



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
General Solano Street, San Miguel, Manila

BIDDING DOCUMENTS

FOR

SOFTWARE DEVELOPMENT

AND

MAINTENANCE

(PART I)

PROJECT ID No.: DBM-2018-02

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

SECTION I. REQUEST FOR EXPRESSION OF INTEREST
SOFTWARE DEVELOPMENT AND MAINTENANCE

1. The Department of Budget and Management (DBM), through Multi-year Obligational Authority No. MYOA-BMB-C-17-0000047, intends to apply the sum of **Sixty Nine Million Pesos (P69,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Software Development and Maintenance,**" for twenty one (21) months. The funding source for the first year is through the authorized appropriations under the FY 2018 General Appropriations Act. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Consultant is expected to meet the following objectives for the duration of the Project:
 - To provide full operational support in terms of the development, enhancement, improvement, and maintenance of the DBM application systems;
 - To enable the most seamless use of application systems within the DBM enterprise network system in aid of the specific functions of DBM Bureaus/Services/Offices;
 - To institute a proactive stance in making improvements and innovations to the DBM application systems subject to the instruction of DBM;
 - To measure the dynamic and evolving needs of the DBM in accordance with emerging trends in public service and in technological development; and
 - To facilitate the most effective and efficient application systems-related service delivery to client agencies.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

3. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before February 6, 2018, 10:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

4. Interested bidders may obtain further information from the DBM-Bids and Awards Committee (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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on January 25, 2018 from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

6. 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.
7. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. In accordance with Section 24 of R.A. No. 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 experiences of the principal and key staff, including the times when employed by other consultants (45 points);
 - ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
 - iii. Current Workload Relative to Capacity (15 points).
8. The DBM shall evaluate bids using the Quality Based Evaluation (QBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
9. The contract shall be completed within nine (9) months from receipt of Notice to Proceed subject to extension of one (1) year based on mid-term assessment by the DBM.
10. 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 R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

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: procurement@dbm.gov.ph



CLARITO ALEJANDRO D. MAGSINO
Chairperson, DBM-BAC

SECTION II. ELIGIBILITY DOCUMENTS

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CHECKLIST OF ELIGIBILITY REQUIREMENTS

I. Class "A" Documents –

Legal Documents

1. PhilGEPS Registration Certificate (Platinum Membership with Annex A)

Note: If PhilGEPS Platinum Certificate of Registration is not available or the Annex A is not updated, 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

* In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.

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 Professional Staff (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

- 1. Diploma
- 2. Certificate of Employment
- 3. Professional Certifications and/or Licenses

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.

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	<i>No further instructions.</i>
1.3	<i>No further instructions.</i>
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 contracts prior to February 6, 2018 (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: procurement@dbm.gov.ph
4.3(f)	The name of the Project is "Software Development and Maintenance."
5	The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
8.1	<p>The place of opening of eligibility documents is the same with the above-mentioned address.</p> <p>The date and time of opening of eligibility documents is February 6, 2018, 10 a.m.</p>
9.1	Similar contracts shall refer to <i>Software Development and Maintenance</i> .
9.2	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/or pass the minimum score required in the short listing, the BAC shall consider the same.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- (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 experiences of the principal and key staff, including the times when employed by other consultants (45 points);
- (ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
- (iii) Current workload relative to capacity (15 points).

The minimum score required for each criterion is, as follows:

- (i) Applicable experience of the firm or firms in a joint venture (23 points);
- (ii) Qualification of personnel (20 points); and
- (iii) Current workload relative to capacity (7 points).

Short Listing Evaluation Criteria			
Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company		45.00	23.00
I. Firm's Qualification			
II. Work Experience			
2. Qualification of Key Personnel		40.00	20.00
I. Education			
II. Work Experience			
III. Trainings Attended			
IV. Certifications			
3. Current Workload		15.00	7.00
I. Current Project Workload (on-going projects)			
II. Financial Capacity (FC): Current Asset (CA) less Current Liabilities (CL)			
Total		100.00	50.00

SECTION IV. BIDDING FORMS

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TERMS OF REFERENCE

I. PROJECT TITLE

Software Development and Maintenance

II. PROJECT BACKGROUND

The Information and Communications Technology (ICT) Systems of the Department of Budget and Management (DBM) consist of an array of application systems, distributed to the different bureaus/services/offices (B/S/Os) of DBM, other national government agencies (NGAs) and Local Government Units (LGUs) through a DBM Enterprise Network System. The DBM Application Systems have components that are absolutely mission-critical in delivering the mandate, mission, and general functions of the DBM.

The highly technical nature of development and maintenance of application systems, and the increasing scope as demanded by large-scale government reforms and agenda such as the Public and Financial Management Reforms are the decisive points for the DBM to outsource these services. The consultancy requires the highest order of technical expertise, the most fastidious of maintenance and administration, and the most relevant knowledge in technological innovations focus on aligning IT services with business needs such as Information Technology Infrastructure Library (ITIL) and other sets of effective methodologies, which would become the systematic approach to high quality IT service delivery. This documents best practices for IT Service Management that focuses on aligning IT services with the needs of the organization, and provides a common language with well-defined terms.

A strong partnership with highly equipped information and technology professionals is imperative to providing the best operational and developmental technical support among prospective clients of DBM. Through the aide of a Consultant and its assigned agents, it will be able to address all ICT-related matters encountered by the DBM in accordance with the Service Lifecycle of Service Strategy; Service Design; Service Transition; Service Operation; and Continual Service Improvement. In effect, this will improve the service delivery that is gearing towards the fulfillment of DBM mandates.

III. PREFATORY DEFINITIONS

1. *Information and Communications Technology Systems Service (ICTSS)* of the DBM is a policy defining, implementing, and administrative body responsible for ICT systems and services geared toward creating greater efficiency and effectivity for the DBM in the fulfillment of its mandate.
2. *Application Systems* pertain to all forms of operating system, database, server, system applications, and other similar software applications, and any hardware, cloud or other infrastructure necessary to the usage of the applications.

3. **Systems Enhancement** pertains to add something such as the functionality, ability, and option without necessarily altering the fundamental functions to the *existing* application systems.
4. **Process Improvements** pertain to create better solutions, customizations, and other feature-related changes to improve the performance of the system.
5. **New Developments** pertain to new initiatives that essentially need to be built from the ground up and that require most or all of the following processes: design, development, procurement, installation, testing, deployment, capacity building and training.
6. **Consultant** pertains to people who work in the information technology to help the DBM organization develop technological systems and solutions.
7. **DBM ICTSS Head** pertains to the Information and Communication Technology Systems Service (ICTSS) Director and/or ICTSS Division Chiefs.
8. **Support** generally pertains to technical assistance or break/fix services that are delivered for specific application systems of DBM.
9. **Maintenance** generally pertains to *keep* DBM application systems in good condition.

IV. OBJECTIVES

The Consultant is expected to meet the following objectives for the duration of the Project:

1. To provide full operational support in terms of the development, enhancement, improvement, and maintenance of the DBM application systems;
2. To enable the most seamless use of application systems within the DBM enterprise network system in aid of the specific functions of DBM B/S/Os;
3. To institute a proactive stance in making improvements and innovations to the DBM application systems subject to the instruction of DBM;
4. To measure the dynamic and evolving needs of the DBM in accordance with emerging trends in public service and in technological development; and,
5. To facilitate the most effective and efficient application systems-related service delivery to client agencies.

V. GENERAL PROVISIONS

A. Guiding Principles

1. Technology should follow the requirements of Information Technology Infrastructure Library (ITIL) and other sets of project management practices such as the Project Management Institute (PMI) framework and Projects in Controlled Environments (PRINCE).
2. The ultimate success of any installed software shall depend on the actual benefits it grants to DBM end-users.

The Consultant as DBM partner should continue to suggest, infuse and introduce initiatives and innovations to DBM's mission-critical applications to better serve the bureaucracy.

B. Software, Hardware, Licenses, and Subscriptions

Any third-party software, hardware, licenses, and subscriptions integral to the full functionality of the software systems, as recommended by the Consultant and approved by the DBM, shall be procured and owned by the DBM. Thus, costs for such software, hardware, licenses, and subscriptions are excluded from the amounts indicated in this ToR.

However, the Consultant shall provide its personnel with appropriate office equipment. The equipment shall include but not limited to personal computers (PCs), printers, uninterrupted power supply (UPS), development servers, and other peripherals which shall be necessary in order to fulfill the scope of work specified herein. The Consultant must also be responsible for providing its own facility with application systems programming tools, Personal Computers (PCs), and staging environment for the purpose of development, programming, testing, and staging procedures.

The Consultant must also be responsible to safeguard all sensitive information that are stored in the DBM application systems using the security functionalities in terms of, but not limited to access, viewing, printing, upload and download of documents, and granting of requests. It is also required that the information contained in all DBM application systems are confidential, privileged and only for the usage of the DBM and may not be copied, used, published or redistributed by the Consultant.

VI. SCOPE OF WORK

The following outlines the support services to be provided by the Consultant for the development, enhancement, and maintenance of the DBM's existing, newly created, and proposed new initiatives; and sub-systems, as to be determined:

1. Support and Maintenance Services for the Current DBM Applications

The Consultant shall ensure full support and maintenance to the operation of the existing DBM application systems through a transition phase unless a newly awarded Consultant that the transfer from the former software maintenance Consultant shall occur.

Mission-Critical Applications Systems:

- I. Online Submission of Budget Proposal (OSBP)
- II. Budget Preparation Management System (BPMS)
 - i. National Expenditure Program (NEP)
 - ii. Budget of Expenditures and Sources of Financing (BESF)
- III. Enhanced Government Manpower Information System (eGMIS)
 - i. Personal Services Itemization and Plantilla of Personnel (PSIPOP)
 - ii. Staffing Summary
- IV. Electronic Budget Releasing System (eBudget)
- V. Unified Reporting System (URS)
- VI. Unified Accounts Code Structure (UACS) Repository
 - i. UACS Website
- VII. eAppropriation System (eAppro)

VIII. Budget Cycle Analytics (BCA)

Internal Application Systems:

- I. Manpower Management Information System (MMIS)
 - a. Personnel Database Management System (PDBMS)
 - b. Payroll System
- II. Index of Payment Computerized System (IPCS)
- III. Property Monitoring Information System (PMIS)
- IV. Support in the maintenance of the DBM Website including the second instance for the PhilGeps when necessary

2. Application Systems Architecture, Design and Implementation

The Consultant shall undergo an assessment of the current array of DBM mission-critical internal application systems and enterprise network system. Based on the review, the Consultant, in coordination and in consultation with concerned DBM units, shall provide a recommended Systems Architecture and Design Plan that incorporates the creation of an IT development platform focused on the current and future DBM application systems.

3. Systems Enhancements

The Consultant shall undertake systematic enhancements for the DBM application systems based on the approved Application Systems Architecture and Design plan. Maintenance of existing application systems will continue until all operations, data, processes, among others, are fully and successfully migrated to new systems, and even after when necessary.

The minimum scope of planned improvements and innovations are listed herein. The schedule under which they shall be undertaken and other pertinent details shall be decided by the DBM through the *ICTSS*.

- I. **Conversion of Budget Preparation Management System (BPMS) to Web-based Application** – The Budget Preparation Management System (BPMS) is the priority system to be converted to a web-based system using Java platform. The BPMS must be capable to generate the budget proposal in the form of General Appropriations Bill (GAB). The BPMS must also have a feature to save the documents in Microsoft Excel file format.

II. **Enhancements to the Unified Reporting System (URS):**

- i. Update Dashboard
- ii. Modify User Interface to improve usability and accessibility in mobile devices and other platforms
- iii. Improve performance toward providing dedicated environment for each group of departments with automated rerouting and separate server and database for report generation
- iv. Create Admin interface for transferring data between BEDs levels
- v. Improve performance toward switching the system to micro-service architecture

- III. **Development of User Access Management System** – Provided with security and data protection policies and tools to the services to execute User Access

Management, the user access links to the human resource processes to verify the user's identity and to ensure their eligibility to the services being requested.

IV. Implement Single Sign-On Authentication Process for all DBM Web-based Applications – A user logs in any of the DBM web applications to gain access to all DBM web applications.

4. New Developments

Online Submission of Budget Proposal (OSBP) for Government Owned or Controlled Corporations (GOCCs) – The Online Submission of Budget Proposal shall cover specific needs of the GOCCs in the budget preparation phase. Out of 27 corporate budget form requirements, 14 forms are available online. The remaining budget forms subject for development includes the following:

- Form No. 700- Corporate Objectives, Priorities and Performance Measures
- Form No. 701 - Proposed Provisions
- Form No. 702-A - Schedule of Investments
- Form No. 702-B - Statement of Receivables
- Form No. 702-C - Statement of Accounts Payable to Suppliers or Trade Creditors
- Form No. 702-D Statement of Borrowings
- Form No. 703-A - Sales/Revenue Statement
- Form No. 703-B - Cost of Sales Statement
- Form No. 704-A - Comparative Cash Flow Statement for the Consolidated Public Sector Deficit
- Form No. 707 - Program Expenditure Plan
- Form No. 710 - Gender and Development (GAD) Plan and Budget
- Form No. 710-A - Annual GAD Accomplishment Report
- Form No. 711 - Climate Change Expenditures

5. Process Improvements

- I. Implementation of *Service Oriented Architecture (SOA)* across its various applications to promote interoperability, functionality sharing, and reuse, and improved integration process. This shall equip ICTSS in handling system and technology updates, versioning, and modernization.
- II. Implementation of new policies, rules, standards and pertinent changes can also be easily applied to the system.
- III. Implementation of *Business Process Modeling (BPM)* in selected process-intensive systems to visually and more descriptively document business activities, information flows, data storage, and systems of DBM for improvement of process communication and operational efficiencies. This shall enable the ICTSS to easily view, assess and track the business activities and the corresponding information needed in executing the aforementioned activities.
- IV. Interface with the *Budget Treasury and Management System (BTMS)* of existing relevant applications. BTMS maintains the scope and functionality of Integrated Financial Management Information System (IFMIS). The relevant processes,

system modules, and external interfaces originally planned for IFMIS shall be covered to new developments for relevant systems once BTMS is implemented.

- V. **Implementation of *Budget Cycle Analytics (BCA) Business Intelligence Solution.***
The BCA capitalizes on the benefits and completeness of the information provided by the Unified Accounts Code Structure (UACS) during the Budget Preparation, Legislation, Execution and Accountability, empowering DBM with an analytics tool for better financial and physical analysis and decision making.
- VI. Conduct regular software performance audit of the automated log of software performance, usage data on specific features, logging and resolution of issues, and other relevant areas.

6. Other Services

I. Information Technology Consulting

The Consultant shall assist the DBM in evaluating and incorporating the latest technologies available as possible to ensure that all DBM application systems are flexible and future proof. The Consultant shall also provide recommendations and create a migration plan to help the DBM in the enablement of the following areas such as the Business Process Management (BPM), Service Oriented Architecture (SOA), Budget Cycle Analytics (BCA) and Cloud technologies.

II. Preventive Maintenance and Troubleshooting

The Consultant shall exert all efforts against any issue arising from the DBM application systems, its access, and usage. In the event that problems are encountered, the Consultant commits to vigilance and urgency in their resolution. Remedial measures shall be undertaken by the Consultant in a timely manner in accordance with the Risk Management Plan, Communication Plan/Escalation Procedures or as maybe agreed upon during the Kick-off.

III. Usage Optimization

The Consultant shall work and coordinate with concerned DBM B/S/Os in facilitating the value and the use of all the relevant features of the DBM application systems. The Consultant shall propose a program encompassing seminars/workshops/trainings that will empower the DBM personnel in understanding the systems in light of the organization's fiscal management policies and strategies.

IV. Process Documentation

The Consultant shall adopt a detailed and transparent routine of documenting methodologies, issues, solutions, best practices, and other information that will be critical prospective educational and instructional media. A careful documentation as required by the ICTSS shall be turned over to the latter at the end of every twelve-month (12) period and as necessitated by circumstances.

V. Training Assistance

The Consultant shall extend support in technology appreciation and facilitation of training to be conducted by ICTSS for all DBM client agencies to enable the latter

to maximize the use of fiscal management and budgetary reforms related applications.

VI. Risk Management and Business Continuity Plan

The Consultant shall prepare and institute contingency measures against critical issues that may hamper or hinder the use of the DBM application system. In this wise, backup systems to ensure business continuity are vital. Immediate restoration to full serviceability when so required is a priority.

VII. Application Support for Regional Offices and Other System Users

The Consultant shall provide full support to all existing applications systems catering to DBM Central and Regional Office users and other agencies, as well as application systems to be developed and implemented during the duration of the contract. This includes, but not limited to, guiding the users through specific application functionalities, granting user access, logging and resolving reported bugs or enhancements.

VIII. Software Operability Guarantee

All web-based system shall undergo Vulnerability Assessment (VA Testing) to ensure that all security loopholes have been addressed before deployment. This includes existing systems that don't undergo VA Testing.

IX. Software Partner

The Consultant, as DBM partner, shall take responsibility for all the processes related to the support, maintenance, and development of the DBM application systems so as to enable and aid the DBM B/S/Os in the fulfillment of its mandate and functions. The Consultant shall also ensure a seamless and effective coordination among the B/S/Os in charge of championing the application systems.

VII. SERVICE REQUIREMENTS

1. Consultant Qualifications

Based on the succeeding enumeration of the current DBM application systems indicative enhancements, improvements and innovations, the Consultant must possess extensive experience and a strong track record showing consistent versatility and reliability in inheriting, reconfiguring, improving, developing, implementing, auditing, documenting, and capacity building for similar systems.

In light of the foregoing, the Consultant must fulfill the following qualifications:

- Must be in the operation of providing ICT services as system integrator and/or software maintenance provider and developer for the last ten (10) years;
- Must have undertaken ICT systems projects with the Philippine Government in the last five (5) years specifically as follows:
 - Software development and deployment, and system support and maintenance of web- and network-based applications; and,
 - Processes related to public financial management (fiscal management, budgeting, payroll, accounting, and other similar processes).

The Consultant shall provide one (1) off-site subject matter expert with credentials on matters relating to software development and maintenance which are beyond or can complement the technical knowledge of those assigned to the DBM. However, this will not be considered as organic to the team composition for DBM.

2. Consultant Requirements

The Consultant must provide a proposal that shall describe and elaborate on their offering based on all requirements enumerated herein. Personnel of the Consultant assigned to the DBM shall be approved by the ICTSS.

In anticipation of instances of inability by the personnel originally assigned to deliver services as required, the Consultant shall be responsible to provide specific pre-identified and pre-approved substitutes with at least similar qualifications, who shall replace those originally assigned without any disruption in the operations and development. The Consultant shall inform the DBM within a prescribed period of not more than fifteen (15) calendar days after receipt of information for instances wherein any member of the team has tendered resignation. The Consultant shall also propose a replacement at a prescribed period of fifteen (15) calendar days for each required position to be vacated, and provide DBM with the necessary documents for assessment and approval. Once the contract has been awarded, no replacement shall be allowed by the Head of Procuring Entity (HOPE) until after 50% of the personnel's man-months have been served, except for justifiable reasons. In addition, these personnel may only be changed upon prior approval of the ICTSS for such replacement and suitable substitutes.

Assigned 27 personnel who shall be deployed within the area controlled by DBM are required to adhere and comply to DBM administrative policies and process for monitoring attendance (time-in and out on Bundy, blotter, and/or biometric systems) as defined by the Human Resources Development Division of the DBM.

3. Team Composition

The Consultant shall provide a team composed of one (1) Operations Manager who acts as oversight to the following groups: Business/Systems, Applications, Quality Assurance, Documentation, and Operations. The Consultant shall be evaluated based on the following:

3.1 Operations Manager

General functions include designing and delivering support and service solutions in line with ITIL and/or industry best practice; monitoring the effectiveness of the team against Service Level Agreement (SLA), driving through change as needed to deliver continual service improvement; ensuring operational procedures and practices are well defined, documented and consistently applied; ensuring team groups are skilled, trained and developed to enable them to deliver high-quality performance; identifying and implementing change within the team to ensure taking new service offerings; and, preparing monthly reports and supporting documents to the monthly recurring charges.

3.2 Application Support Analyst – Business/Systems and Documentation Group

General functions include ensuring the needs of end-users and business process owners are translated into requirements, specifications, and use-cases for the developers to be able to produce the desired software and applications; preliminary user testing; and, responsible for documentation and updating of the DBM systems, document security, assigning access, and qualifying documents as requested by the DBM.

3.3 Quality Assurance Analyst – Quality Assurance Group

General functions include 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 solution works as expected; ensuring that every phase and feature of the software solution is tested, and that any potential issue is identified and fixed before the system goes live.

3.4 Developer – Applications Group

The Developers are composed of seven (7) Senior Developers (6–Java and 1–Power Builder) and ten (10) Mid-Level Developers. General functions include end-user support; continuing enhancements implementation; initiate defect correction measures to solve the problem of the Application detected through the established Helpdesk; conduct training sessions and orientation as needed including knowledge and technology transfer and also provide necessary documentations.

3.5 Database Administrator – Applications and Documentation Group

General functions include regular applications and database server administration; installing and maintaining database management software; perform upgrades and data migration; manage Oracle Automatic Storage management; apply one-off patches, patch set, and critical patch updates; backup and recovery; monitoring, maintaining and managing space usage within the database and related resources; documenting procedures, troubleshooting, disaster recovery, standard procedures, database design and other database related documentations. The Database Administrator shall also provide adhoc query using back-end environment.

3.6 Operations Specialist – Operations Group

The Operations Specialists shall be responsible for evaluating, validating, and monitoring the service requests forwarded by the 1st level of support (Helpdesk Management Service) to the target software support type using a customer support system tool in accordance with the SLA until requests are resolved.

Position	Requirements	Time
Operations Manager (1 Person)	a. Minimum of ten (10) years' IT experience inclusive of five (5) years' experience in support, maintenance, development	Flexible schedule from Monday to Friday on a full-time basis at least eight (8) hours a day on a flexible time schedule

Position	Requirements	Time
	<p>and deployment of complex mission-critical applications relating to software development particularly in budgeting, accounting, financial management applications and accounting patterns.</p> <p>b. Certification in Information Technology Infrastructure Library (ITIL) or any globally accepted project management certification.</p> <p>c. Experience in e-Government application development, project management, human resource and service management based on best practices and industry standards.</p> <p>d. Highly efficient in preparing reports, technical and business communication writing, and articulate in oral communication.</p> <p>e. Must be a graduate of a Bachelor's Degree in Information Technology, Computer Science, Business Administration, or any degree course with comprehensive IT-related training and work experience. Master's Degree is an advantage.</p>	<p>starting from 7:00 AM but not later than 9:00 AM and available during the set meetings. Must be on-call 365x24.</p>

<p>Application Support Analyst (4 Persons)</p>	<p>a. Minimum of five (5) years' IT experience inclusive of three (3) years' experience in business and systems analysis and design related to budget, accounting, financial management application, accounting patterns and e-Government applications.</p> <p>b. Acquired foundation in Information Technology Infrastructure Library (ITIL) or any globally accepted project management certification.</p> <p>c. Background in performing preliminary user testing for related applications and systems.</p> <p>d. Strong system documentation and business communication skills.</p> <p>e. Must be a graduate of a Bachelor's Degree in Information Technology, Computer Science, Business Administration, or any degree course with IT-related background and training.</p>	<p>Available on-premise from Monday to Friday on a full-time basis at least eight (8) hours a day on a flexible time schedule starting from 7:00 AM but not later than 9:00 AM.</p>
<p>Quality Assurance Analyst (2 Persons)</p>	<p>a. Minimum of two (2) years' experience in Quality Management Software and Processes.</p> <p>b. Expertise in testing multiple IT systems relating to budget, accounting, and financial management.</p> <p>c. Ability to understand and create clear, concise and detail-oriented test plans/cases from</p>	<p>Available on-premise from Monday to Friday on a full-time basis at least eight (8) hours a day on a flexible schedule starting from 7:00 AM but not later than 9:00 AM and must be on-call 365x24.</p>

	<p>specifications or verbal communications.</p> <p>d. Must be a graduate of a Bachelor's Degree in Information Technology, Computer Science, Business Administration, or any degree course with IT-related background and training.</p>	
<p>Developer (17 Persons)</p> <p><i>7 Senior (6-Java, 1-Power Builder)</i></p> <p><i>10 Mid-Level (With Knowledge on Basic SQL using Oracle, PHP web components and .NET Framework)</i></p>	<p>a. Minimum of three (3) years' experience in computer programming, maintenance, and enhancement of IT systems.</p> <p>b. Must be a graduate of a Bachelor's Degree in Information Technology, Computer Science or any degree course with IT-related background and training.</p> <p>c. Each individual must have any of the following technical trainings as a requirement. Other equivalent trainings are accepted:</p> <ul style="list-style-type: none"> - Basic SQL using Oracle - PHP web components - Java - .NET Framework - Powerbuilder (preferably not lower than PB 9) 	<p>Available on-premise from Monday to Friday on a full-time basis at least eight (8) hours a day on a flexible time schedule starting from 7:00 AM but not later than 9:00 AM. Shifting schedule (7:00 AM-4:00 PM and 1:00 PM-10:00 PM) may be allowed during peak season, particularly during the budget preparation period.</p>
<p>Database Administrator (1 Person)</p>	<p>a. Minimum of six (6) years' IT experience inclusive of three (3) years' experience as Database Administrator.</p> <p>b. Must be an Oracle Certified Professional/Expert (OCP).</p>	<p>Available on-premise from Monday to Friday on a full-time basis at least eight (8) hours a day on a flexible schedule starting from 7:00 AM but not later than 9:00 AM and must be on-call 365x24.</p>

	<p>c. Preferably knowledgeable on RedHat Linux or any equivalent.</p> <p>d. Must be a graduate of a Bachelor's Degree in Information Technology, Computer Science, or any degree course with IT-related background and training.</p>	
<p>Operations Specialist (2 Persons)</p>	<p>a. Minimum of six (6) months experience in monitoring applications through application performance and security tools.</p> <p>b. Working knowledge of Helpdesk software and remote computer.</p> <p>c. Strong client-facing and communications skills</p> <p>d. Advanced troubleshooting and multi-tasking skills.</p> <p>e. Customer service orientation</p> <p>f. Degree holder of BS in Information Technology, Computer Science or any degree course with IT-related background and training.</p>	<p>Available on-premise from Monday to Friday on full-time basis with shifting schedules (7:00 AM-4:00 PM and 11:00 AM-8:00 PM).</p>

4. Working Condition

The Consultant shall provide on-site primary end-user application services for all DBM systems during weekdays between 7:00 AM to 6:00 PM. This shall also include on-call availability twenty-four (24) hours a day, seven (7) days a week for mission critical needs such as application/database fortification, troubleshooting, and recovery and other urgent first level end-user assistance.

5. Documentations and Reports

5.1 Inception Report

The Consultant shall conduct initial assessment/inception activities upon commencement of the Project with the support and participation of the ICTSS project team. The report shall be submitted to DBM by the end of the first month of start of the Project in which the report shall be signed by the representatives of both parties. The initial assessment shall include but not

limited to compiling all pending issues, user-reported bugs, user-requested enhancements, detailed testing of the functionalities of the Applications and the performance of the existing application and database servers.

The following are documentations included in the inception that are subject for changes/updates when necessary and/or as upon the demand of the DBM. The updated inception report must be submitted to the ICTSS Head at the end of every year:

- Change Request Procedure
The Consultant shall establish a Team to handle change request, and the corresponding Change Request Procedure for the escalation of out of scope work and its ensuing prioritization.
- Risk Management Plan
At the beginning of the engagement, the Consultant, along with the ICTSS, shall create a master document logging the possible issues and risks that the Project may face in terms of scope, schedule, budget, policies, and organizational goals, among others. This should be updated monthly with the equivalent mitigation measures.
- Business Continuity Plan
The Consultant shall prepare and institute contingency measures against critical issues that may hinder any of the application in the DBM application systems, their access, and usage.
- Rationalized Software Access Plan
The Consultant shall implement a Software Access Plan as provided by pertinent DBM units for varying levels of access to the different DBM application systems.
- Application Systems Architecture and Design Plan
This includes the program codes and logical framework for each of the application systems. The Consultant shall create the DBM domain model, and the supporting conceptual diagram for the DBM Software Ecosystem that supports the reality of the structures, modules, behaviors, and interfaces of the application systems.
- Software Improvement Roadmap
The Consultant shall coordinate with the pertinent DBM units in mapping out strategically the IT roadmap for the development of a platform and improvement of the DBM application systems. Any input such as comments and suggestions taken from the DBM Feedback System shall be used as basis for the improvement of all DBM applications.

The following are other documentations that are subject for changes/updates when necessary and/or as upon the demand of the DBM. The updated systems documentations must be submitted to the ICTSS Head at the end of every year:

5.2 Deployment Guide

The guide shall encompass information regarding the process on deployment, configuration, and administration of the DBM application systems at the system administrator level.

5.3 Software Installation Guide

The Consultant shall document the instructions and required files and/or patches for the installation of the application systems.

5.4 User Manuals

The Consultant shall produce user guides to cover written and illustrative instructions on the usage and basic troubleshooting of the systems for ease-of-use of the end-users.

5.5 System Manuals

The Consultant shall produce system guides to cover written and illustrative instructions on the usage of the application systems in accordance with the system functionalities.

5.6 Source Codes

The Consultant shall submit the source codes after every development or change has been made to the ICTSS Head.

5.7 Multi-User Testing

For all web-based system, a multi-user testing report shall be submitted to determine the response time for certain number of users. It can be used as an input for performance improvement.

VIII. DURATION

The Consultant shall be engaged for a period of twenty-one (21) months, provided that the ICTSS has issued a favorable mid-term performance evaluation is subject to criteria as to be agreed upon during the inception/ kick-off for the services rendered by the Consultant. Otherwise, the engagement shall only be for a period of nine (9) months.

IX. PAYMENT TERMS

The Consultant shall bill DBM at every 7th working day of succeeding month covering the regular support services of every previous month. All such billings shall be duly supported by documents as agreed upon by both parties during the discussion for the Inception Report. The DBM shall pay the Consultant within fifteen (15) working days upon receipt of the monthly billing and the status of works/activities within the period.

X. PROPOSED BUDGET

The total proposed contract price for a period of twenty-one (21) months is **Php 69,000,000.00** inclusive of applicable taxes. The total amount includes the first year (Php 31,000,000.00 for 9 months) and second year (Php 38,000,000.00 for 12 months) budget.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[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 Software Development and Maintenance, *[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/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within ten (10) years immediately preceding December 31, 2017.
- b) Completed contract:
 - (i) Similar contract shall refer to Software Development and Maintenance.
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term.
This shall not be a basis for disqualification.

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

Business Name: _____

Business Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

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 bid) prior to February 6, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

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 Software Development and Maintenance, 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/is the proposed Personnel:

Name of Proposed Personnel	Proposed Position	Nationality	Proof of Identification
1.	Operations Manager	Filipino	
2.	Application Support Analyst	Filipino	
3.	Application Support Analyst	Filipino	
4.	Application Support Analyst	Filipino	
5.	Application Support Analyst	Filipino	
6.	Quality Assurance Analyst	Filipino	
7.	Quality Assurance Analyst	Filipino	
8.	Developer (Senior - Java)	Filipino	
9.	Developer (Senior - Java)	Filipino	
10.	Developer (Senior - Java)	Filipino	
11.	Developer (Senior - Java)	Filipino	
12.	Developer (Senior - Java)	Filipino	
13.	Developer (Senior - Java)	Filipino	

14.	Developer (Senior - Powerbuilder)	Filipino	
15.	Developer (Mid)	Filipino	
16.	Developer (Mid)	Filipino	
17.	Developer (Mid)	Filipino	
18.	Developer (Mid)	Filipino	
19.	Developer (Mid)	Filipino	
20.	Developer (Mid)	Filipino	
21.	Developer (Mid)	Filipino	
22.	Developer (Mid)	Filipino	
23.	Developer (Mid)	Filipino	
24.	Developer (Mid)	Filipino	
25.	Database Administrator	Filipino	
26.	Operation Specialist	Filipino	
27.	Operation Specialist	Filipino	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es* ____); 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)

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:

Personal Information

Name of Staff

Address	Contact No.	Email Address
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Date of Birth		Citizenship	Civil Status
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Work Experience *(start from the current employment)*

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

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

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

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: _____

Republic of the Philippines



Government Procurement Policy Board