implementation	1
Change Management / Training Lead	Responsible for applying a change management process and tools to create a strategy to support adoption of the changes required by a project or initiative. Support the	1

(Key personnel)	<p>design, development, delivery and management of communications. Conduct impact analyses, assess change readiness and identify key stakeholders. Provide input, document requirements and support the design and delivery of training programs.</p> <p>Create actionable deliverables for the five (5) change management levers: communications plan, sponsor roadmap, coaching plan, training plan, and resistance management plan.</p> <p>Preferably five (5) years experience in change management and training</p>	
Change Management Experts (Support staff)	<p>Responsible for applying a change management process and tools to create a strategy to support adoption of the changes required by a project or initiative.</p> <p>Preferably two (2) years experience in change management and training.</p>	2
<b>TOTAL</b>		<b>41</b>

- As a general rule no changes shall be made in the Key Personnel and Support Staff.
- The Consultant may change its Key Personnel and Support Staff only upon prior approval and for justifiable reasons as may be determined by the Government agency, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.
- If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications.
- If the Consultant introduces changes in Key Personnel for reasons other than those mentioned above, the Consultant will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

- The number of Support Staff can be reduced dependent on the commercial off-the-shelf system (COTS) to be used and customizations that shall be agreed upon with the End-User Unit.

## **V. Outputs/Deliverables**

The following outputs/deliverables shall be accomplished within the agreed timelines:

1. Inception Report that shall include the following:

### **A. Modernization of the PhilGEPS service**

#### **A.1 Project Plan**

This shall include agreed milestones by which key tasks must be completed, estimated start and finish dates for each activity, the resources assigned to the activity, delivery schedule containing the deliverables and a payment schedule setting forth the amount and time of the Service Provider's compensation

#### **A.2 Detailed Specifications**

This contains the specification of the business and technical requirements of the EGPS for each Phase and will be the basis for the development/configuration of the application. The document contains the system design, screen design and report design. It will define the requirements to be implemented by the software solution. The methodology and approach of the consultant will be the basis and can come in a variety of different formats.

#### **A.3 Application Architecture**

This document provides the organizational design of the entire software application, including all sub-components and external applications communication. These are design patterns that are used to define the type of architecture, and these patterns help to communicate how an application will complete the necessary business processes as defined in the system requirements. The proposed eProcurement Application should be highly robust, interoperable, scalable, and designed following a Service-Oriented-Architecture (SOA) approach.



#### A.4 Training Plan for PhilGEPS support office

The Training Plan documents the approach to train PhilGEPS Support Office on the use of the new system and include the following sections, at the minimum:

- Instructional Method – describes methods to be used in conducting the courses and the methods to be used in evaluating the effectiveness of the training.
- Training Resources – contains resources required by both instructor and trainees for the training and procedures for future training on new features.
- Training Curriculum – provides descriptions of the components that make up each course. Each course description includes course name, goal, length of time the course will take, the schedule, expected class size, and the target audience.

#### A.5 Transition Plan

This layout the tasks and activities that need to take place to efficiently deliver the transferring of data from the existing PhilGEPS to the modernized EGPS.

#### A.6 Migration Plan


This document details the method for transferring the data from the existing PhilGEPS to the EGPS.

#### A.7 Knowledge Transfer Plans

This documents the approach for bringing PhilGEPS managers and technical personnel to operate, maintain, configure and modify the system including operation of the testing tools, supporting infrastructure, and security

#### A.8 User Acceptance Test (UAT) Plan

The UAT test plan outlines the strategy that will be used to verify and ensure that the EGPS meets and satisfies its business requirements. It documents entry and exit criteria for UAT, test scenarios and test cases approach and timelines of testing.





## **B. Implementation of the EGPS Service**

### **B.1 Operational Plan**

This document will be drafted to prepare for the actual operations of the system. Included in this plan are the regular activities needed to be performed to ensure that the system responds to the service level and include the following section:

- PhilGEPS Operations Support Organization – describes the organization to support the operations of the EGPS.
- Operations Support Schedule – presents the availability of the EGPS service and Helpdesk Support Function. It also outlines the schedule for preventive maintenance.
- PhilGEPS Operations Procedures – provides detailed procedures on tasks that will be carried out to operate and maintain the EGPS.
- Database/Systems Administration Procedures – documents the initial installation, implementation of upgrades/patches, verification and testing of all system software (other than the e-Procurement application) that is installed in each hardware component or cloud at the production, mirror and staging sites including the backup procedure for all system and database files. Production database should be in sync with the mirror database.
- EGPS Application Software – documents the initial installation, implementation of upgrades/corrective programs, verification and testing of the e-Procurement application.
- Information Management Reporting Procedures – outlines the communication plan that will be implemented during the operational stage of the EGPS

### **B.2 Security Plan**

This document contains the policies and procedures that plan to address the identified threats and vulnerabilities in the components and organization of the EGPS and include the following sections:

- Risk Analysis (identify the asset) and Management (identify the threats) – lists the various potential threats that should be included in the formal Security Policy.
- Drafting the Policy – outlines the different security policy that should be enforced to address the identified risks including its detailed steps and audit/monitoring.

- Incident Handling – details the procedures to be done/Implemented to mitigate and manage the impact of the security-related Incidents that may occur throughout the operational phase of the EGPS

### B.3 Disaster Recovery Plan

Also referred to as the Contingency Plan. This document encompasses the detailed procedures to be followed once an unforeseen interruption or disaster occurred.

In establishing DRP, the following areas will be considered:

- The production DB and the mirror site DB should be synchronized. In cases which the primary site becomes unavailable, there should be automatic failover to the mirror site.
- Disaster Recovery Plan Drills should also be conducted periodically to determine how effective the plan is and to determine what changes may be necessary. This may include performing server updates, modernizing your equipment, outsourcing additional network services, etc.

Furthermore, the document also includes the following sections:

- Disaster Management and Risk Analysis – This phase includes the creation of Disaster Recovery Team who will be responsible for creating, maintaining and implementing the disaster recovery plan. In this phase, the amount of damage and the various threats that can lead to a disaster or service interruption should be identified.
- Activating and Planning – The Emergency Response Team (ERT) is established in this phase. They will be responsible for preparing and executing a disaster recovery solution for any disaster or failure.
- Execution of the Disaster Recovery Plan – In this phase, the ERT begins executing the recovery activities as specified in the plan. An assessment of the recovery activities must be conducted to monitor the progress and ensure compliance with the established quality standards.

#### B.4 Change Management Plan

This plan documents the procedure in the event that any request for change after a sign off of a milestone was made. The plan includes:

- Procedures – outlines the detailed procedures and guidelines on change request
- Forms and Logs – contains all forms and logs used in the implementation of these procedures

Any change management plan must allow for non-compensable Change Orders, Routine Business Changes, Change Requests, Corrections, Debugging and Bug Fixings.

Only the following are the Compensable Change Orders: (a) those not directly related to the Services provided under this contract, (b) those requiring skills, competencies and training different from or more than the skills, competencies and training reasonably required to perform the Services under this Contract, (c) those which would, after taking into account time already spent for other Change Orders, would cost any member of the Team to work more than (40) man-hours per week, and (d) those for Compensable Technical Advisory and Planning Services.

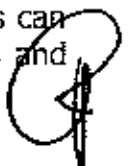
#### B.5 Issue Management Plan

This documents the procedure on how the helpdesk request or call for assistance from PHILGEPS SUPPORT OFFICE will be handled including the escalation to 2<sup>nd</sup> level support. It shall include:

- Procedures – outlines the detailed procedures and guidelines on incident handling, escalation and severity guidelines
- Forms and Logs – contains all forms and logs used in the implementation of these procedures

#### B.6 Change Management for Users Plan.

This document contains the transition process on how users can easily adopt the new PhilGEPS features and functionalities and allow for a smooth transition from the current to the EGPS.



The Service Provider shall update the Inception Report after the implementation of each of the Phases and/or from time to time as the need arises.

2. EGPS application delivered in Four (4) Phases with Technical Specifications as specified in Annex A.
3. Documentation (Installation Guide, User Guide, Training Manual) for each of the Phases
4. One (1) year Maintenance and Operational Support of the EGPS including provision for manpower (Systems and Database Administrators, Technical Support), cloud services and software that should conform with the Service Level Standards (SLS) as set forth in Annex "B" and will handle the Projected Volumes as specified in Annex "C"
5. Six (6) months post implementation operation and technical support as part of the warranty.

## **VI. Project Organization**

To manage the development of the EGPS, a project organization would be created as follows:

### **PhilGEPS support office responsibilities**

- Provide overall executive management and supervision for the project;
- Manage the contract;
- Set policies and make major decisions on project activities;
- Monitor the progress of project implementation and compliance to service level agreement;
- Formulate new approaches and devise ways to speed up project implementation;
- Coordinate the availability of key staff involved, in the conduct of information gathering; and
- Report to the DBM Chief Information Officer the progress of the project;
- Elevate to the Government Procurement Policy Board (GPPB) issues concerning procurement policy. Ensure the availability of all the necessary data and information required for extensive information gathering;
- Review and validate inception plan documents;
- Defines functional requirements and business processes;
- Review and validate system design based on functional requirements;

- Ensure proper integration of the new e-Procurement System and BTMS;
- Conduct review and provide comments on the System Architecture design;
- Conduct review or Hire a consultant to conduct the review of the EGPS design and review of the customized functionalities as the development progresses;
- Develop the Acceptance Test Plan for Phase 1, Phase 2 and Phase 3 and conduct separate acceptance testing as to functionality for each of the three (3) Phases, individually and as an integrated system.
- Conduct load/performance and security test or hire service provider to conduct such test after implementation of each of the three (3) phases, individually and as an integrated system;
- Assist and coordinate the transition from the existing service provider.

**Responsibilities of the e-Procurement Service Provider:**

- Plan and manage all aspects of the project required to implement the EGPS application and service including a timely and smooth transition of all data and users from the existing PhilGEPS;
- Assignment of an On-Site Key Personnel and Support Staff;
- The Key Personnel and/or Support Staff shall report to work in proper office attire for at least eight (8) hours, excluding one (1) hour lunch break, between 7:00AM to 6:00PM, Monday to Friday, including declared working holiday and shall always be available on an on-call basis beyond regular working hours (including declared non-working holidays) at no additional cost to PS-PhilGEPS. This requirement is dependent on the approved work schedule to be agreed upon by the Consultant and End-User Unit.
- The Key Personnel and Support Staff are required to use the PS-PhilGEPS Biometric System for recording of attendance. Printout of Daily Time Record (DTR) from the PS-PhilGEPS Biometric System of each personnel, duly signed by the concerned head of office, shall be submitted to OIC-Deputy Executive Director – PS-PhilGEPS every 1<sup>st</sup> week of the succeeding month.
- The Service Provider shall designate a temporary replacement with the same qualifications subject to the approval of the PS-PhilGEPS office, in case of continued absence of personnel, planned or unplanned, of more than three (3) working days. Planned leave of absence shall be subject to the approval of the PhilGEPS office.

- At the end of each month, the performance of the Service Provider shall be assessed or evaluated by the Deputy Executive Director/Chief where the Key Personnel and Support Staff are assigned.
- Customize and configure the EGPS using Services Oriented Architecture (SOA) for the functionalities that will support new electronic procurement methods that the government will adopt to modernize the Philippine government procurement processes. Integrate or link all components of the service ensuring integration with the BTMS into a unified, seamless service that has the required "look and feel", adaptive to be displayed in all browsers and meets all the technical requirements indicated in Annex A using a standard development platform;
- Provide necessary technical advice to PhilGEPS, on the design and integration of the EGPS;
- Provide the necessary documentation (design and technical) of the EGPS;
- Provide necessary training to PhilGEPS personnel concerned, for a complete knowledge transfer;
- Ensure that system security is compliant with Open Web Application Security Project (OWASP);
- Provide 3<sup>rd</sup> party Apps that is required in the implementation of the activity of a particular module (e.g. Video Conferencing Apps for Pre-bid conference).
- Support the operation of the EGPS and the PhilGEPS office staff in accordance with the Service Level Standards specified under Annex E;
- Supply the cloud services within Association of Southeast Asian Nations required to deliver the EGPS to include SMTP email relay; Software licenses required shall be genuine, perpetual, full use with no additional cost.
- Configure the EGPS to support a peak load of 3,000 – 4,000 concurrent users and the projected volumes of transaction as specified in Annex C;
- Provide the necessary staffing to ensure the continuous operation of the EGPS, twenty four (24) hours a day, seven (7) days a week, and to perform normal operational support which shall include the following: daily backups of all system and data files; updates of the database with new notices; archiving of bid notices; bid opportunity matching; automatic distribution of bid supplements to all concerned registered users; database configuration and performance monitoring and implementation of system changes and upgrades as required;
- Establish a system for managing changes in the EGPS. This system shall be able to track all change requests and problems for the system and support services, and shall be the central

- repository of all system changes and problems reported by any user of the EGPS;
- Provide all necessary tools, procedures, facilities and services as reasonably necessary to safeguard the integrity, reliability and availability of the EGPS service. In the event of a disaster or any unforeseen interruption, it shall be responsible for restoring the service as soon as possible. They shall secure the network against any unauthorized access and denial of service;
  - Provide PhilGEPS Support Office a secured Virtual Private Network connection to production, training and testing environment
  - Maintain a separate system that will include all system functionality of the EGPS. PhilGEPS support office will use this site to train new users on the PhilGEPS and another site to perform acceptance testing when new features and functions are added to the system. The training site will also feature the e-learning system;
  - Provide all necessary tools, services, procedures and facilities to effectively store, retrieve process and safeguard from loss, unauthorized access or tampering all information. This includes all current and historical information on Merchants, Agencies and bidding information. The information management functions shall include, but not necessarily be limited to, provisions of access controls, off-site backups and a facility to provide the PhilGEPS support office with a full copy of all data in a mutually agreed machine readable format;
  - Provide all the necessary technical support services for the timely establishment and ongoing operation and support of the EGPS service in accordance with the requirements of this TOR. The procedures should address change management, risk management and incident reporting;
  - The Service Provider shall provide an infrastructure that is highly scalable, i.e., designed to handle increase in the number of users as projected on Annex E.
  - The Service Provider shall apply an internal quality assurance program to ensure that the service standards are met. The Service Provider's quality assurance program shall monitor all critical processes, including but not limited to uploading of items in the e-catalogue, merchant's membership certificate processing, notice processing, order processing, e-bid submission and bid matching. The purpose of the quality assurance program shall be to identify and expedite the recovery from failures and to limit the occurrences of failures.
  - In addition to updates, modifications, replacements or corrections to any part of the EGPS due to defects inherent in its design and operation, during the contract terms, the Service

Provider will promptly provide, at no additional cost, any upgrade/enhancements made on the system to be used for the modernization of the PhilGEPS.

- The Service Provider shall provide works (including source codes) resulting from the engagement as originating from these TOR shall be the sole property of the End-User Unit which shall be turned over whenever required by the End-User Unit.
- The Service Provider shall provide an eGPS perpetual licensing model to the End-User Unit.
- Any cost for the Secure Socket Layer (SSL) Certificate during Contract Implementation shall be shouldered by the Service Provider.

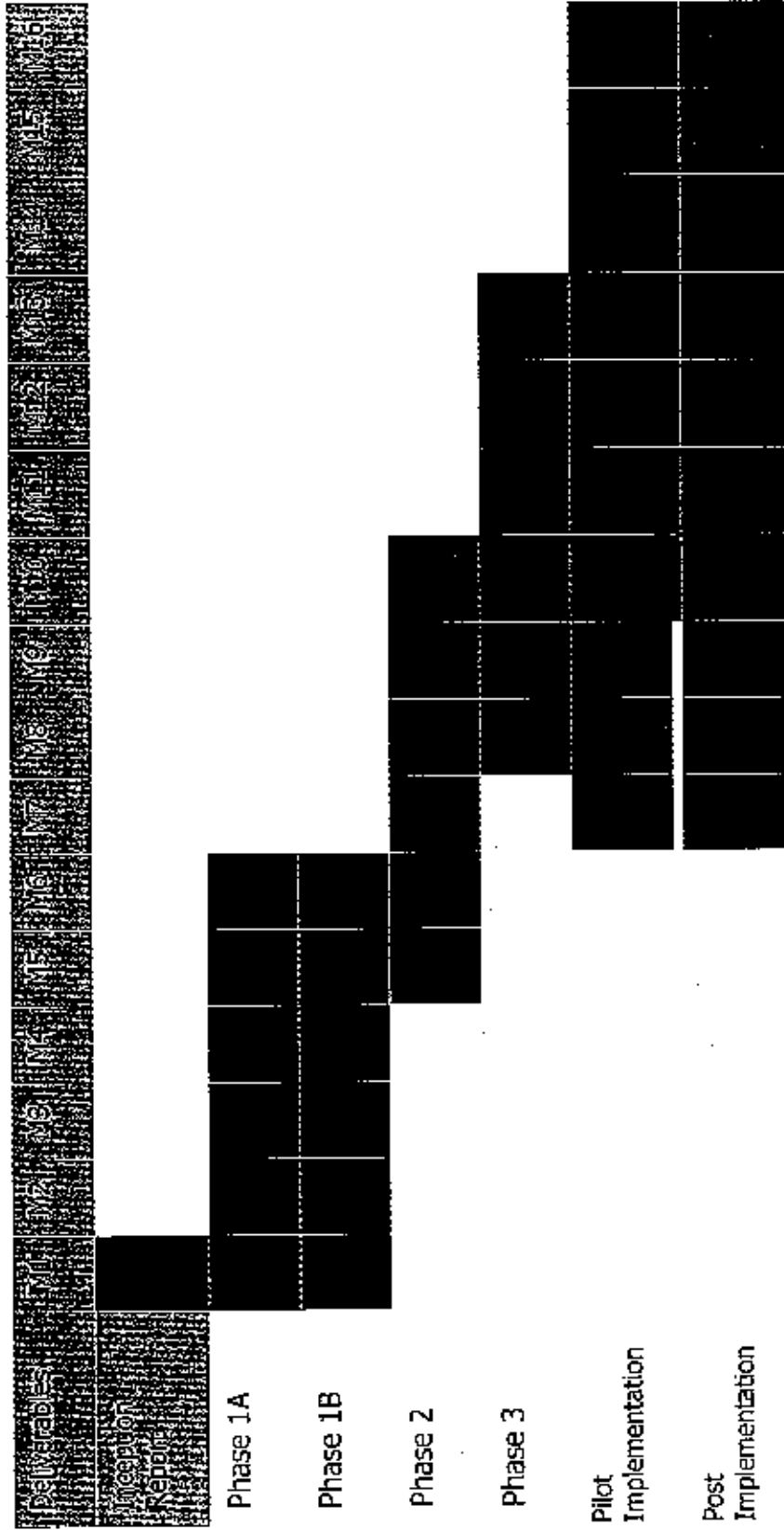
### **VII. Project Cost**

The modernization of the Government e-Procurement System will cost ONE HUNDRED FIFTY TWO MILLION PESOS (P152,000,000).





**VIII. Project Schedule**



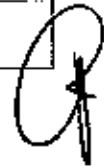
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**IX. Payment Milestone**

<b>DELIVERABLES</b>	<b>PERCENTAGE (%) OF PAYMENT</b>
<b>Inception Report to include the Project Plan</b>	<b>5%</b>
<b>Phase 1A</b>	<b>20%</b>
I. PhilGEPS Homepage	
II. Security Features (A. Authentication; C. Audit Trail)	
III. Automatic Notification and Feedback Mechanism (A. Email Notification)	
IV. Central Registration (A. Merchant Registry; B. Government Agency Registry; C. System Administrator; D. Auditor; E. Other Organizations)	
V. User Dashboard and Analytics	
VI. Site Administration	
VII. Electronic Bulletin Board (A. Opportunities Listing; B. Integrated Notices Publication (INP))	
VIII. Government Agency Services (Annual Procurement Plan; Bid Notice Posting - Bid Notice Creation, Bid Supplement; Award Notice Creation - Award for Posted Bid Notices, Award for Alternative Modes of Procurement)	
XI. Procurement Management Information System (A. Management Report)	
Documents: Detailed Specifications; Application Architecture; Training Plan for PhilGEPS support office; Transition Plan; Migration Plan; Knowledge Transfer Plans, UAT Plan; Operational Plan; Security Plan; Disaster Recovery Plan; Change Management Plan; Issue Management Plan; Change Management for Users Plan)	

<b>Phase 1B</b>		
VIII. Merchant Services (A. Membership Upgrade, B.2 E-Bidding - E-Catalogue)	IX. Government Agency Services (E. E-Catalogue)	<b>15%</b>
<b>Phase 2</b>		
II. Security Features (B. Public Key Infrastructure)	VIII. Merchant Services (B.1 E-Bidding - E-Bid Submission, C. Merchant Payment to PS, D. Merchant Payment to PE)	<b>20%</b>
III. Automatic Notification and Feedback Mechanism (B. Feedback Mechanism; C. Mobile App for Android and IOS tablets and smart phones)		
IX. Government Agency Services (C.1 -5 Bidding Process - Pre-bid Conference, Bid Opening, Bid Evaluation, Post qualification, Filing of Request for Reconsideration\Protest)		
X. Contract Management		
<b>Phase 3</b>		
VIII. Merchant Services (B.3 E-Bidding - E-Reverse Auction)	IX. Government Agency Services (D.3 Award Notice Creation - Award for Framework Agreement Contracts)	<b>15%</b>
XI. Procurement Management Information System (B. On-demand statistical reports and graphical data analysis of procurement data; C. Open Data Module)		
XII. Links to Other e-Government Systems		
<b>Pilot Implementation</b>		
Month 1		<b>2.5%</b>
Month 2		<b>2.5%</b>
Month 3		<b>2.5%</b>

Month 4	2.5%
Month 5	2.5%
Month 6	2.5%
Month 7	2.5%
Month 8	2.5%
Month 9	2.5%
Month 10	2.5%



## **Annex A: Summary of Proposed Features / Functions**

Annex A identifies the functional requirements for the development/configuration of the proposed EGPS. The EGPS must be a COTS that is interactive/user-friendly, web-based system (a requirement for user friendliness is specified in Annex F) and must also use System Oriented Architecture (SOA) approach which shall be as follows:

- I. PhilGEPS Homepage
  - A. The PhilGEPS Homepage shall be the landing page.
  - B. The homepage shall display the system name, provide login access for users, and provide access to open opportunities, award notices, blacklisted suppliers, open data modules and other PhilGEPS related information.
  - C. The homepage shall also support announcements and other messages
  - D. The homepage shall follow the government web design standard.
- II. Security Features
  - A. Authentication
    1. System shall validate users of the system. It shall guarantee that the different services are accessible only to users with a verified identity.
    2. User credentials must be encrypted following international encryption mechanism in secure locations in such a way that they cannot be retrieved even by the administrator.
    3. Users must have access to information and functionality according to their respective roles.
    4. System must support appropriate security controls, including user roles with pre-defined access rights which control the data and functionality each user has access to.
  - B. Public Key Infrastructure

Facility of the system to authenticate bidders by using e-Signature/Digital Signature Certificates. This takes place at the time of logging in to the system, also at the time of submission and opening of the technical and financial

documents. This is in order to validate that the session has not expired at the time of actual bid submission.

C. Audit Trail

1. System shall capture all events and access of the user to sensitive data of the application through an audit trail. This is to ensure that all transactions are being recorded which will serve as documentary evidences.
2. Users shall have access to their system activity log. Coordinator shall have access to the activity logs of all users on their organizations.

III. Automatic Notification and Feedback Mechanism

A. Email Notification

Facility to send e-mail notifications to the user's email address. This is associated with all the modules in the PhilGEPS Application such as Pending Task (of Dashboard), Central Registration, Bid Matching, Bidding Process, etc., which requires automatic notification in order to deliver a message to the user.

B. Feedback Mechanism

Allows the users of the system specifically the observers/auditors/merchants to provide feedbacks regarding the information posted and uploaded by the agencies and submit reports of observation. This facility will also allow them to share bid notices/award results to social media.

C. Mobile App for Android and IOS tablets and smart phones

1. This feature will allow all registered members of PhilGEPS to download a mobile application.
2. This will notify PhilGEPS users of new events and activities that are related to their access rights. Push notifications will be available for users of Android and Apple mobile devices. The mobile application's icon will have a count displayed for each alert not yet viewed. The notifications will also show in the status bar (for Android) and Notification Center (for Apple).

#### IV. Central Registration

##### A. Merchant Registry

1. This facility is for the registration of suppliers, distributors, manufacturers, contractors, and consultants collectively called "merchants".
2. There shall be an online registration for merchants. Online registrations are subject for approval of the Administrators. Once approved, system shall send login credentials to users through email.
3. Merchants shall be allowed to have multiple sub-organizations. Parent and sub-organizations structure shall have multiple levels.
4. All users shall have the ability to maintain their own profile information. Update of organization information shall be done by coordinator accounts.
5. Merchants shall have the ability to maintain their bid matching profiles and bank account information.

##### B. Government Agency Registry

1. This facility is for the registration of government agencies.
2. There shall be an online registration for government agencies. Online registrations are subject for approval of the Administrators. Once approved, system shall send login credentials to users through email.
3. Agencies shall be allowed to have multiple sub-organizations. Parent and sub-organizations structure shall have multiple levels.
4. All users shall have the ability to maintain their own profile information. Update of organization information shall be done by coordinator accounts.
5. Agencies shall have the ability to maintain suspended suppliers and blacklisted suppliers.



6. Agencies shall have the facility to create, assign and maintain BAC group for a particular procurement method of the organization. These BAC groups will then be used during the creation of notices.

C. System Administrator

A Super User (System Administrator) shall be allowed to create administrator accounts. Once created, system shall send login credentials to users through email.

D. Auditor

1. System Administrator shall be allowed to create auditor organizations and create coordinator accounts. Once created, system shall send login credentials to users through email.
2. All users shall have the ability to maintain their own profile information. Update of organization information shall be done by coordinator accounts.

E. Other Organizations

1. This facility is for the registration of observers, oversight agencies, and multilateral development banks (termed as "other organizations").
2. There shall be an online registration for other organizations. Online registrations are subject for approval of the Administrators. Once approved, system shall send login credentials to users through email.
3. Organizations shall be allowed to have multiple sub-organizations. Parent and sub-organizations structure shall have multiple levels.
4. All users shall have the ability to maintain their own profile information. Update of organization information shall be done by coordinator accounts.

V. User Dashboard and Analytics

- A. This shall be the default page once a user has logged into the modernized e-Procurement application.





- B. This facility shall include a list of pending task which shall be displayed for the user but because different types of users are involved in different stages of the process, each type of user shall have a different set of pending tasks.
- C. This shall work as a reminder for all the users about the tasks that they need to take certain follow-up actions, e.g. approval/disapproval of registrations, documents and payments, document ordering or drafting of messages, etc.
- D. The analytics shall provide on-demand statistical reports, and graphical data analysis on the procurement information the user entered on the system.

VI. Site Administration

- A. This facility shall allow the System Administrators to manage the modernized e-Procurement application.
- B. System Administrators shall have the ability to maintain various reference files, chart of accounts, terms and conditions, email templates, texts and messages. System administrators shall also be allowed to configure workflows, business rules and forms.
- C. System Administrators shall have the ability to maintain organization and contact profiles. They shall be allowed to create, update, and cancel organization or contact profiles; or change/reset user passwords.
- D. System Administrators shall have the ability to act as registered user.
- E. System Administrators shall be allowed to update and maintain all information published on the homepage without the service provider's assistance.
- F. System Administrators shall have the ability to read all log files and access system activity reports. They shall be allowed to browse transaction records and download transaction records in a delimited format.



## VII. Electronic Bulletin Board

### A. Opportunities Listing

- This shall allow users to view/display/print bid notices and award notices in the modernized e-Procurement application. This includes the listing of open opportunities (active notices), former opportunities (awarded, closed, shortlisted and failed notices), award notices, and annual procurement plan.
- Users shall be allowed to search and browse through the notices and results.
- Merchants shall be able to order bid documents however they should be logged in to the new e-Procurement application.

### B. Integrated Notices Publication (INP)

- This is a facility for the bid and award notices posted in the new e-Procurement System to automatically be published in the government agencies' own websites using an Application Program Interface (API). This is to ensure the widest possible information dissemination to and in line with the principle of transparency and competitiveness as mandated in RA 9184, Art. VII, Sec. 21.
- Using a code that will be embedded on the website of the government agency, system shall generate a listing of all bid and award notices posted by the government agency. The listing shall be displayed on the website of the agency.
- User shall be redirected to the PhilGEPS website to display the notice abstract.

## VIII. Merchant Services

### A. Membership Upgrade

1. This facility shall introduce a membership structure among merchants, in which a merchant can gain access to the additional services that PhilGEPS offers. Merchants shall be issued a Certificate of PhilGEPS Registration with the corresponding membership classification.
2. Merchants shall be allowed to upload and maintain copies of their eligibility documents in the new e-Procurement

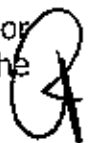
application. They shall also be allowed to manage their ongoing/completed projects and consultant listings.

3. Merchants shall be allowed to advertise products or events which shall be displayed in the form of paid website ads and visible to all members while accessing new e-Procurement System.
4. Merchants shall also be allowed promote their products through an Advertisement facility, which is a quick promotion of product information which includes banner ads, display ads, etc.)

B. E-Bidding

1. E-Bid Submission

- a. This is the facility that allows merchants to submit their bids using the form specified in the bidding documents where Technical and Financial proposals may be separate sealed envelopes.
- b. Merchant shall be able to request for clarifications. They shall also be allowed view clarification responses.
- c. Merchants shall be allowed to create online bid proposals using the forms provided by procuring entities. They shall be able to save draft versions of bid proposals.
- d. Merchants shall be able to submit their proposal electronically or manually. This can be configured in the Site Administration.
- e. System shall allow the submission of joint venture (JV).
  - i. This is facility for a merchant to create a JV to submit, modify and update the bid requirements together with other interested merchants.
  - ii. All merchants in the JV shall confirm the creation of the JV before the primary partner will be allowed to submit their bid.
  - iii. JV shall be formed for a specific bid notice only.
- f. System shall check if the submission is done on or before the deadline of bid submission specified on the



schedule of activities of the bid notice. Late bids shall be tagged accordingly and shall not be allowed to be opened.

- g. Merchants shall be allowed to modify or withdraw their bids before the deadline of bid submission.
- h. System shall inform the merchant on the result of the submission process (whether successful or not successful) by displaying bid submission confirmation page, which can be printed by the merchant.
- i. System shall provide a mechanism to secure the bid proposals submitted electronically, such as but not limited to the use of public key infrastructure.

## 2. E-Catalogue

- a. Merchants shall be allowed to post common-use and non-common use goods, supplies, equipment and materials in the catalogue.
- b. Merchants shall be allowed to create items offline using templates that can be downloaded from the system. Once finished, they shall login to the system to upload the filled-out template.
- c. System shall validate if the template is properly and completely filled-out. System must extract and display the content of the template to allow the user to validate before posting the item in the catalogue.
- d. The catalogue template must define the necessary information of the item, such as UNSPSC, local code, description, unit of measure, brand, manufacturer, price, images, URL, model number, etc.
- e. System shall support a workflow before the submitted items are made available in the catalogue.
- f. Merchants shall be allowed to update or upload a new version of the item.



- g. Merchants shall be allowed to receive request from quotations / purchase orders from government agencies through the e-catalogue.
- h. Merchants shall be allowed to submit quotations or process purchase orders from government agencies.

### 3. E-Reverse Auction

This facility shall allow eligible vendors to participate in a type of auction in which the roles of buyer and seller are reversed. In an ordinary auction (also known as a forward auction), buyers compete to obtain goods or services by offering increasingly higher prices. In a reverse auction, the sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.

#### C. Merchant Payment to PS

This module will be utilized by merchants and PhilGEPS in capturing and recording payment for certain fees such as membership fees, bid document fees for PS, additional contact fees, and whatever PhilGEPS offers in services deemed for payment.

#### D. Merchant Payment to Procuring Entities

Connectivity with the bank/e-payment gateways for the payment of Bid Documents, posting of Bid and Performance Securities.

### IX. Government Agency Services

#### A. Annual Procurement Plan

- 1. This shall be the facility for government agencies to input their Annual Procurement Plans. Under the IRR of RA 9184 Section 7.2 "No procurement shall be undertaken unless it is in accordance with the approved APP of the government agency".
- 2. This module shall be displayed in web forms with the capability to accept uploaded Excel files from the users.



3. Agency shall be able to download the APP template that will be used in creating procurement plans. The template shall include all the necessary information of the items to be procured, such as UACS, UNSPSC, description, quantity, unit of measure, budget, dates of procurement activities, funding source, etc.
4. Agency shall be able to upload the filled-out APP template. System must check if the PE followed the template and if there are no null entries. System must extract and display the content of the template to allow the user to validate before submitting the plans.
5. Agency shall be able to modify or update the submitted annual procurement plan.

B. Bid Notice Posting

1. Bid Notice Creation

- a. This is the facility for the government agencies to create bid notices for the different methods of procurement (which also include Alternative Method of Procurement), and upload bid documents including plans and drawings. System must support different workflows, including review and approval process, for different procurement modes and different evaluation criteria.
- b. Government agencies shall be allowed to setup the schedule of activities, and the submission checklist/questionnaire per notice.
- c. Government agencies shall be able to assign the BAC group that will handle the project. Only the members of the BAC group are authorized to open, evaluate and records results of the bidding activities.
- d. Depending on the mode of procurement, government agencies shall be allowed to invite merchants to participate on the procurement process. They shall be able to search for and select merchants from the directory.

- e. Government agencies shall be allowed to save draft notices.
  - f. Government agencies shall be allowed to create notices offline using templates that can be downloaded from the system. Once finished, they shall login to the system to upload the filled-out template. System must extract and display the content of the template into a notice abstract to allow the user to validate before posting the notice.
  - g. System shall be able to validate if the created notice is included on the annual procurement plan.
  - h. System shall allow the government agencies to post notices online through a batch process. Once a notice is posted, it can no longer be edited
  - i. Agencies shall be allowed to fail or cancel posted notices.
2. Bid Supplement
- a. This shall be the facility for the government agencies to specify the updates to the Bidding Documents and the Schedule of Activities.
  - b. Government agencies shall be allowed to upload supporting documents or documents that were amended for various reasons specified in the R.A. 9184 and the IRR.
  - c. Government agencies shall be allowed to respond to questions or clarifications through the system
  - d. System shall inform the merchants that downloaded the bidding documents once bid supplement is posted.

C. Bidding Process

1. Pre-bid Conference

This is a venue for the BAC to explain to the bidders the bid requirements, conditions of the contract and details of the TOR. An online meeting system will be used to conduct the Pre-bid Conference activity. And



once a pre-bid conference is ongoing or has started, the URL of the said meeting will be displayed in the corresponding bid notice abstract. The 3rd party videoconferencing application to be used for this will be included in the deliverables of the vendor.

## 2. Bid Opening

- a. This is the facility for the Bids and Awards Committee to record the opening of bids submitted manually and electronically via the website.
- b. System shall display all the merchants that submitted bid proposals electronically only after the deadline of bid submission and bid opening date and time is met.
- c. Government agencies shall be able to update the bidders list to record manual submissions.
- d. System must check for quorum, that is, if majority of the BAC members are present and either the BAC chairperson or BAC vice chairperson is present before the actual opening of bid proposals.
- e. System must support a mechanism to securely retrieve and open bid proposals submitted during submission stage, such as but not limited to the use of public key infrastructure.
- f. System must support the opening of different envelopes separately in case it was defined on the workflow.
- g. Government agencies shall be allowed to enter results of opening of manually submitted bids.
- h. System shall be able to generate Abstract of Bid as Read, a compilation of bidders and their respective bids submitted. System shall allow the report to be printed by the user.
- i. Once the bid opening is recorded and completed, system shall notify all bidders of the result of bid opening. System shall also notify bidders that were declared ineligible to allow them file request for reconsiderations.



### 3. Bid Evaluation

- a. This is the facility for the Bids and Awards Committee to record the results of bid evaluation electronically as well as to evaluate bids (technical and financial) electronically.
- b. System must allow the members of the technical working group (TWG) to access and open the bid proposals submitted electronically.
- c. System shall allow collaborative evaluation where TWG members can provide their evaluation scores/results. System must calculate and display the overall score of the evaluated bids.
- d. System shall be able to generate Abstract of Bid as Calculated, a compilation of bidders and their respective bids calculated by the system.
- e. System shall determine the ranked 1 bidder based on the lowest calculated bid for goods and civil works, or highest rated bid for consulting services.
- f. Once the bid evaluation is recorded and completed, system shall notify all bidders of the result of bid evaluation.

### 4. Post qualification

- a. Government agencies shall be allowed to invite only the ranked 1 bidder and request additional documents for post qualification electronically. If there are 2 or more ranked 1 bidders (tie during evaluation), government agencies shall invite all bidders to submit post qualification documents.
- b. Invited bidder/s shall be allowed to submit post qualification documents online. In case of manual submission, government agencies shall be able to record the manually submitted post-qualification documents.
- c. System must allow the members of the technical working group (TWG) to access and open the bid

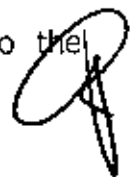


proposals and post-qualification documents submitted electronically.

- d. System shall allow TWG members to provide their evaluation results.
- e. System shall allow the post-qualification of the ranked 2 bidder only if the ranked 1 bidder is post-disqualified and so on.
- f. If 2 or more ranked 1 bidders pass the post-qualification, government agencies shall be allowed to break the tie by updating the ranking (that is after conducting a non-discretionary tie-breaking process offline).
- g. System shall be able to generate post-qualification report, a compilation of documents submitted by the bidders and their respective post qualification result.
- h. System shall determine the Lowest Calculated Responsive Bidder (LCRB) or to the Highest Rated Responsive Bidder (HRRB).
- i. Once post-qualification is recorded and completed, system shall notify all bidders of the result of post-qualification. System shall also notify bidders that were declared ineligible to allow them file request for reconsiderations.

5. Filing of Request for Reconsideration\Protest

- a. This is the facility that allows merchants to file Request for Reconsideration\Protest and upload the supporting documents at any stage of the Bidding.
- b. Merchants shall be notified of the results of every stage of bidding process.
- c. Merchants shall be allowed to file Request for Reconsideration\Protest and upload supporting documents within the prescribed period.
- a. Agencies shall be able to provide response to the request for reconsideration or protest.



D. Award Notice Posting

1. Award for Posted Bid Notices

- a. Government agencies shall be allowed to create an award notice to the Lowest Calculated Responsive Bidder (LCRB) or to the Highest Rated Responsive Bidder (HRRB).
- b. System shall retrieve the contact profile of the winning bidder and automatically populate the information in the form.
- c. System shall set the lowest between the submitted price and calculated price as the contract amount. System shall validate the contract amount against the approved budget of the contract.
- d. Government agencies shall be able to save draft award notice.
- e. Government agencies shall be allowed to create award notices offline using templates that can be downloaded from the system. Once finished, they shall login to the system to upload the filled-out template. System must extract and display the content of the template into an award notice abstract to allow the user to validate before posting the notice.
- f. Government agencies shall be able to post award notices online. They shall be allowed to update the award to include the notice to proceed and contract details.
- g. Government agencies shall be able to cancel posted award notices and re-award the notice by post-qualifying the next rank bidder in case of public bidding.
- h. For award notices from public bidding, government agencies shall be allowed to create and post notices for repeat orders, adjacent/contiguous contracts and take-over of contracts.



2. Award for Alternative Modes of Procurement (without Posted Bid Notices)

- a. Government agencies shall be allowed to create and post award notices for procurement done using alternative modes of procurement that do not required advertisement.
- b. Government agencies shall be able to select the winning bidder from the directory.
- c. Government agencies shall be allowed to create award notices offline using templates that can be downloaded from the system. Once finished, they shall login to the system to upload the filled-out template. System must extract and display the content of the template into an award notice abstract to allow the user to validate before posting the notice.
- d. Government agencies shall be able to update the award to include the notice to proceed and contract details.

3. Award for Framework Agreement Contracts

- a. Government agencies shall be allowed to award framework agreement contracts to multiple merchants.
- b. Government agencies shall be able to save draft award notice.
- c. Government agencies shall be allowed to create award notices offline using templates that can be downloaded from the system. Once finished, they shall login to the system to upload the filled-out template. System must extract and display the content of the template into an award notice abstract to allow the user to validate before posting the notice.
- d. Government agencies shall be able to post award notices online. They shall be allowed update the award to include the contract details.



E. E-Catalogue

1. Government agencies shall be able to search and view the listing of items uploaded by merchants in the e-catalogue.
2. Government agencies shall be able to view the details of the items included on the catalogue.
3. Government agencies shall be able to compare items and compare the prices from different merchants.
4. Government agencies shall be able to compare items from different merchants.
5. Government agencies shall be able to order common-use and non-common use items online through a virtual store.
6. Government agencies shall be able to invite merchants to submit quotations or send purchase orders by creating web forms.
7. Government agencies shall be able to receive quotations and accepted purchase orders from merchants.
8. System shall support a workflow for processing the quotations or purchase orders.

X. Contract Management

- A. System shall support workflows that will allow government agencies and merchants to manage and monitor contract performance, contract payments, contract variations / amendment, contract extension, contract cancellation, contract completion and final evaluations, and guaranties.
- B. System shall provide an online contract template library.
- C. System shall support preparation and processing of invoices.
- D. System shall support management of liquidated damages.



## XI. Procurement Management Information System

### A. Management Report

1. System shall offer a comprehensive set of end-to-end functionalities that captures all of the relevant information for procurement management to incorporate performance indicators.
2. System shall provide a wide variety of reports on procurement data that are on the system.

### B. System shall provide on-demand statistical reports and graphical data analysis of procurement data with pre-defined visualization and drill down capability. Observer Module

Facility for the Civil Society Organizations (CSO), Auditor and Private Associations to monitor all stages of procurement and submit reports. This allows the observers to generate reports, monitor the procurement processes, and monitor government agencies assigned to them in the case of Auditors.

### C. Open Data Module

Facility to publish structured open data on each contracting process, according to the Open Contracting Data Standard. This will allow third-parties to access the latest public information on contracting processes via JSON APIs and bulk downloads in JSON and CSV formats, without requiring authentication. This should generate both OCDS releases and records according to the latest version of the OCDS specification available from <http://standard.open-contracting.org>.

## XII. Links to Other e-Government Systems

### A. Links with Other Business Registries

The new e-Procurement System, specifically the Merchants Registry should be linked with the Department Trade and Industry's (DTI) Philippine Business Registry (PBR) and the BIR's Tax Clearance System. The Philippine Business Registry is the database of DTI which is link with the Securities and Exchange Commission (SEC), Local

Government Units for Mayor's Permit, the Bureau of Internal Revenue (BIR) for Tax Identification Number (TIN) and other government agencies who issue permits and licenses for business establishments. The linkage with the PBR will validate automatically the authenticity of eligibility documents like the DTI Number for single proprietorships, SEC no. for corporations, Mayor's Permit from the LGUs and the TIN from the BIR.

- B. Link with Online Procurement Performance and Compliance Indicator System (OPPCIS), the online platform for the Agency Procurement Compliance and Performance Indicators System (APCPI).

These are procurement monitoring, assessment and evaluation tools developed to determine, in a qualitative and quantitative manner, procurement strengths and weaknesses of agencies, and formulate a reasonable action plan to address identified areas for improvement while adopting measures to sustain strengths alongside a competitive, transparent, economical, efficient and accountable public procurement regime.

- C. Link with the Budget and Treasury Management System

The BTMS is an integrated, web-based information management system for budget management, execution, accounting and reporting systems to be used initially by the Department of Budget and Management (DBM) and the Bureau of the Treasury (BTr) under the Department of Finance for budget execution and accountability. It aims to improve convenience, efficiency, accuracy and timeliness in fiscal management and reporting through the establishment of a common, integrated system covering budget execution and reporting in the oversight agencies, the DBM and the BTr. Additionally, it is also a means to ensure that before a purchase is committed, there is sufficient cash allocated for the expense and the allocation matches the appropriated budget.

The integration of the new e-Procurement System with the BTMS will allow the supplier to submit invoices online upon delivery of the goods and services required from him in the contract which will initiate the processing of payment in the BTMS. With this, the government will be able to track what was planned as against what was actually procured and the actual spend the government incurs in procurement.

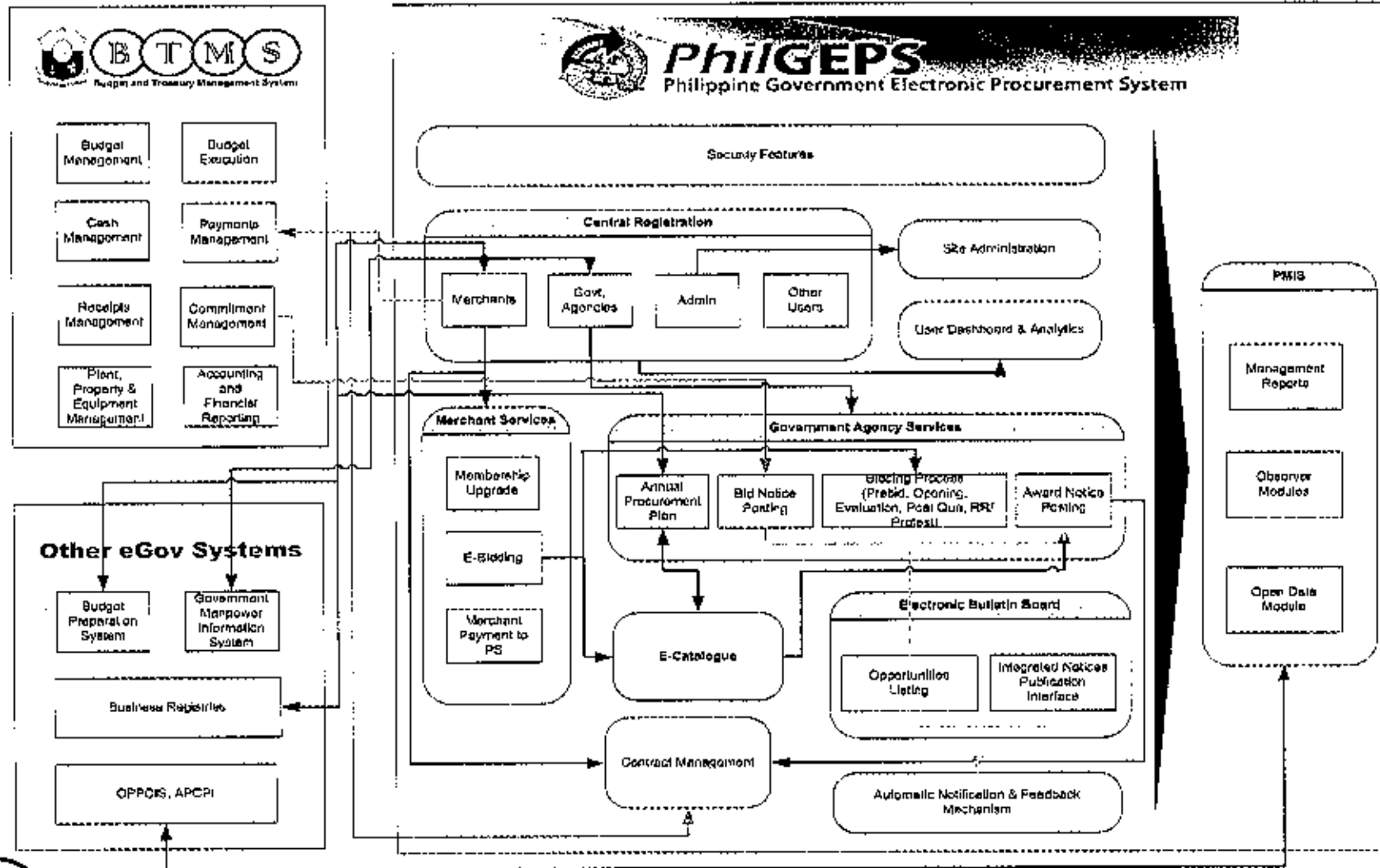
PhilGEPS system handles all public contracts; spending data are captured for all public procurement procedures. The data are generated processed, and stored and can be used by the BTMS to produce statistical reports on past procurement data in order to generate forecasts for future expenditures. Such forecasts can be further analyzed and improved by procurement officials in the context of procurement planning exercises, which typically include spend and supplier analyses.

*Note: Details of these functionalities will be discussed thoroughly during the requirements definition.*





# PhilGEPS Conceptual Framework



## Annex B: Service Level Standards

The Service Provider shall commit to support the operation of the EGPS system and the PHILGEPS SUPPORT OFFICE staff in accordance to the following service level.

1. Except for Force Majeure, fortuitous events beyond the control of Service Provider and scheduled downtime, the Service Provider shall provide online access to the production site and training site of the EGPS service 24 hours a day, 7 days a week. The production site and training site of EGPS service shall not have a cumulative downtime of more than 30 minutes in any single day and shall not exceed a total cumulative downtime of more than 3 hours in any month, except for Force Majeure, fortuitous events beyond the control of Service Provider and scheduled downtime. *(Refer to Annex E SLA1 for equivalent Liquidated Damages and Penalties)*
2. Except for the last mile connectivity speed of the person accessing the system, which is not within the infrastructure provided by the Service Provider, the Service Provider shall configure the system to process such end user's request or Procuring Entity's requests running on the provided infrastructure within a period not to exceed 5 seconds per full page display (including but not limited to CSS, JavaScript and Images) for basic functions on the service during peak load usage periods. The Service Provider shall provide a real-time user monitoring and system monitoring tool that can be accessed by PHILGEPS at any given time. This tool will be used to ensure compliance to this requirement. *(Refer to Annex E SLA2 for equivalent Liquidated Damages and Penalties)*
3. The Service Provider shall operate a support line for PHILGEPS SUPPORT OFFICE that will be available during PHILGEPS SUPPORT OFFICE business hours, which is from 7a.m. to 6 p.m. of the same day.

For any problems or inquiries reported or submitted by PHILGEPS SUPPORT OFFICE, the Service Provider shall provide within 24 hours a written response to PHILGEPS SUPPORT OFFICE with regard to initial assessment of the problem, and the course of action taken or proposed to be taken to solve the problem.

- a. The Service Provider shall respond to all communication to the support line within 30 minutes from the time a communication is received.
4. The Service Provider shall ensure that all functionalities are available:
  - a. The Service Provider shall ensure that all functionalities on production site and/or training site are free of critical errors (restore within a 24-hour period). *(Refer to Annex E SLA4.a for equivalent Liquidated Damages and Penalties)*

- b. The Service Provider shall ensure that all functionalities on production site and/or training site are free of major errors (restore within a 48-hour period). *(Refer to Annex E SLA4.b for equivalent Liquidated Damages and Penalties)*
- c. The Service Provider shall ensure that all functionalities on production site and/or training site are free of minor errors (restore within a 168 hours (7 days) period). *(Refer to Annex E SLA4.c for equivalent Liquidated Damages and Penalties)*
- d. The Service Provider shall ensure that all functionalities on production site and/or training site are free of security breaches/errors (restore within a 30-minute period). *(Refer to Annex E SLA4.d for equivalent Liquidated Damages and Penalties)*

5. *Force Majeure:*

The Service Provider shall notify PHILGEPS SUPPORT OFFICE of all Force Majeure events experienced on the production site and training site within thirty (30) minutes after the occurrence of the said Force Majeure event but not to exceed 15 days from existence thereof.

If as a result of the proximate cause of the Force Majeure, the Service Provider is unable to perform the material portion of the Services within 15 days, the Parties shall consult with each other with a view to agreeing on an appropriate measure considering the circumstances.

The Service Provider shall restore the system within a period not to exceed 60 days, unless parties mutually agree to extend the period to perform due to the circumstances surrounding the force majeure.

5.1 *Scheduled Downtime:*

The Service Provider shall notify PHILGEPS SUPPORT OFFICE of all scheduled downtime on the production site and training site at least one (1) week before the downtime. *(Refer to Annex E SLA5.1 for equivalent Liquidated Damages and Penalties)*

5.2 *Service Interruption other than Force Majeure and Scheduled Downtime:*

The Service Provider shall attempt to restore the system within 30 minutes;

Within the same 30-minute period, the Service Provider shall notify the Procuring Entity of its existence of the incident;

If the issue still persists despite attempts, the Service Provider shall within 30 minutes from notification, send the Procuring Entity with Information and updates as to measures being undertaken and other alternative measures to restore the system. *(Refer to Annex E SLA5.2 for equivalent Liquidated Damages and Penalties)*

6. The Service Provider shall ensure automatic failover to the mirror site to allow the EGPS service to continue to operate with no interruption to the service.
7. The Service Provider shall ensure that the service provider's network must be secured against unauthorized access, and the access should be controlled through a series of firewalls. The Service Provider must hire an independent security firm to determine whether fraudulent or unauthorized access has occurred or may occur. The Service Provider shall share any information from the security audit with PhilGEPS Support Office.
8. The Service Provider shall ensure and warrant that the EGPS shall not contain any viruses, Trojan horses, trap doors, back doors, worms, time bombs, or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personnel information, or otherwise disturb the normal operation of the EGPS. *(Refer to Annex E SLA8 for equivalent Liquidated Damages and Penalties)*

Except for unknown and without any available fix (new attack and viruses) that intrudes the system, if the application system provided by the Service Provider contained any viruses, Trojan horses, trap doors, back doors, worms, time bombs, or other computer programming routines and the same has been validated, it shall be considered as a security breach/error and the Service Provider shall activate the back-up site (failover), the Service Provider shall be considered in breach of information security.

If the existence of the above disruptive elements become known and there is an available fix wherein the Service Provider fails to implement the said available fix in the failover resulting in the persistence of the issue, it will be considered a breach in security, for which PhilGEPS has the option to impose liquidated damages equivalent to the amount of liquidated damages for a 30-minute system downtime.

9. The Service Provider shall provide any relevant information, reports, plans, data or documents related to the operation and maintenance of the system, if requested to do so, within 24 hours. It shall warrant and certify as to the accuracy and correctness of all information, reports, plans, data or documents provided. *(Refer to Annex E SLA9 for equivalent Liquidated Damages and Penalties)*

10. Any notice of a breach of the service level standard shall be deemed final if not contested in writing within 48 hours. The imposition of liquidated damages should be read in conjunction with the specific service level of the above conditions. No LD shall be imposed unless mutually agreed by both parties.
11. Working hours; the Service Provider shall perform in accordance to schedule and provisions in the "Project Organization – Responsibilities of the e-Procurement Service Provider" specifically:
  - The Key Personnel and/or Support Staff shall report to work in proper office attire (*refer to PhilGEPS standard office attire*) for at least eight (8) hours, excluding one (1) hour lunch break, between 7:00AM to 6:00PM, Monday to Friday, including declared working holiday and shall always be available on an on-call basis beyond regular working hours (including declared non-working holidays) at no additional cost to PS-PhilGEPS. This requirement is dependent on the approved work schedule to be agreed upon by the Consultant and End-User Unit.



## Annex C: Projected Volumes

The EGPS will replace the current PhilGEPS service, which is supporting a peak load of 3,000 – 4,000 concurrent users. The concurrent users will however be dependent on the system architecture design i.e. users in the system need not to be connected in the database at times. A well planned system/database architecture designed to handle increase in the number of users including concurrent users without degradation in the response time is a part of the deliverables of the service provider. As of September 15, 2017, the PhilGEPS supports 35,465 agencies and 128,678 suppliers, 152 civil society organizations and 383 auditors with a total number of 199,182 users. On average, 3,000 new bid notices with corresponding documents are published each day. Bid notices are normally advertised for 7 days for GOP funded projects and– 14 days for foreign funded projects, after which time the bid closes and the bid notice is transferred as a "Former Opportunity". To date, over 4,350,701 bid notices and 4,301,213 corresponding bid documents have been published on the system (5 MB per file) including 1,292,808 award notices with 78,451 award of notice documents. All registered Suppliers subscribe to the PhilGEPS opportunity matching service which results in over 30,000 bid matches being sent via e-mail on a daily basis.

PHILGEPS SUPPORT OFFICE expects to add 45,000 new Suppliers by 2017 and 60,000 new suppliers by 2019 and 25,000 new Agencies by 2017 and succeeding years thereafter until 2019. It is expected that the number of bid notices will increase by 25% and the award notices by 75% by the time the EGPS is implemented. This will result in increased activity on the system, increased number of concurrent users and a greater number of bid matches being issued.

Currently, the Government of the Philippines-Official Merchant Registry (GOP-OMR) is fully implemented. The suppliers need to subscribe to Platinum membership in order for them to upload their eligibility documents electronically as well as bid proposals electronically. The number of suppliers who will subscribe to Platinum Membership is expected to be 7,000 on the initial 2 years of implementation. The average size of eligibility/bid documents to be submitted electronically by a registered supplier is about 30 MB so the projected size of the eligibility documents to be submitted electronically for 7,000 suppliers is 206 MB. The number of suppliers subscribing to platinum membership by the 2017 is expected to increase to about 20,000.



**Annex D: Other Requirements – Data Exchange and User Friendliness\***

D.1	Data Exchange
<p>System must support the use of UNSPSC and the Government's UACS</p> <p>System <b>MUST</b> support use of 'XML' and JSON standard formats for exchange of data between internal and external information systems. For open data publication, JSON and CSV serializations of the Open Contracting Data Standard <b>MUST</b> be supported</p> <p>System should use '<b>Web Services</b>' to create update or query information between the system and external systems. It is desirable that the interfaces be supported as '<b>Web Services</b>' as the systems that interact with the system may not be on the same platform.</p> <p>System should provide APIs to create, read, delete and update information through custom programs or integration middleware. Read capabilities are particularly important because the system does not merely collate information but serve as a batch / online source of information to other systems that either want to use the system to populate their own systems or to validate identity of users online.</p> <p>Web services and APIs should use a secured socket layer for transmitting data and require authentication and authorization procedures where necessary. Read APIs should support non-authenticated access to public data, with authentication only required to access privileged information.</p> <p>System should have support for 'Triggers' in the database to signal the creation or modification of User information so that the changes may be propagated to other systems.</p> <p>System should have 'publish/subscribe' architecture, in order to ensure that the information is correct, current, and securely accessed. This will permit Publishers to securely make available well defined web services and message based services by way of a Service Oriented Architecture (SOA) mechanism which can also be orchestrated and customized by the publisher.</p>	
D.2	Data Encryption
<p>System <b>MUST</b> have a suitable data encryption mechanism to protect data from unauthorized access during data transfer. The chosen encryption mechanism must be based on standard encryption algorithms are used such algorithms must be made available to the Purchaser. The tenderer</p>	

must specify the encryption mechanism used in the solution and must be accepted by the Purchaser prior to implementation.

Confidential fields (passwords, name, ID numbers, etc.) in the database should always be encrypted. Encryption keys should never be saved in logs files when calling/executing an SQL statement.

System **MUST** encrypt data end-to-end when transmitting through public networks and the WAN. The data transfer between application server and the client (web browsers) is expected to be secured using SSL 256-bit. Transition from transmission to storage encryption must be on a streaming basis.

### D.3 User-Friendliness of the GUI

System must use **open standards**, must be **browser independent** and **mobile** responsive.

System **MUST** use a consistent Graphical User Interface (GUI) throughout all functions including appearance, layout, placement, activation, response, exception handling, structure etc. and have the same "look and feel" as BTMS.

For example:

- Each type of screen items (buttons, editable fields, non-editable fields, pop-up lists, drop-down lists etc.) must use the same theme in all screens. Field state should also be distinctive. Disabled or non-editable objects should look disabled. Icons of disabled objects should also look disabled. (Recommended using CSS3)
- The type of functions assigned to special keys (e.g. F1 for help, F8 to save etc), shortcut keys (Ctrl+N for new, Ctrl+S to save etc), mouse buttons (i.e. left-click activate item, right-click to get relevant pop-up menu etc) must be consistent in all screens whenever applicable.
- Lists should be click/sortable, and support selection and action. Lists should be able to filter the results.(Ajax is required)
- Drop-downs lists must be available for selection where applicable. Drop down lists must be able to navigate via mouse and arrow keys and also support quick location based on matching characters entered via keyboard. (Ajax is required)
- Dates and time can be entered via keyboard or via a calendar control.
- Grid selection should support multiple selections and selections must be remembered when paging. (Ajax is required)



	<ul style="list-style-type: none"> <li>▪ Warn prior to executing destructive/critical, non-reversible steps and on exiting without saving changes.</li> <li>▪ Personalized settings for language, notifications, start-up screen, etc. either via database or browser cookies.</li> </ul>
	Screen navigation <b>MUST</b> be intuitive and where applicable, wizard driven.
	<p>System <b>MUST</b> make display fields non-editable.</p> <p>For example, if a Code of a Procuring Entity was provided, and the system retrieves the name of that Procuring Entity, the name field should not be editable.</p>
	System <b>MUST</b> have a facility to preview documents prior to publishing/printing such documents.
	The GUI interface should be based on the concept of tabbed pages for easy navigation. The tabbed pages should contain sets of related components to quickly and efficiently manage information.
	The GUI interface should be pleasing to the eye with the possibility of personalization.
	The GUI interface should have an intuitive presentation with pagination.
<b>D.4</b>	<b>Application Help Features</b>
	System <b>MUST</b> have an on-line context sensitive help which is well organized, indexed, and searchable. On-line help must be accessible from within the application in a selected language and downloadable as a '.pdf' file in all two languages.
	System should provide contextual help (advice & guidelines on use of the application features) for each function available in the application.
	System should have the ability for users to easily access the relevant help for the function they are currently using (e.g. help text linked to each screen).
	System should have the ability to conveniently search the help text using key terms relevant to the functions.



## ANNEX E: Liquidated Damages and Penalties

### General Provision on Liquidated Damages for Delay as specified in Section 56 of the General Conditions of the Contract

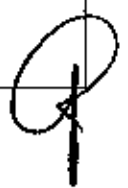
If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract pursuant to **GCC Clause 27**.

Section	Description	When	Amount
SCC 39.5	The Consultant may change its Key Personnel only for reasons of death, serious illness, incapacity of an individual Consultant, or until after fifty percent (50%) of the Personnel's man-months have been served	If the Consultant changed its Key Personnel not for reasons of death, serious illness, incapacity of an individual Consultant or before fifty percent (50%) of the Personnel's man-months have been served	Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement
SLA 1	The production site and training site of EGPS service shall not have a cumulative downtime of more than 30 minutes in any single day	On the 31 <sup>st</sup> minute of downtime	1/10 of 1% of the monthly billing for every 30 minutes downtime or a fraction thereof
SLA 1	The production site and training site of EGPS service shall not exceed a total cumulative downtime of more than 3 hours in any month	The total cumulative downtime in any month has exceeded 3 hours	1/10 of 1% of the monthly billing for every 30 minutes downtime or a fraction thereof

SLA 2	The system shall have an average response time of no more than 5 seconds per full page display (including but not limited to CSS, JavaScript and Images) for basic functions on the service during peak load usage periods.	When average response time per full page display (including but not limited to CSS, JavaScript and Images) for basic functions on the service during peak load usage periods in a given week exceeds 5 second	1/10 of 1% of the monthly billing for every day that the average response time exceeded 5 seconds
SLA 4.a	The production site and training site are free of critical errors over any 24-hour period.	When a critical error is not resolved in production site and/or training site within 24 hours from the time the error is reported	1/10 of 1% of the monthly billing for every hour or a fraction thereof.
SLA 4.b	The production site and training site are free of major errors over any 48-hour period	When a major error is not resolved in production site and/or training site within 48 hours from the time the error is reported	1/10 of 1% of the monthly billing for every hour or a fraction thereof
SLA 4.c	The production site and training site are free of minor errors over any 168-hour period	When a minor error is not resolved in production site and/or training site within 168 hours (7 days) from the time the error is reported	1/10 of 1% of the monthly billing for every hour or a fraction thereof
SLA 4.d	The production site and training site are free of security breaches/errors over any 30-minute period	When a security breach/error is not resolved in production site and/or training site within 30 minutes from the time the error is reported	1/10 of 1% of the monthly billing for every 30 minutes or a fraction thereof
SLA 5.1	The Service Provider shall notify PhilGEPS Support Office at least one week before the scheduled downtime	On the 31 <sup>st</sup> minute of downtime when the Service Provider fails to notify the PhilGEPS Support Office at least 1 week before the scheduled downtime	1/10 of 1% of the monthly billing for every 30 minutes downtime or a fraction thereof

SLA 5.2	The Service Provider shall notify PhilGEPS Support Office at least 30 minutes before the unexpected downtime	On the 31 <sup>st</sup> minute of downtime when the Service Provider fails to notify the PhilGEPS Support Office at least 30 minutes before the unexpected downtime	1/10 of 1% of the monthly billing for every 30 minutes or a fraction thereof
SLA 8	The EGPS shall not contain any viruses, Trojan horses, trap doors, back doors, worms, time bombs, or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personnel information, or otherwise disturb the normal operation of the EGPS	When the system contained any viruses, Trojan horses, trap doors, back doors, worms, time bombs, or other computer programming routines and the issue is not resolved in production site and training site within 30 minutes from the time the error is reported	1/10 of 1% of the monthly billing for every 30 minutes or a fraction thereof
SLA 8	The EGPS shall not contain any viruses, Trojan horses, trap doors, back doors, worms, time bombs, or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personnel information, or otherwise disturb the normal operation of the EGPS	As soon as the Service Provider downs the system to resolve this issue	1/10 of 1% of the monthly billing for every 30 minutes or a fraction thereof

SLA 9	The Service Provider shall provide any information, reports, plans, data or documents requested within 24 hours	When the requested information, reports, plans, data or documents requested is not provided within 24 hours.	1/10 of 1% of the monthly billing for every hour or a fraction thereof
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## **ANNEX F: Minimum System Specifications**

Users should have minimum internet connection speed of 2 MBPS to experience optimal loading of webpages.

Users of the system using Desktop / Laptop Computers should have the following specifications:

- Processor: 2 GHz
- Memory: 4gb RAM
- Operating System that can be used: Windows, Mac OS, Linux
- Browsers: Internet Explorer, at least version 9  
Mozilla Firefox, at least version 52  
Google Chrome, at least version 57  
Safari, at least version 5  
Must be cross-browser compatible

Users of the system can also use smartphones and tablets to access the eGPS.



## **ANNEX G: Definition of Terms**

**Critical Errors** – are “showstoppers” or errors that make it impossible for users to perform mission-critical transactions such as, but not limited to, registration online, approving of registration, approving of payment, creating a notice, creating bid supplement, ordering of bid documents, submitting bids online, bid opening, evaluation, post-qualification, creating award notice, submitting an APR, approving of APR, submitting payment details, approving of payment details, setting of bid match and searching of opportunities. These errors also include system unavailability and data integrity issues with no workaround available.

**Major Errors** – are errors that impacted the major functionalities of the system or significant performance degradation is experienced and no reasonable workaround is available. Any deviations from the Requirements Definition document will also fall under this category. For example, problems that involves the design of the database, data validation and incorrect output such as wrong and inconsistent number of records selected, etc. Major cosmetic errors such as not following a standard format are also considered a major problem since the overall quality of the system is affected.

**Minor Errors** – are system performance issues and bug affecting some but not all users. Short-term workaround is available, but not scalable.

**Security Breach/Errors** - any incident that results in unauthorized access of data, applications, services, networks and/or devices by bypassing their underlying security mechanism



## **ANNEX H: Current System Configuration (Current PhilGEPS)**

### **I. Software Configuration**

#### **1. Web/Application Server**

- 1.1 Operating System: Windows 2003 Enterprise Edition
- 1.2 Web Utilities: IIS 6.0 SMTP, activePDF, OPSWAT, eTrust anti Virus
- 1.3 Database Utilities: Connection string in Windows Registry
- 1.4 .NET Frameworks: 1.1, 2.0, 3.0, 3.5, 4.0
- 1.5 PostSharp 2.0[2.0.8.1276]
- 1.6 3.5 SP1 (Not needed if PostSharp is not throwing an error)
- 1.7 MySQL Connector Net 6.5.4
- 1.8 Kaspersky: Min. version 6.0

#### **2. Database Server**

- 2.1 Operating System: Windows 2003 Enterprise Edition
- 2.2 Database: MS SQL 2000 Enterprise Edition SP3
- 2.3 .NET Framework: 4.0
- 2.4 MSQL Community 5.5.27.1
- 2.5 Microsoft Visual C++ 2010 Redistributable Package (x86)

#### **3. Client PC**

- 3.1 Operating System: Windows 98, Windows 2000, XP, 2003, Vista, 7
- 3.2 Application Software: Mozilla Firefox

### **II. Technology Used On PhilGEPS Implementation**

#### **2. Phase 1 Implementation**

The technology implementation of Phase I employs the following technology:

- DOT net Framework 1.1
- C# Programming Language

#### **3. Phase 2 Implementation**

The Phase 2 implementation consists of two (2) additional functionalities to PhilGEPS which are Virtual Store (VS) and Inventory Management System (IMS).

The technology implementation of Virtual Store employs the following technologies:





- DOT net Framework 2.0
- C# Programming Language
- AJAX

There is an upgrade on the version of the .net framework being used in PhilGEPS Phase 1A and 1B from 1.1 to 2.0. This enables Phase 2 development to be more robust and scalable in nature.

An introduction of AJAX was also employed. AJAX (Asynchronous JavaScript and XML) is a web development technique for creating interactive web applications. The intent is to make web pages feel more responsive by exchanging small amounts of data with the server behind the scenes, so that the entire web page does not have to be reloaded each time the user requests a change. This is intended to increase the web page's interactivity, speed, and usability.

ASTICOM uses JQUERY and EXT java script libraries to implement AJAX.

For Inventory Management System (IMS), the following are implemented:

- Microsoft Dynamics Great Plains (Microsoft Dynamics GP)
- Citrix XenApp Server

Microsoft Dynamics GP is a richly featured business management solution that allows organizations to use familiar, powerful software to operate and grow their business. It equips the people in the organization to keep pace with the competition, manage changing markets, enable unique business requirements, and connect the full range of business processes across the organization.

Microsoft Dynamics GP will run on a citrix platform to allow the software to be accessed over the Internet.

CITRIX technology focuses on software and services specialized in virtualization and remote access for delivering applications over a network and the Internet.

Citrix XenApp, formerly Citrix MetaFrame Server and Citrix Presentation Server, is the Citrix solution used on Microsoft Dynamics GP. It hosts Microsoft Dynamics GP on central a server and allows users to interact with them remotely or stream and deliver them to user devices for local execution.

Citrix XenApp utilizes Citrix Systems' proprietary presentation layer protocol or thin client protocol called Independent Computing Architecture (ICA). ICA transmits high-level window display information, much like the X11 protocol, as opposed to purely graphical information. Both local and

hosted application delivery methods in XenApp leverage existing network transmission protocols including TCP, HTTP, HTTPS, SMB and CIFS.

Citrix XenApp components include application hosting servers and web-based Citrix client. The server resides on a Microsoft Windows computer, which can be either standalone or part of a larger cluster (farm) of Citrix servers. In addition to concurrent user Citrix licensing, there must exist a Terminal Server Client Access License (CAL) and a Windows Server CAL from Microsoft for each client connection must be adequately licensed for the environment to function correctly. The web-based Citrix client is freely available under the name Web Interface for XenApp. The Web Interface may be used as a secure ICA proxy over HTTPS.

Users are allowed concurrent access with the following licenses:

- 18 concurrent licenses for Microsoft Dynamics GP
- 18 concurrent licenses for Citrix XenApp

### **3. Phase 3 Implementation**

1.3.3.1 R3.1 – Extended Registry

1.3.3.1 R3.2 – Electronic Bidding (One Stage Bidding)

1.3.3.1 R3.3 – Electronic Bidding (Two Stage Bidding)

### **4. GEPS Tech Refresh Implementation**

GEPS Tech Refresh used Virtualization by VMware.

Virtualization is a technology that transforms hardware into software.

Virtualization allows to run multiple operating systems as virtual machines on a single computer. Each copy of an operating system is installed into a virtual machine.

A virtualization layer is installed. It uses either hosted or hypervisor architecture.

A virtual machine, from the user's perspective, it is a software platform that, like a physical computer, runs an operating system and applications. From the hypervisor's perspective, it is a discrete set of files, and these are the main files: configuration file, virtual disk file, NVRAM disk file and log file.

By using virtual machines, it easy to move and copy – encapsulated into files and independent of physical hardware. It easy to manage – isolated from other virtual machines running on the same physical hardware and insulated from physical hardware changes.



VMware vSphere is most commonly used for creating a responsive datacenter with a virtualized IT infrastructure.

Datacenter administrators use VMware vSphere for the following: solving the problems of server proliferation (lack of space, power and cooling in server rooms) by replacing single-application servers with virtual machines consolidated onto much smaller number of physical files; making better use of server hardware by deploying new servers in virtual machines to avoid adding more underutilized servers to the datacenter; and provisioning new servers in virtual machines, which takes minutes rather than the days or weeks necessary for provisioning a physical hardware.

VMware ESXi provides a virtualization layer that abstracts the processor, memory, storage and networking resources of the physical host into multiple virtual machines. VMware ESXi is a hypervisor that create the foundation for a dynamic and automated datacenter.

VMware ESXi features, can use standard and distributed virtual switches, NIC teaming and VLANs; can use the VMware vStorage VMFS for storing virtual machines; can be managed by VMware vCenter Server; can take advantage of various VMware vSphere features, such as VMware VMotion; and can be accessed using the VMware vSphere Client.

VMware ESXi is an enterprise-class hypervisor with a thin 32MB footprint for added security and reliability.

A VMware ESXi host can be accessed using a number of interfaces, such as the vSphere Client (connected directly to the host or to vCenter Server), the vSphere Command-Line Interface (vCLI), the vSphere API/SDK, and CIM (Common Information Mode). CIM is a management standard promoted by the Distributed Management Task Force. Much of the information that you can find using the CIM interface is also available through the vSphere API. However, there is some information that can be found only through CIM; most important, the health status of the hardware hosting ESXi.

Under VMware ESXi, applications running within virtual machines access CPU, memory, disk and network interfaces without direct access to the underlying hardware.

VMware ESXi is supported on Intel processors, Xeon and above, or AMD Opteron (32-bit-mode) processors. ESXi includes a 64-bit VMkernel. As a result, servers with 32-bit-only processors are not supported. ESXi offers support for a number of 64-bit guest operating systems.

VMware Management Platform: vCenter Server is the central point for configuring, provisioning and managing virtualized IT environments.

VMware vCenter Server consists of the following services and interfaces:

- Core Services – This represents the core functionality of the vCenter Server, which includes management of resources and virtual machines, task scheduling, statistics logging, management of alarms and events, virtual machine provisioning, and host and virtual machine configuration.
- Distributed Services – This is the additional functionality of the vCenter Server; for example, VMotion, DRS, and VMware HA. They are installed with vCenter Server.
- Plug-In - This is also additional functionality. It is packaged separately from the base product and requires separate installation. No additional license is necessary. Examples of plug-ins include VMware vCenter Update Manager and vCenter Converter.
- Database Interface – This provides access to the vCenter Server database.
- ESXi Management – vCenter Server provides access to the ESXi host using a vCenter Server agent (also known as the vpxa process), which is installed on the host when it is added to the vCenter Server inventory. The vCenter Server agent communicates with the host agent (also known as the hosted process) to relay the task to perform on the host. The host agent, like the vCenter Server agent, resides on the ESXi hosts.
- Active Directory Interface – This provides access to domain user accounts.
- VMware vSphere API – Along with the vSphere SDK, the vSphere API provides an interface for writing custom application that access vCenter Server functionality.
- vNetwork capabilities optimally align physical and virtual machine networking, and provide the networking for hosts and virtual machines.
- vNetwork supports two types of virtual switches: vNetwork standard switches – Virtual switch configuration for a single host; and vNetwork distributed switches – virtual switches that provide a consistent network configuration for virtual machines as they migrate across multiple hosts.



ELIGIBILITY DOCUMENTS SUBMISSION FORM

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[Date]

Department of Budget and Management  
Bids and Awards Committee  
Building III, Gen. Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for Acquisition and Customization of an Electronic Government Procurement System (eGPS), [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:

- a) [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
- b) 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



**Statement of all Government and Private Contracts  
Completed which are Similar in Nature**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Name of Client including Point Person and Contact Details	Date of the Contract	Kinds of Consulting Services should include the URL	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government					
Private					


Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- a) Projects should be completed within October 1, 2011 to September 30, 2017.
- b) Completed contract:
  - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
  - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
  - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
  - (iv) Indication of a zero or a dash shall mean that there is no ongoing contract for government or private as the case may be.



**List of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_

Name of Client including Point Person and Contact Details	Date of the Contract	Kinds of Consulting Services	Value of Contracts including delivered and undelivered portions	Date of Delivery
Government				
Private				

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded).
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term. Indication of a zero or a dash shall mean that there is no ongoing contract for government or private as the case may be.



## STATEMENT OF THE CONSULTANT'S NATIONALITY

Department of Budget and Management  
Bids and Awards Committee  
Building III, Gen. Solano St.  
San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM BAC) for the bidding of the Acquisition and Customization of an Electronic Government Procurement System (eGPS), I/we hereby declare the following:

1. [Select one and delete the rest].

*[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;*

*[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);*

*[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;*

2. That the following are the proposed Lead Personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.	Project Director	Filipino	
2.	Application Implementation Manager/ Solution Architect	Filipino or Foreign (specify)	
3.	ICT Infrastructure Implementation Manager / Architect	Filipino or Foreign (specify)	
4.	Application Development Lead	Filipino or Foreign (specify)	
5.	Technical Support Lead	Filipino	



6.	Lead Database Administrator / Analyst	Filipino	
7.	Lead Business Process Analyst	Filipino	
8.	Lead Quality Assurance Expert	Filipino	
9.	Domain Expert: Government Procurement Expert	Filipino or Foreign (specify)	
10.	Change Management / Training Lead	Filipino	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annexes* \_ \_); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: \_\_\_\_\_  
Name and Title of Authorized Signatory: \_\_\_\_\_  
Name of Consultant/Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact No/s. \_\_\_\_\_

*(Note: Please attach the notarized authority of the consultant's representative for the public bidding for this project)*



**ANNEX F**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

**FIRM'S PROFILE**

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

**Field of Specialization and Type of Services**

Field	Service Provided	Experience (No. of Years)

**Company Officers and Key Personnel**

Name	Position	Education	Expertise	Years with Firm	Age

**Current Number of Personnel**

Position	Number		
	Full time	Part time	Total

**Awards, Certifications, Relevant Distinctions**

Name	Given By	Date

Signature: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Name of Consultant/Company: \_\_\_\_\_



**CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
<b>Personal Information</b>					
Name of Staff					
Address	Contact No.	Email Address			
Date of Birth		Citizenship	Civil Status		
<b>Work Experience</b> <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			



**Current Workload** *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

**Relevant Training** *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

**Education (start from the most recent)**

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

**Certificates, Other Credentials**

Title	Date Received

**Certification:**

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

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_





*[Handwritten signature]*