



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2

This SBB No. 2 dated November 28, 2023 for **Project ID No. DBM-2024-03, “Managed Services for the Development of Microservices for the Budget and Management of the Department of Budget and Management (DBM),”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS																																																		
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	is resolved by the CONTRACTOR to the satisfaction of the DBM.	
Systems Administration	Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four (4) hours after it was reported at Help Desk Facility.	xxx
xxx		

	is resolved by the SERVICE PROVIDER to the satisfaction of the DBM. THE CREATED PLATFORMS MENTIONED ABOVE WITHIN FOUR (4) HOURS UPON RECEIPT IN THE HELPDESK FACILITY OR A SIMILAR MECHANISM, DURING THE PROJECT PERIOD. THE SERVICE PROVIDER SHALL RESOLVE THE REPORTED ISSUES TO THE SATISFACTION OF THE DBM.	
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11. Confidentiality of Data and Ownership of Source Code

xxx

xxx

11.3. The Service Provider agrees to hold all the foregoing information in strict confidence. The contractor shall not reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.

Section VIII. Appendices

a) **Description of Services**

11. Confidentiality of Data and Ownership of Source Code

xxx

xxx

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Section VIII. Appendices (REVISED)

a) **I. Description of Services**

XXX
b) Reporting Requirements
XXX
c) Key Personnel and Subconsultants
XXX
d) Breakdown of Contract Price
XXX
e) Services and Facilities Provided by the Client
XXX
f) Consultant's Representations Regarding Costs and Charges
XXX

XXX
b) II. Reporting Requirements
XXX
c) III. Key Personnel and Subconsultants
XXX
d) IV. Breakdown of Contract Price
XXX
e) V. Services and Facilities Provided by the Client
XXX
f) VI. Consultant's Representations Regarding Costs and Charges
XXX

TPF 8. Activity (Work) Schedule												
	<i>Month</i>											
	1	2	3	4	5	6	7	8	9	10	11	12
	s	n	r	t	t	t	t	t	t	t	t	t
	t	d	d	h	h	h	h	h	h	h	h	h
Activity (Work)												
<i>*to be provided by the Bidder, this should be consistent with the Terms of Reference (TOR)</i>												

TPF 8. Activity (Work) Schedule (REVISED)												
	<i>Month</i>											
	1	2	3	4	5	6	7	8	9	10	11	12
	s	n	r	t	t	t	t	t	t	t	t	t
	t	d	d	h	h	h	h	h	h	h	h	h
Activity (Work)												
<i>*to be provided by the Bidder, this should be consistent with the Terms of Reference (TOR)</i>												
FIRST TRANCHE												
SECOND TRANCHE												
THIRD TRANCHE												

<u>CHECKLIST OF REQUIREMENTS OR THE TECHNICAL AND FINANCIAL PROPOSAL</u>
XXX

<u>CHECKLIST OF REQUIREMENTS OR THE TECHNICAL AND FINANCIAL PROPOSAL (REVISED)</u>
XXX

<input type="checkbox"/> 10. Bid Security as described in ITB clause 15 (see TPF 10 for bid securing declaration form)	<input type="checkbox"/> 10. Bid Security as described in ITB clause 15 (see TPF 10 for bid securing declaration form SEE BID SECURING DECLARATION FORM) <input type="checkbox"/> 11. TPF 12. STATEMENT OF THE CONSULTANT'S NATIONALITY
<p>Queries:</p> <ol style="list-style-type: none"> 1. Are we going to resubmit the same files submitted during the pre-qual? (CVs, Omnibus etc.) 2. Appendices I-V are not included in the bid docs, can we get a copy? 3. Item 10 of the Section IV. General Conditions of the Contract states that "each Party shall give due consideration to any proposal for modification made by the other Party". Does it mean it is still possible to request for modification in the SOW during the project implementation proper/requirements gathering session? 4. Can we move the End-User Training, User Acceptance Testing (UAT) for functional and non-functional requirement, and deployment to 3rd Tranche since it has four (4) months timing instead of having this in the delivery phase to give more time for deployment? 5. These items are out of scope: <ol style="list-style-type: none"> a. Data Migration b. Source Code Turn-Over 	<p>Clarifications:</p> <ol style="list-style-type: none"> 1. Yes. Please see the requirements needed as enumerated in the Checklist of Requirements for the Technical and Financial Proposal (<i>Revised</i>). 2. Please refer to the Section VIII. Appendices, as renumbered. 3. The scope of work that can be modified during the implementation of the Project will be related to the development sprints based on the user stories and/or epics resulting from the design thinking workshops and requirements gathering sessions. 4. Please note that the End-User Training is already in the 3rd Tranche. However, for the UAT and deployment we will retain the same in the 2nd Tranche to have more time for actions if there are any changes that need to be considered in the development sprints. 5. Below are our comments/clarifications: <ol style="list-style-type: none"> a. Please see Section VI. Terms of Reference (<i>Revised</i>). We will retain the milestone provided in the bidding documents because it is part of the contract deliverable and development lifecycle. However, may we be clarified that in this deliverable on data migration, we would just be needing the assistance from the service provider in providing the templates and in determining the optimal strategy for data migration. The actual process of data migration will be handled by the DBM. b. The provision on the source code turnover as indicated in Section VI. Terms of Reference (<i>Revised</i>) will be retained as a generic provision to cover this requirement.

<p>6. In Item 9.0 of the Section VI. Terms of Reference (TOR), we propose the modifications on the following items?</p> <p>a. Removal of Systems Administration</p> <p>Administration for the Systems Database, Network and Back-up should be managed by DBM Team Or Technology Vendor for data privacy and security purposes. Project Team can help assist in identifying and raising possible concerns that may arise relating to the development of the application.</p> <p>If assistance will be required, we can possibly add this as part of the SOW and not in the SLA which has corresponding penalty for every delay.</p> <p>b. Removal of Provision of System Back-up</p> <p>The existing platforms (Appian/OS) are owned by DBM that will be used in the development of the application. The platforms are PAAS which has its own backup and restore services. The bid is focus on providing services in application development and not on the Platform backup and support since this should be covered by the Technology Vendor.</p> <p>If assistance to communicate with the technology vendor will be required, we can possibly add this as part of the SOW and not in the SLA which has corresponding penalty for every delay.</p> <p>c. In the Technical Support, removal of Problem resolution on hardware components</p> <p>DBM Platforms (Appian/OS) is a PAAS which has support coverage on the hardware and availability of the servers. This category must fall in the platform support and not Services</p>	<p>6. Below are the clarifications on the proposed modifications:</p> <p>a. The corresponding SLA provision have been modified through Section VI. Terms of Reference (<i>Revised</i>).</p> <p>b. The provision on system back-up is retained since this will be performed by the Consultant as part of the handholding and transition to enable the DBM to handle these areas after the project.</p> <p>c. The corresponding SLA provision have been modified through Section VI. Terms of Reference (<i>Revised</i>).</p>
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d. In the Technical Support, changing the "Resolution time" to "Response Time" on Software Bug Fixing/Resolution

We can't guarantee the 4hrs resolution time - it will depend on the complexity of the concern/bugs to solve and other possible dependencies that may arise along the way that is beyond our control (ex. downtime on database server, platform, availability of business users etc.)

7. In Technical Proposal Form (TPF) No. 5,

- a. What is the delineation between Technical and Support Staffs? Can we place the Network and Security Admin as part of the Support Staffs? or all resources should be in the Technical Staff table?
- b. Can we provide our own tasks definition per position? or should we just copy the tasks in the resource eligibility section?

8. In TPF No. 7, can we just provide high-level time schedule based on the Project Milestone/Payment Terms per resource since the detailed activities will only be discussed during the Requirements Gathering/Validation session with users?

9. Is the Firm required to submit TPF Nos. 6 and 12 even though the same personnel shall be nominated?

10. For TPFs 6, 9, and 12, as they have been submitted initially during the eligibility documents submission, can we resubmit the same notarized document? If resubmission is allowed, will a photocopy of the said document suffice as the embossed notarization stamp is no longer visible?

d. The corresponding SLA provision have been modified through Section VI. Terms of Reference (*Revised*).

7. Below are our comments/clarifications:

- a. No. All of the resources should be included under the Technical/Managerial Staff. Items to be included under the Support Staff shall refer to additional resources that will be provided by the Consultant. Inclusion thereof shall not incur additional cost from the DBM.
- b. Please use the tasks indicated under Annex A.1 "Qualification and Responsibilities of the Personnel to be Deployed for the Project" of the Section VI. Terms of Reference.

8. You may indicate the time schedule of the eight (8) personnel to be deployed for the project based on the activities mentioned in TPF No. 8 and consistent with the milestones provided in the Item 8.0 of Section VI. Terms of Reference.

9. Yes, as required in the Checklist of Requirements for the Technical and Financial Proposal.

10. Yes. Item 4.2. (f), Consultant's Responsibilities, of Section II. Instructions to Bidders of the Bidding Documents for the Project provides that the Consultant is responsible for "ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct." Further, it must be consistent with the other documents

11. How to accomplish the Financial Proposal Forms (FPF)?

12. On FPF 5. Reimbursable per Activity and FPF 6. Miscellaneous Expenses, Are these still needed or optional only? Or this will be part of the Project Reports once on-going. If yes, what's the possible values?

13. May we request to relax the following items:

- a. Number of experience and skillsets to ANY, instead of ALL requirements;
- b. For Agile Tech Lead to consider the total years of experience doing Project Management and experience in managing low-code projects, instead of the Scrum Certification;
- c. For Developers (Front-End, Back-End, API) to lessen the years of experience to 2yrs+ with certifications on Appian or Outsystems?

11. The FPF forms are connected with the activities mentioned in TPF No. 8 consistent with the milestones provided in the Terms of Reference. Thus, each FPF Nos. 3, 4 5, 6 shall have the **same number of activities** as mentioned in TPF No. 8. Please note the following reminders:

- a. FPF Nos. 3, 4, 5, and 6 shall be net of taxes.
- b. FPF No. 3 is a summary of FPF Nos. 4, 5 and 6 per activity.
- c. FPF No. 2 is a summary of all activities mentioned in FPF No. 3 and shall add applicable taxes.
- d. The amount mentioned in FPF No. 1 should be equivalent to FPF No. 2.

12. Yes, FPFs 5 and 6 still need to be submitted. If the items are not applicable, just indicate "Not Applicable" in the fields on the form. Please note that the non-submission of any TPFs and FPFs, even if "not applicable", will be a ground for disqualification of your bid.

13. The shortlisted consultants must have raised their requests for relaxation as early as the Meeting on the Eligibility Documents. It may be mentioned that during the said meeting, there were two (2) prospective bidders/interested consultants who attended the meeting on the eligibility documents.

The relaxation of minimum requirements at this juncture will defeat the Procurement Principle of Competitiveness and will be unfair to the other prospective bidders/interested consultants who were unable to participate in the bidding due to the minimum requirements required.

It is suggested that the shortlisted consultant change the personnel who can meet the minimum requirements under Annex A.1 "Qualification and Responsibilities of the Personnel to be Deployed for the Project" of Section VI. Terms of Reference.

<p>14. Can the Firm propose more than one (1) key personnel for each required position?</p>	<p>14. No. Based on Section II. Instruction to Bidders: “(d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.”</p>
	<p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> <u>1. Section VI. Terms of Reference (Revised)</u> <u>2. TPF 8. Activity (Work) Schedule (Revised)</u> <p><u>Attached for Guidance of the Bidders is the Checklist of the Requirements for the Technical and Financial Proposal (Revised)</u></p>

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 5, 2023 right after the opening of bids.
- For guidance and information of all concerned.

GODDES HOPE O. LIBIRAN

Undersecretary

Chairperson, DBM-BAC

Section VI. Terms of Reference (Revised)

1. Project Title

Managed Services for the Development of Microservices for the Budget and Management of the Department of Budget and Management (DBM).

2. Objective

This project aims to optimize budget management functions through the development of data-driven dashboards, real-time systems, monitoring tools, and data analytics that will enable oversight agencies, especially DBM, to make informed decisions in the various phases of the budget cycle.

3. Duration of the Contract

The Contract Period for the project is twelve (12) months upon the issuance of the Notice to Proceed (NTP).

4. Scope of Work

The Service Provider shall undertake the following:

4.1 Analysis of Existing Budget Management Systems,

4.1.1 Shall conduct a comprehensive Analysis of the existing systems specifically the following:

- **Budget Preparation** – Online Submission of Budget Proposal System (OSBP), Budget Preparation Management System (BPMS) and Government Manpower Information System (GMIS)
- **Budget Legislation** – e-Appropriation
- **Budget Execution** – eBudget
- **Budget Accountability** - Unified Reporting System (URS)

4.1.2 Must identify strengths, weaknesses, and areas for improvement.

4.1.3 Improvement of the systems must be readily available for seamless data exchange between other systems for an Application Programming Interface (API).

4.1.4 Propose system enhancements based on the assessment findings and stakeholder requirements.

4.1.5 Prioritize enhancements that improve data accuracy, reporting capabilities, and user experience.

4.2 Conduct of Design Thinking Workshops

4.2.1 Conduct design thinking workshops to understand the budget management cycle based on the user perspective.

4.2.2 Must document the output of the design thinking workshops and identify the following:

- 4.2.2.1 Pain points, gaps and opportunities for improvement.
- 4.2.2.2 Propose enhancements based on the assessment findings and stakeholder requirements.
- 4.2.3 The number of design thinking workshops will depend on the needs as determined by the service provider and the DBM.

4.3 Development of Flexible Reporting Dashboard for National Expenditure Program (NEP), Government-owned and Controlled Corporation (GOCC) and Budget of Expenditures and Sources of Financing (BESF)

- 4.3.1 Must collaborate with stakeholders to gather and document detailed requirements for the reporting dashboard
- 4.3.2 Design a user-friendly interface for the reporting dashboard
- 4.3.3 Develop a customizable widgets and visualization of the components
- 4.3.4 Must secure and implement data integration and connection to relevant databases
- 4.3.5 Flexible framework for users to customize the layout, content and appearance of the dashboards
- 4.3.6 Must be able to produce interactive and accurate visual reports showcasing spending patterns, income trends, and goal progress that can provide insights and recommendations based on data analysis
- 4.3.7 Shall incorporate data analysis and visualization tools to provide accurate and meaning reporting insights
- 4.3.8 Ensure testing, functionality, security and performance prior to the deployment of the dashboard
- 4.3.9 The DBM shall provide the menu of the functionalities of the Dashboards to be developed under the contract.

4.4 System Interoperability

- 4.4.1 Develop a roadmap for enhancing interoperability between legacy systems to newer technologies and define data exchange standards and protocols
- 4.4.2 Solution must be ready for an Application Programming Interface (API) to integrate and ensure data synchronization.

4.5 Technical Requirements

- 4.5.1 Must be able to integrate and pull information from DBM Oracle 19C Database.
- 4.5.2 Must be able to apply business rules to form or field validations.
- 4.5.3 Must be able to generate complex reports with complex logic and multiple data sources.
- 4.5.4 Must be able to generate reports in PDF format
- 4.5.5 Must have a facility to configure the approval routing.
- 4.5.6 Must have versioning capabilities for report generation
- 4.5.7 Must have a facility for data and document retention policy for five (5) years before archiving.
- 4.5.8 Must be able to implement security standards to secure data.

- 4.5.9 Must have a secure connectivity (ex. API keys, JWT, tokenization etc.) to systems which requires integration.
- 4.5.10 Must be able to leverage data fabric approach in centralizing and unifying data from multiple sources.

4.6 Solution Requirements

The service provider should be able to provide fixes on bugs on all pertinent configurations, systems, and applications within the contract period.

4.7 Training, Knowledge Transfer and Turnover of Source Code

- 4.7.1 Provide detailed training to end-users and administrators on changes and enhancements.
- 4.7.2 Comprehensive documentation covering system functionalities, API management, and basic to complex troubleshooting.
- 4.7.3 Submission of Product and User Manuals, Documentation, Training Report/s on the deployment and progress of Budget Management.
- 4.7.4 Conduct of Trainings among the stakeholders, namely, oversight agencies, NGAs, GOCCs on the Budget Management.
- 4.7.5 Knowledge transfer and turnover of source codes of the Budget Management to the Department of Budget and Management (DBM) after testing and acceptance.

5. Qualification Requirements

The managed services for the microservices of the Budget and Management for the DBM shall be undertaken by a reputable Information Technology (IT) Firm. The firm, shall have the following qualifications:

- 5.1** Must be in the Information Technology (IT) Industry or Consulting business for at least ten (10) years based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) and/or TPF 10. *Statement of All Government and Private Contracts Completed which are Similar in Nature;*

Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) will be submitted during shortlisting.

- 5.2** Must have received at least five (5) firm performance or technology-related awards and/or recognitions from FY 2000 to 2023 based on certifications validated and authenticated by the recognized body;

Note: Proof/s of awards and/or recognitions will be submitted during shortlisting.

- 5.3** Must have at least one hundred (100) practicing technical IT professionals based on certified Human Resource documents;

Note: A certification from the firm's human resource unit shall be submitted during the shortlisting.

- 5.4** The service provider shall mobilize/ deploy the following eight (8) personnel for the project within the Philippines based on the qualifications itemized in Annex A.1:

No.	Resource	Resource Count
1	Technical Lead	1
2	Agile Technical Lead	1
3	API Developer	1
4	Front End Developer	1
5	Back End Developer	1
6	QA Tester	1
7	Network Administrator	1
8	Security Administrator	1

6. Obligations of the Service Provider

- 6.1** The Service Provider shall conform strictly with the terms and conditions of this Terms of Reference and report directly to the Office of the Functional Group Head of the ICT Group / Chief Information Officer (OCIO) of DBM.
- 6.2** Deployment of personnel for the project should either be onsite or offsite. Three (3) personnel are required to report onsite namely Technical Lead, Agile Lead, and Tester from 8:00 AM to 5:00 PM (weekdays). All personnel that are off-site should be available from 8:00 AM - 5:00 PM (weekdays), unless there is a need to accomplish in the DBM office.
- 6.3** Equipment, such as laptops and other peripherals should be provided by the Service Provider.
- 6.4** Timeline and deployment process to on-board resources should not be more than fourteen (14) calendar days after the receipt of the NTP.
- 6.5** Replacement of personnel due to resignation or separation from the firm should not be more than thirty (30) calendar days.
- 6.6** The Service Provider shall submit a Project Management Plan based on approval of the Inception Reports, provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.

7. Obligations of the Procuring Entity

- 7.1** The DBM shall provide the necessary resources for the personnel to be deployed, which shall include workstations, internet connection, utilities, office access, repository access, admin access, and database access as may be necessary to perform the deliverables for the project.
- 7.2** The DBM shall be responsible for regular activities using the agile methodology approach such as scrum, daily huddles, and sprint planning to ensure timely and quality accomplishment of deliverables.
- 7.3** The DBM shall orient the personnel on the DBM’s policies, procedures, and work assignment.

8. Terms of Payment and Milestone

The schedule of payment shall be based on the following milestones:

Milestone			
Project Activity/ Detailed Activities	Deliverables	Amount to be paid (% of Total Project Cost)	Date of Submission of Deliverables
<p>First Tranche</p> <p>Project Plan Documents and Kick-Off</p>	<p>Inception Report</p> <ul style="list-style-type: none"> ● Project Charter ● Project Management Plan ● Risk Management and Business Continuity Plan ● Change Management Plan ● Project Gantt Chart and Timelines of Project Structure <p>Infrastructure Hardware and Software Assessment</p> <ul style="list-style-type: none"> ● System Architecture ● Software and Hardware Assessment Report ● Certification of Completion and Acceptance 	<p>20% of Total Project Cost</p>	<p>January to February 2024</p> <p>Work will commence 30 days after the NTP</p> <p>Payment will be based on submission of Inception Reports and approval thereof by the DBM OCIO.</p>

<p>Second Tranche</p> <p>System Development, Configuration, Testing and Deployment</p>	<p>Project Development</p> <ul style="list-style-type: none"> ● System Design and Architecture Plan ● Front-End Development ● Back-End Development ● System Functional Integration and Testing ● Quality Assurance and Testing ● User Acceptance Testing for functional and non-functional requirement ● Overall System Acceptance ● Production Deployment ● Data Migration Templates and Optimal Strategy for Data Migration 	<p>40% of Total Project Cost</p>	<p>March to August 2024</p> <p>From the approval of the Tranche 1 Deliverables</p> <p>Payment will be based on submission of Users Acceptance Test Report for the Project Development Phase and approval thereof by the DBM OCIO</p>
<p>Third Tranche</p> <p>System Go-Live and Stabilization</p>	<p>Full Implementation Plan for Project Completion</p> <ul style="list-style-type: none"> ● Knowledge Transfer ● System and Functional Documentation Manual ● Delivery and completion of all project deliverables ● Project source code turn-over ● Project technical support in Go-Live implementation 	<p>40% of Total Project Cost</p>	<p>September to December 2024</p> <p>From the approval of the Tranche 2 Deliverables</p> <p>Payment will be based on submission of Certificate of Acceptance for the Project Completion with the following supporting documents:</p> <ol style="list-style-type: none"> a. Statement of Account (SOA)/ Billing Statement b. NDA and approval thereof by the DBM OCIO

9. Service Level Agreement

DBM shall maintain a Service Level Agreement (SLA) with the Service Provider with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
Provision of system backup	Must provide back-up and restore services.	1/10th of 1% of the total contract price shall be imposed for every day of every backup that are not performed.
Technical Support	Resolve every problem and fix bugs on the created platforms mentioned above within four (4) hours upon receipt in the helpdesk facility or a similar mechanism, during the Project period. The Service Provider shall resolve the reported issues to the satisfaction of the DBM.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
Systems Administration	Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four (4) hours upon the receipt, in the helpdesk facility or a similar mechanism, during the Project period. The Service Provider shall resolve the reported issues to the satisfaction of the DBM.	1/10th of 1% of the total remaining price shall be imposed for every hour of delay.
Provision of Reports	Must provide monthly Technical and Service Reports to be submitted every first week of the subsequent month.	1/10th of 1% of the total remaining price shall be imposed for every day of delay.
Compliance Deliverables	with Deliverables based on Section 7 Terms of Payment and Milestones	1/10th of 1% of the total remaining price shall be imposed for every day of delay.

9.1 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 (1%) 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.

10. Performance Expectations from the Service Provider

10.1 The consultants to be engaged for this project shall undertake the activities/tasks with the highest standards of professional and ethical competence and integrity.

The consultants shall not engage in any activity or action, or make any kind of public pronouncement which may adversely affect the Implementation of the Project.

11. Confidentiality of Data and Ownership of Source Code

- 11.1** All technical staff assigned by the Service Provider shall be required to sign a Non-Disclosure Agreement (NDA).
- 11.2** The DBM Enterprise Network System, its components, parts and all products, products samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- 11.3** The Service Provider agrees to hold all the foregoing information in strict confidence. The Service Provider shall not reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.
- 11.4** All modules developed by the Service Provider for the Project should be turned-over to DBM, including all components necessary to run and support the solution (i.e. source code, configuration file).
- 11.5** Upon acceptance by DBM of the fully tested and fully developed Budget and Management process including the dashboards for the Government-Owned and/or controlled corporations (GOCC) the source code and pertinent documentation shall be turned over to the DBM Office of the Chief Information Officer (OCIO).

Annex A.1
Qualification and Responsibilities of the Personnel to be Deployed for the Project
(Revised)

No.	Particulars	Resource Count	Qualifications	Tasks
1.	Technical Lead	One (1)	<p>Must have at least five (5) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Application and Web-Based Development • Implementing Cloud-Based Applications • Leading database, front-end, and back-end frameworks, and technologies <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Review and Analyze project requirements and build technical architecture and solution design based on business needs. • Provide estimates and sizing recommendations. • Lead the development of the solution and enforces development best practices and ensures quality of delivery. • Communicate and understand required systems integrations • Provide technical recommendation, expertise and assistance to stakeholders like Business Analysts and software development teams. • Recommend Solution Approaches/Workarounds when technical issues arise. • Help Liaise and coordinate with project team members, IT team, end-users, and management to ensure projects are completed to standards/best practice. • Identifying risks and forming contingency plans as soon as possible • Help Perform application troubleshooting/bug fix as needed.
2.	Agile Technical Lead	One (1)	<p>Must have at least four (4) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Senior Developer for Agile Software Development • Manager or a Team Leader 	<ul style="list-style-type: none"> • Manage expectations to stakeholders. • Manage project timeline, budget and resources.

No.	Particulars	Resource Count	Qualifications	Tasks
			<ul style="list-style-type: none"> • Managing on-premises or cloud-based application projects <p>Certified Agile Scrum Master based on certifications</p> <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Primary point of contact within the client and delivery team. • Establish project processes, procedures, documentation with the client PM. • Manage engagements such as change requests, status reports, risks, and resources. • Ensure that the project team is provided with an environment conducive to completing the project successfully. • Help facilitate/manage/remove any blocker/s encountered by the team and be able to have these blockers escalated as necessary. • Coordinate corrective actions • Work with the client PM for reporting and liaising between steering committee and project team.
3.	API Developer	One (1)	<p>Must have at least three (3) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Application and web-based development and services • Development and services for integration and APIs • Development using Agile Methodology <p>Have worked on at least five (5) projects using API integration and industry-standard solutions</p> <p>At least one (1) training certificate related to latest API Management solutions and framework</p>	<ul style="list-style-type: none"> • Design, develop, test and deploy applications • Help analyze user requirements and provide recommendations as needed • Debug and resolve application/technical issues that may arise relating to API and integrations. • Integrate with systems required as part of the development by exposing and consuming APIs using existing low-code development platform • Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning.

No.	Particulars	Resource Count	Qualifications	Tasks
				<ul style="list-style-type: none"> • Assist and provide inputs in crafting a detailed technical documentation/s • Recommend and apply changes to existing codes as necessary. • Document application changes and development updates
4.	Front End Developer	One (1)	<p>Must have three (3) years of experience in IT industry such as the following:</p> <ul style="list-style-type: none"> • Must have experience in design and implementation of web applications. • Proficient in HTML, CSS, and JavaScript. • Must be experience in ReactJS technology and frameworks <p>Must have worked on at least three (3) projects as a front-end developer Must have at least one (1) training certificate related to latest front-end solutions and framework</p> <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Design, develop, test and deploy applications • Help analyze user requirements and provide recommendations as needed • Debug and resolve application/technical issues that may arise. • Integrate with systems required as part of the development. • Build front-end applications and implement responsive user interface components using OutSystems low-code development platform. • Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. • Assist and provide inputs in crafting a detailed technical documentation/s • Recommend and apply changes to existing codes as necessary. • Document application changes and development updates • Should be able to use and work with the low code no code frontend development platforms procured by DBM

No.	Particulars	Resource Count	Qualifications	Tasks
5.	Back End Developer	One (1)	<p>Must have at least three (3) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Application and web-based development and services • Development and services for back-end application's business logic design execution using leading technologies • Experience in Server-side scripting/programming languages like Java, .NET, PHP, Python, JavaScript, C#, etc. <p>Must have worked on at least three (3) projects as a back-end developer</p> <p>Must have at least one (1) training certificate related to latest back-end solutions and framework</p> <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Ability to design, develop, test and deploy applications • Help analyze user requirements and provide recommendations as needed • Debug and resolve application/technical issues that may arise. • Integrate with systems required as part of the development. • Build application, workflows and develop Robotic Process Automations (RPA) as necessary using the Appian Low-Code Platform • Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. • Assist and provide inputs in crafting a detailed technical documentation/s • Recommend and apply changes to existing codes as necessary. • Document application changes and development updates • Should be able to use and work with the robotic process automation tools procured by DBM
6.	QA Tester	One (1)	<p>Must have at least two (2) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Relevant work experience in development and/or testing role • Must have strong knowledge/practical exposure to development/scripting languages and environments (e.g. C#, Java, C++, PHP, etc.) • Must have strong knowledge/practical exposure to both Relational and NoSQL DMBs 	<ul style="list-style-type: none"> • Analyze client's strategies, requirements and processes. • Gather data, conduct requirements validation and refinement with the client. • Define Testing Strategies and help in crafting requirements backlog and user stories.

No.	Particulars	Resource Count	Qualifications	Tasks
			<ul style="list-style-type: none"> • Must be knowledgeable of automated testing tools, (e.g. QTP, Rational Robot, etc.) <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Provide inputs to the Technical Lead and developers in defining appropriate technical solutions to support the business. • Help manage the requirements in tight cooperation with the project team. • Provide application demo to stakeholders and collect feedback. • Lead the testing of developed solutions. • Generate Reports/Documentations for Test Plan, Test Cases and Test Results
7.	Network/System Administrator	One (1)	<p>Must have at least three (3) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Must have experience in network administration • Must be able to ensure the stable operation of the computer networks • Must have network security principles, including firewalls, intrusion detection systems (IDS), intrusion prevention systems (IPS), VPNs, access controls, and security policies • Experience working with and configuring network devices such as routers, switches, firewalls, load balancers, and access points <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Ensure compliance with industry and regulatory standards related to Network. • Collaborate with system owners, technical team, and functional team to design, implement, test, and validate a system • Work with business analysts to understand desired system/network requirements

No.	Particulars	Resource Count	Qualifications	Tasks
8.	Security Administrator	One (1)	<p>Must have at least three (3) years of experience in any of the following IT industry:</p> <ul style="list-style-type: none"> • Security administration • Experience in conducting security audits, compliance assessments, and vulnerability assessments • Identity and Access Management Principle • Must have common protocols such as SSL, HTTP, DNS, SMTP and IPsec <p>Must have IT related training within the last five (5) years. IT related training would pertain to: IT Infrastructure Trainings, Programming and Database Trainings, Enterprise Business Applications Trainings, Desktop Applications Trainings, or Cyber Security Trainings, Software or Application Trainings, Data management/structure trainings based on the certified true copy of recent training certificates</p>	<ul style="list-style-type: none"> • Ensure compliance with industry and regulatory standards related to Security. • Collaborate with system owners, technical team, and functional team to design, implement, test, and validate a system • Work with business analysts to understand desired system/security requirements

TPF 8. ACTIVITY (WORK) SCHEDULE
(REVISED)

	<i>Month</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												
First Tranche												
Second Tranche												
Third Tranche												

**CHECKLIST OF REQUIREMENTS FOR THE
TECHNICAL AND FINANCIAL PROPOSAL**

Class “A” Documents

Technical Proposal consisting of the following as described in ITB item 10 (C. Preparation of Bids):

- 1. **TPF 1. Technical Proposal Submission Form**
- 2. **TPF 2. Consultant’s References**
- 3. **TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity**
- 4. **TPF 4. Description of the Methodology and Work Plan for Performing the Project**
- 5. **TPF 5. Team Composition and Task Projects**
- 6. **TPF 6. Curriculum Vitae for Proposed Professional Staff**
 - Including Training Certificate, Diploma, Employment Certificate, and other related Certifications
- 7. **TPF 7. Time Schedule for Professional Staff**
- 8. **TPF 8. Activity (Work) Schedule**
- 9. **TPF 9. Omnibus Sworn Statement**
 - Accompanied by the company’s Secretary’s Certificate or Special Power of Attorney
- 10. **Bid Security** as described in ITB clause 15 (see Bid Securing Declaration Form)
- 11. **TPF 12. Statement of the Consultant’s Nationality**

Financial Proposal as described in ITB clause 11(C. Preparation of Bids):

- 1. **FPF 1. Financial Proposal Submission Form**
- 2. **FPF 2. Summary of Costs**
- 3. **FPF 3. Breakdown of Price per Activity**
- 4. **FPF 4. Breakdown of Remuneration per Activity**
- 5. **FPF 5. Reimbursables per Activity**
- 6. **FPF 6. Miscellaneous Expenses**

***Should there be any discrepancy between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**