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

## SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 20, 2023 for **Project ID No. DBM-2024-04, "Managed Services for the Development, Installation, and Configuration of the Envisioned Convergent Gov Hub, Local Government Unit (LGU) Single Portal, and Portal Integration of the Department of Budget and Management,"** 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 | |
|---|---|---|---|
| **Eligibility Data Sheet** | | **Eligibility Data Sheet** | |
| **Eligibility Documents** | | **Eligibility Documents** | |
| xxx | | xxx | |
| 9.1 | xxx<br><br>Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/ hub, integrating at least two (2) financial management systems in the public or private sector.<br><br>xxx | 9.1 | xxx<br><br>Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/ hub, integrating at least two (2) financial management systems in the public or private sector **OR CONTRACTS USING, ADOPTING, AND DEPLOYING LOWCODE FRONTEND AND ROBOTIC AUTOMATION TOOLS**<br><br>xxx |
| 9.2 | xxx | 9.2 | xxx |

| No. | Evaluation Criteria | Max Score |
|---|---|---|
| 1 | **Applicable Experience of the Firm** | 40 |
| | xxx | |
| 1.2 | **With prior Technology related awards** | |
| | • More than 20 technology related awards received from Y2000 - Y2023 | |

| No. | Evaluation Criteria | Max Score |
|---|---|---|
| 1 | **Applicable Experience of the Firm** | 40 |
| | xxx | |
| 1.2 | **With prior Technology related awards** | |
| | • More than ~~20~~ **10 FIRM PERFORMANCE OR** technology related awards | |

<table>
<tr><td></td><td>• With 11 - 20 technology related awards received from Y2000 - Y2023</td><td></td></tr>
<tr><td></td><td>• With at least 10 10 technology related awards received from Y2000 - Y2023</td><td></td></tr>
<tr><td colspan="3" align="center">xxx</td></tr>
<tr><td><strong>3</strong></td><td><strong>Current Workload relative to Capacity**</strong></td><td><strong>10</strong></td></tr>
<tr><td colspan="3" align="center">xxx</td></tr>
</table>

\* For bids with more than the required number per personnel, the scores will be averaged

\*\* IT Firms with no ongoing projects will automatically get the maximum points.

xxx

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**Right column:**

<table>
<tr><td></td><td>received from Y2000 - Y2023</td><td></td></tr>
<tr><td></td><td>• With ~~11 - 20~~ **6 - 10 FIRM PERFORMANCE OR** technology related awards received from Y2000 - Y2023</td><td></td></tr>
<tr><td></td><td>• With at least ~~10 10~~ **5 FIRM PERFORMANCE OR** technology related awards received from Y2000 - Y2023</td><td></td></tr>
<tr><td colspan="3" align="center">xxx</td></tr>
<tr><td><strong>3</strong></td><td><strong>Current Workload relative to Capacity**</strong></td><td><strong>10</strong></td></tr>
<tr><td colspan="3" align="center">xxx</td></tr>
</table>

~~\* For bids with more than the required number per personnel, the scores will be averaged~~

\*\* IT Firms with no ongoing projects will automatically get the maximum points.

xxx

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### Bid Data Sheet

| ITB Clause | |
|---|---|
| | xxx |
| 10.2 | In addition to the TPFs mentioned, the shortlisted Consultants shall submit the following:<br><br>TPF 10 – Statement of all Government and Private Contracts Completed; and<br><br>TPF 11 – List of all Ongoing Government and Private Contracts Including Contracts Awarded but no yet Started<br><br>TPF 12 – Statement of Consultant's Nationality |
| | xxx |
| 25.3 | xxx |

| | | |
|---|---|---|
| | xxx | |
| **II. Applicable Experience of the Firm** | | **30.00** |
| | xxx | |

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### Bid Data Sheet

| ITB Clause | |
|---|---|
| | xxx |
| 10.2 | ~~In addition to the TPFs mentioned, the shortlisted Consultants shall submit the following:~~<br><br>~~TPF 10 – Statement of all Government and Private Contracts Completed; and~~<br><br>~~TPF 11 – List of all Ongoing Government and Private Contracts Including Contracts Awarded but no yet Started~~<br><br>~~TPF 12 – Statement of Consultant's Nationality~~ |
| | xxx |
| 25.3 | xxx |

| | | |
|---|---|---|
| | xxx | |
| **II. Applicable Experience of the Firm** | | **30.00** |
| | xxx | |

| | |
|---|---|
| **B. With prior Technology related awards**<br><br>More than 20 technology related awards received from Y2000 - Y2023<br><br>With 11 - 20 technology related awards received from Y2000 - Y2023<br><br>With at least 10 technology related awards received from Y2000 - Y2023<br><br>xxx<br><br>xxx | **B. With prior Technology related awards**<br><br>More than ~~20~~ **10 FIRM PERFORMANCE OR** technology related awards received from Y2000 - Y2023<br><br>With ~~11 — 20~~ **6 - 10 FIRM PERFORMANCE OR** technology related awards received from Y2000 - Y2023<br><br>With at least ~~10~~ **5 FIRM PERFORMANCE OR** technology related awards received from Y2000 - Y2023<br><br>xxx |
| **Section VI. Terms of Reference**<br><br>xxx<br><br>**IV. Scope of Work**<br><br>xxx<br><br>4.1.1 The SERVICE PROVIDER should analyze user requirements, determine the needs of the business unit and align application design with business goals. The actual number of systems to be connected may vary in the actual project implementation since it will depend on the prioritization and assessment by the Enterprise and Solution Architects;<br><br>xxx<br><br>**4.3 Local Government Unit (LGU) Single Portal**<br><br>xxx | **Section VI. Terms of Reference (REVISED)**<br><br>xxx<br><br>**IV. Scope of Work**<br><br>xxx<br><br>4.1.1 The SERVICE PROVIDER should analyze user requirements, determine the needs of the business unit and align application design with business goals. ~~The actual number of systems to be connected may vary in the actual project implementation since it will depend on the prioritization and assessment by the Enterprise and Solution Architects;~~<br><br>xxx<br><br>**4.3 Local Government Unit (LGU) Single Portal**<br><br>xxx |

**4.3.4    LOCAL GOVERNMENT UNIT (LGU) SINGLE PORTAL DASHBOARD**

**4.3.4.1 LGU BUDGET REQUEST PORTAL**

A WEB PORTAL / APPLICATION THAT WILL BE USED BY THE LOCAL CHIEF EXECUTIVE (LCE) REPRESENTATIVES (BARANGAY AND MUNICIPALITIES) TO FILE FOR LOCAL GOVERNMENT SUPPORT FUNDS FOR DBM APPROVAL AND UPDATE PROJECT STATUSES.

**4.3.4.1.1    ACCOUNT REGISTRATION / ACCESS**

**4.3.4.1.1.1    MUST HAVE A FACILITY FOR USER ACCOUNT REGISTRATION FOR LGU USERS WHICH INCLUDES THE FOLLOWING FIELDS: FIRST/MIDDLE/ LAST NAME, DATE OF BIRTH, EMAIL ADDRESS, MOBILE NUMBER, PSGC CODE, POSITION.**

**4.3.4.1.1.2    MUST HAVE A FACILITY TO UPLOAD THE FOLLOWING: LGU-ISSUED ID, VALID GOVERNMENT ID, DULY SIGNED APPOINTMENT LETTER/CERTIFICATION**

**4.3.4.1.1.3    MUST HAVE AN APPROVAL PROCESS FOR ACCOUNT REGISTRATION.**

**4.3.4.1.2    LOGIN PAGE**

**4.3.4.1.2.1    MUST HAVE A FACILITY FOR LOG IN AND FORGOT/RESET PASSWORDS FOR LGU USERS.**

**4.3.4.1.2.2    RECORD ACCESS CONTROL SHOULD BE**

IMPLEMENTED BASED ON THE LOGGED IN LGU USER.

4.3.4.1.2.3 MUST HAVE A FACILITY FOR DORMANT ACCOUNT CHECKING. THE SYSTEM SHOULD AUTOMATICALLY RUN A SCHEDULED JOB AT A CONFIGURABLE DURATION OF MONTHS TO CHECK FOR THE LAST LOG-IN OF AN ACCOUNT TO THE APPLICATION TO DEACTIVATE ACCESS.

4.3.4.1.3 ELIGIBILITY REQUIREMENTS

4.3.4.1.3.1 SHOULD HAVE A TAGGING OF ELIGIBILITY TO THE LGSF.

4.3.4.1.3.2 MUST HAVE A FACILITY FOR LGU'S TO UPLOAD DOCUMENTS TO UPDATE ELIGIBILITY TO LGSF.

4.3.4.1.4 HOME PAGE / DASHBOARD

4.3.4.1.4.1 BUDGET REQUEST COUNT PER STATUS

4.3.4.1.4.2 TOTAL AMOUNT REQUESTED FOR THE YEAR (PER MONTH TOTAL)

4.3.4.1.4.3 PROGRAMS BY PROJECT TYPE

4.3.4.1.5 BUDGET REQUEST

4.3.4.1.5.1 BUDGET REQUEST LIST

4.3.4.1.5.1.1 MUST HAVE FUNCTIONALITY TO DISPLAY LIST OF ALL BUDGET REQUEST SUBMITTED WITH

FILTER ON STATUS (PENDING, DRAFTS, APPROVED, REJECTED)

4.3.4.1.5.1.2　MUST HAVE A DRILLDOWN PAGE TO VIEW INFORMATION OF PER BUDGET REQUEST.

4.3.4.1.5.2　NEW BUDGET REQUEST

4.3.4.1.5.2.1　MUST HAVE A FACILITY TO CREATE BUDGET REQUESTS THAT SHOULD CONTAIN THE FOLLOWING:

4.3.4.1.5.2.1.1　PROJECT PROFILE FORM BASED ON THE TEMPLATE FROM ANNEX C OF DBM LOCAL BUDGET CIRCULAR NO. 142

4.3.4.1.5.2.1.2　SPECIFIC FORMS PER PROJECT TYPE SUCH AS THE TEMPLATE FROM ANNEX E OF DBM LOCAL BUDGET CIRCULAR NO. 142 FOR INVENTORY OF MOTOR VEHICLES

4.3.4.1.5.2.1.3　UPLOAD FACILITY FOR REQUIRED AND REFERENCE DOCUMENTS BASED ON ANNEX A OF DBM LOCAL BUDGET

CIRCULAR NO. 142

4.3.4.1.5.2.1.4 A CONFIRMATION PAGE FOR COMPLIANCES.

4.3.4.1.6 PROJECT MANAGEMENT

4.3.4.1.6.1 MUST HAVE A FACILITY TO UPLOAD, CREATE APPROVED PROJECTS AND MUST CONTAIN THE FOLLOWING:

4.3.4.1.6.1.1 MUST HAVE A LIST OF ALL APPROVED PROJECTS

4.3.4.1.6.1.2 MUST HAVE DRILLDOWN PAGE TO VIEW PROJECT DETAILS

4.3.4.1.6.1.3 MUST HAVE A FACILITY TO UPDATE PROJECT STATUS AND PROOF OF THE PROJECT/ PURCHASE

4.3.4.1.6.1.4 A FACILITY TO REMIND USERS AND ATTACH QUARTERLY REPORTS ON FUND UTILIZATION.

4.3.4.1.6.2 SHOULD HAVE A SECTION FOR NAVIGATION TO DOWNLOADABLE FORMS, RESOURCES, AND GUIDELINES FOR PROJECTS AND THE PROGRAM.

4.3.4.1.6.3 MUST HAVE A FACILITY TO PROCESS RETURNING OF FUNDS WHERE USERS ARE REQUIRED TO UPLOAD

DOCUMENTS SUCH AS LETTER OF INTENT.

4.3.4.1.6.4     MUST HAVE A FACILITY TO CANCEL OR DEFER A PROJECT.

4.3.4.1.6.5     MUST HAVE A NOTIFICATION OR REMINDER FOR UNCOMPLETED PROJECTS WITH UNDISBURSED AMOUNTS.

4.3.4.1.7     MY TASK PAGE

4.3.4.1.7.1     MUST BE ABLE TO DISPLAY THE LIST OF THE TASKS A USER HAS TO TAKE ACTION FOR.

4.3.4.1.7.2     MUST BE ABLE TO CLICK ON A LIST ITEM AND VIEW THE FORM DETAIL PAGE.

4.3.4.1.7.3     SHOULD HAVE FUNCTIONALITY WHERE ON COMPLETION OF ACTION THE TASK HAS TO BE REMOVED FROM THE MY TASK PAGE.

4.3.4.1.8     AUDIT TRAIL / ACTIVITY LOGS

4.3.4.1.8.1     MUST HAVE FACILITY TO LOG USER ACTIVITIES: ACTIVITY, USER, STATUS, DATE/TIMESTAMP, REMARKS

4.3.4.2     BUDGET REQUEST MANAGEMENT APPLICATION

A WEB PORTAL / APPLICATION THAT WILL BE USED BY THE LGRCB, ICTSS TO REVIEW AND APPROVED LGU BUDGET REQUESTS

4.3.4.2.1     LOGIN PAGE

       **4.3.4.2.1.1 MUST INCLUDE A SINGLE SIGN ON FEATURE VIA GOOGLE AUTHENTICATION**

     **4.3.4.2.2 LGU REGISTRATION REVIEW AND APPROVAL**

       **4.3.4.2.2.1 MUST HAVE THE FACILITY TO REVIEW, APPROVE, AND REJECT USER REGISTRATION FORM THE LGU BUDGET REQUEST APP.**

     **4.3.4.2.3 HOME PAGE / DASHBOARD**

       **4.3.4.2.3.1 BUDGET REQUEST COUNT PER STATUS (CARD LAYOUT)**

       **4.3.4.2.3.2 TOTAL AMOUNT REQUESTED FOR THE YEAR (PER MONTH TOTAL)**

       **4.3.4.2.3.3 REPORT ON LGU FUND UTILIZATION / PROGRAMS BY PROJECT TYPE**

     **4.3.4.2.4 BUDGET REQUEST PROCESSING**

       **4.3.4.2.4.1 MUST HAVE A FACILITY TO RECEIVE AND REVIEW REQUIREMENTS UPLOADED FROM THE LGU BUDGET REQUEST APP FOR APPROVAL.**

       **4.3.4.2.4.2 MUST HAVE A DASHBOARD DISPLAY OF ALL BUDGET REQUESTS PRESENTED AS A SUMMARY OR GRAPHS.**

       **4.3.4.2.4.3 MUST HAVE A LIST OF BUDGET REQUESTS THAT CAN BE SEARCHED OR FILTERED BY THE USER WITH AN OPTION TO**

EXPORT IN EXCEL FORMAT

4.3.4.2.4.4 MUST HAVE A FACILITY TO VIEW INFORMATION OF THE BUDGET REQUEST.

4.3.4.2.4.5 MUST HAVE A LIST OF ALL BUDGET REQUESTS FOR EVALUATION OR APPROVAL, THIS MUST HAVE FILTERS BASED ON PRIORITY.

4.3.4.2.4.6 MUST HAVE A FACILITY TO EVALUATE, LEAVE REMARKS, AND ROUTE FOR APPROVAL OR REVISION OF THE BUDGET REQUEST.

4.3.4.2.5 FUND RELEASE PROCESS FOR APPROVED BUDGET REQUEST

4.3.4.2.5.1 UPLOAD DOCUMENTS FOR FUND RELEASE OF APPROVED BUDGET REQUEST AND GENERATE APPROVAL DOCUMENTS ROUTED TO THE LGU USER AND BUREAU OF TREASURY

4.3.4.2.5.2 DOCUMENT TO UPLOAD: NOTICE OF CASH ALLOCATION AND FUND RELEASE DOCUMENTS

4.3.4.2.5.3 GENERATE CONFIRMATION LETTER FOR SENDING TO LGU USERS / LCE REPRESENTATIVES

4.3.4.2.5.4 FUND RELEASE NOTIFICATION TO BTR

4.3.4.2.6 LGU PROJECTS MONITORING

4.3.4.2.6.1 MUST HAVE A LIST OF ALL APPROVED

PROGRAMS/PROJECTS PER LGU

4.3.4.2.6.2   MUST HAVE A DRILLDOWN FUNCTIONALITY TO VIEW DETAILS SUCH AS:

4.3.4.2.6.3   LGU REPRESENTATIVE INFORMATION

4.3.4.2.6.4   PROJECT DETAILS

4.3.4.2.6.5   MILESTONE/PROJECT STATUS

4.3.4.2.6.6   PROJECT DOCUMENTATIONS IMAGE WITH GEOTAG

4.3.4.2.6.7   BUDGET UTILIZATION REPORTS

4.3.4.2.6.8   MUST HAVE A FACILITY TO RECEIVE/APPROVE DEFERRED OR CANCELLED PROJECTS.

4.3.4.3   NOTIFICATIONS

4.3.4.3.1   SHOULD HAVE THE FACILITY TO SEND EMAIL NOTIFICATIONS

4.3.4.3.2   SHOULD INCLUDE THE USER NAME AND THE CONTENT WILL BE DEPENDENT ON THE TYPE OF NOTIFICATION MESSAGE TEMPLATE

4.3.4.4   BUDGET MANAGEMENT ADMIN PORTAL

4.3.4.4.1   USER MANAGEMENT

4.3.4.4.1.1   SHOULD HAVE A FACILITY TO ADD, ACTIVATE, REACTIVATE USER

4.3.4.4.1.2   SHOULD BE ABLE TO TAG USERS TO A SPECIFIC SYSTEM ROLE FOR ACCESS CONTROL.

| | |
|---|---|
| | **4.3.4.4.2   ACCESS CONTROL MATRIX** |
| | **4.3.4.4.2.1   MUST HAVE THE ABILITY TO MAINTAIN ACCESS CONTROL MATRIX DETAILS TO ENSURE ACCESS CONTROL ON PAGES AND FUNCTIONALITIES BASED ON THE SYSTEM ROLES DEFINED.** |
| | **4.3.4.4.3   DATA MAINTENANCE** |
| | **4.3.4.4.3.1   MUST BE ABLE TO HAVE A LIST OF ALL RECORDS, AND FACILITY TO ADD, UPDATE, DEACTIVATE RECORDS FOR THE FOLLOWING:** |
| | **4.3.4.4.3.1.1   EMAIL NOTIFICATION TEMPLATES** |
| | **4.3.4.4.3.1.2   PROJECT TYPES** |
| | **4.3.4.4.3.1.3   PROJECT AMOUNT CEILING** |
| | **4.3.4.4.3.1.4   BUDGET REQUEST SUBMISSION CUT-OFF** |
| | xxx |
| xxx | |
| **V.  QUALIFICATION REQUIREMENTS** | **V.  QUALIFICATION REQUIREMENTS** |
| xxx | xxx |
| 5.1 The Firm must be in the IT business for at least ten (10) years in service based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303); | 5.1   The Firm must be in the **INFORMATION TECHNOLOGY** (IT) **OR CONSULTING** business for at least ten (10) years in service 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.* | *Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR) BIR Form 2303) will be submitted during shortlisting.* |

| | |
|---|---|
| 5.2 A similar contract for this Project shall refer to the design, development, configuration, deployment, and implementation of a portal integration, solution, platform and governance within the last five (5) years; | 5.2 ~~A similar contract for this Project shall refer to the design, development, configuration, deployment, and implementation of a portal integration, solution, platform and governance within the last five (5) years;~~ |
| 5.3 The Firm must have received at least ten (10) technology-related awards and/or recognitions from year 2000 to 2023 based on certifications validated and authenticated by the recognized body;<br><br>*Note: Proof/s of awards and/or recognitions will be submitted during shortlisting.* | ~~5.3~~ **5.2** The Firm must have received at least ~~ten (10)~~ **FIVE (5) FIRM PERFORMANCE OR** technology-related awards and/or recognitions from year 2000 to 2023 based on certifications validated and authenticated by the recognized body;<br><br>*Note: Proof/s of awards and/or recognitions will be submitted during shortlisting.* |
| 5.4 Must have at least a hundred (100) practicing technical IT professionals based on certified Human Resource documents. | ~~5.4~~ **5.3** Must have at least a hundred (100) practicing technical IT professionals based on certified Human Resource documents.<br><br>***NOTE: A CERTIFICATION FROM THE FIRM'S HUMAN RESOURCE UNIT SHALL BE SUBMITTED DURING THE SHORTLISTING.*** |
| 5.5 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: | ~~5.5~~ **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 | Agile Technical Lead | 1 |
| 2 | Technical Lead | 1 |
| | xxx | |

| No. | Resource | Resource Count |
|---|---|---|
| 1 | ~~Agile~~ Technical Lead | 1 |
| 2 | **AGILE** Technical Lead | 1 |
| | xxx | |

xxx

| | |
|---|---|
| **VI. OBLIGATIONS OF THE SERVICE PROVIDER** | **VI. OBLIGATIONS OF THE SERVICE PROVIDER** |
| a.The SERVICE PROVIDER xxx | ~~a.~~ **6.1** The SERVICE PROVIDER xxx |
| b. Deployment of xxx | ~~b.~~ **6.2** Deployment of xxx |
| c. Equipment xxx | ~~c.~~ **6.3** Equipment xxx |
| d.Timeline xxx | ~~d.~~**6.4** Timeline xxx |
| e.Replacement xxx | ~~e.~~**6.5** Replacement xxx |
| f. The SERVICE PROVIDER xxx | ~~f.~~ **6.6**The SERVICE PROVIDER xxx |

## VII. OBLIGATIONS OF THE PROCURING ENTITY

a. The DBM shall xxx.

b. The DBM shall xxx.

c. The DBM shall xxx.

xxx

## IX. 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 |
|---|---|---|
| Services Availability | The CONTRACTOR shall maintain the Services at an availability level of 99.95% to be measured 24x7, with an allowable downtime of twenty-one (21) minutes per month | 1/10th of 1% of the total remaining amount shall be imposed for every hour of systems/solutions unavailability in excess of 21 minutes downtime per month. |
| xxx | | |

a. If the consultant fails xxx.

xxx

## XI. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

a. All technical staff xxx.

b.The DBM Enterprise xxx.

c. The Service Provider agrees to hold all the xxx.

d. All modules developed xxx.

## VII. OBLIGATIONS OF THE PROCURING ENTITY

a. **7.1** The DBM shall xxx.

b. **7.2** The DBM shall xxx.

c. **7.3** The DBM shall xxx.

xxx

## IX. 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 |
|---|---|---|
| Services Availability | The CONTRACTOR shall maintain the Services at an availability level of 99.95% to be measured 24x7, with an allowable downtime of twenty-one (21) minutes per month | 1/10th of 1% of the total remaining amount shall be imposed for every hour of systems/solutions unavailability in excess of 21 minutes downtime per month. |
| xxx | | |

a. If the consultant fails xxx.

xxx

## XI. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

a. **11.1** All technical staff xxx.

b.**11.2** The DBM Enterprise xxx.

c. **11.3** The Service Provider agrees to hold all the xxx.

d. **11.4** All modules developed xxx.

**Left column:**

e. Upon acceptance by xxx.

**Annex A.1**
**Qualification and Responsibilities of the Personnel to be Deployed for the Project**

| No. | Particulars | […] | Qualifications | Tasks |
|---|---|---|---|---|
| | | | xxx | |
| 2 | **Agile Technical Lead** | | xxx<br><br>d. Must have IT related training within the last five (5) years for the following IT related training based on the certified true copy of training certificates:<br><br>xxx | xxx |
| 3 | **API Developer** | | xxx<br><br>d. Must have IT related training within the last five (5) years for the following IT related training based on the certified true copy of training certificates:<br><br>xxx | xxx |
| 4 | **Front End Developer** | | xxx | xxx<br><br>Document application changes and development updates. |
| 5. | **Back End Developer** | One (1) | xxx | xxx<br><br>Recommend changes to existing codes as necessary |

**Right column:**

e. **11.5** Upon acceptance by xxx.

**Annex A.1**
**Qualification and Responsibilities of the Personnel to be Deployed for the Project**

| No. | Particulars | […] | Qualifications | Tasks |
|---|---|---|---|---|
| | | | xxx | |
| 2 | **Agile Technical Lead** | | xxx<br><br>d. Must have IT related training within the last five (5) years for the **WITH ANY OF THE** following IT related training based on the certified true copy of training certificates:<br><br>xxx | xxx |
| 3 | **API Developer** | | xxx<br><br>d. Must have IT related training within the last five (5) years for the **WITH ANY OF THE** following IT related training based on the certified true copy of training certificates:<br><br>xxx | xxx |
| 4 | **Front End Developer** | | xxx | xxx<br><br>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. |
|---|---|---|---|---|
| 5. | **Back End Developer** | One (1) | xxx | xxx<br><br>Recommend changes to existing codes as necessary<br><br>**SHOULD BE ABLE TO USE AND WORK WITH THE ROBOTIC PROCESS AUTOMATION TOOLS PROCURED BY DBM.** |
| | | | xxx | |

xxx
**Annex A.2**
**List of Deliverables**

| Tranche | Deliverables | Remarks |
|---|---|---|
| 1st Tranche | 1. Submission and acceptance of approved Inception Report<br>2. Environmental Scanning Report<br>3. Design Thinking Workshops and Completion Reports<br>4. Technology Roadmap<br>5. Risk Assessment Report<br>6. Implementation Plan<br>7. Change Management Plan<br>8. Project Management Plan<br>9. Capability Building Plan<br>   ● DBM System / Software Architecture Evaluation Report<br>10. Technology Solutions | xxx |

| Tranche | Deliverables | Remarks |
|---|---|---|
| 1st Tranche | ~~1. Submission and acceptance of approved Inception Report~~<br>~~2. Environmental Scanning Report~~<br>~~3. Design Thinking Workshops and Completion Reports~~<br>~~4. Technology Roadmap~~<br>**1. PROJECT KICK-OFF**<br>**2. CHECKLIST AND READINESS ASSESSMENTS**<br>**3. MENTORING SESSIONS WITH PROJECT TEAM AND IDENTIFIED STAKEHOLDERS (INTRODUCTION TO AGILE)**<br>~~5.~~ **4.** Risk Assessment Report<br>~~6.~~ **5.** Implementation Plan | xxx |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Map / Report<br>● Risk Assessment Report<br>● Solution Architecture Report/s on the DBM Digital Transformation<br>11. Stakeholder Engagement Plan<br>12. Business Impact Analysis Report on the Solution<br>13. Mentoring Sessions with project team and stakeholders<br>14. Work Plan Report for the data management<br>15. Audit Report on the Data Management System performance of the DBM System<br>16. Audit Report on the Data Management System performance of the UACS<br>17. Recommend solutions to improve new and existing database systems. | | | | 7. ~~Change Management Plan~~<br>~~8.~~ **6.** Project Management Plan<br>**7. COMMUNICATION PLANNING & STAKEHOLDER ENGAGEMENT PLAN**<br>**8. PROTOTYPE OF THE SOLUTION**<br>**9. WORK PLAN REPORT FOR THE DATA MANAGEMENT**<br>~~9. Capability Building Plan~~<br>~~● DBM System / Software Architecture Evaluation Report~~<br>~~10. Technology Solutions Map / Report~~<br>~~● Risk Assessment Report~~<br>~~● Solution Architecture Report/s on the DBM Digital Transformation~~<br>~~11. Stakeholder Engagement Plan~~<br>~~12. Business Impact Analysis Report on the Solution~~<br>~~13. Mentoring Sessions with project team and stakeholders~~<br>~~14. Work Plan Report for the data management~~<br>~~15.~~ **10.** Audit Report on the Data Management System performance of the DBM System<br>~~16. Audit Report on the Data Management System performance of the UACS~~<br>~~17. Recommend solutions to improve new and existing database systems.~~ | |
| 2nd Tranche | 1. Mapping of Data Report on DBM Digital Transformation<br>2. Mapping of Data Report for the IFMIS<br>3. Mapping of Data Reports for the DBM System<br>4. Mapping of Data Report for the UACS. | xxx | | | | |
| 3rd Tranche | 1. Developed, Tested and Approved Convergent Gov Hub, LGU Single Portal and Portal Integration<br>2. User Acceptance Test (UAT) Report<br>3. Work Schedule<br>4. Tasking Plan | xxx | | | | |

| | | 2nd Tranche | 1. ~~Mapping of Data Report on DBM Digital Transformation~~ | xxx |
|---|---|---|---|---|
| | 5. Design Thinking Workshops and similar activities<br>6. Risk Management Plan<br>7. Training Plan<br>8. Pertinent Reports<br>9. Scrum/Agile Work Plan<br>10. Stakeholder Engagement Plan and Reports<br>  ● Updated Change Management Plan and Reports<br>  ● Pertinent manuals, reports and documentation<br>11. Testing Reports<br>  ● BPM Reports and other pertinent reports<br>12. Network Performance Reports and other pertinent reports<br>  ● Security Reports and pertinent reports<br>13. Training for DBM Employees<br>14. Knowledge Transfer<br>15. Turnover Source Code<br>16. Final Version of documents and Manuals<br>17. Turn-over of Documents and Reports | | 2. ~~Mapping of Data Report for the IFMIS~~<br>3. ~~Mapping of Data Reports for the DBM System~~<br>4. ~~Mapping of Data Report for the UACS~~<br>**1. APPLICATION ARCHITECTURE**<br>**2. BACKLOG AND USER STORIES**<br>**3. TESTING STRATEGIES**<br>**4. FIRST DRAFTS OF APPROVED DATA REPORTS OF THE FOLLOWING:**<br>  ● **CONVERGENT GOV HUB ENABLED BY THE API AND BUDGET MANAGEMENT, TREASURY MANAGEMENT, ACCOUNTING, PROCUREMENT AND BUDGET UTILIZATION.**<br>  ● **CONFIGURATION OF LGU SINGLE PORTAL.**<br>  ● **PORTAL INTEGRATION READY FOR THE EXTERNAL USERS**<br>**5. CHANGE MANAGEMENT PLAN**<br>**6. SIGNED-OFF DELIVERABLES**<br>**7. DEVELOPED SOFTWARE/APPLICATION**<br>**8. TEST CASES AND TEST RESULTS**<br>**9. TECHNICAL DOCUMENTATION** | |

| | | 3rd Tranche | 1. ~~Developed, Tested and Approved Convergent Gov Hub, LGU Single Portal and Portal Integration~~ | xxx | |
| | | | **1. SYSTEMS INTEGRATION TESTING RESULTS** | | |
| | | | 2. User Acceptance Test (UAT) Report | | |
| | | | 3. ~~Work Schedule~~ | | |
| | | | 4. ~~Tasking Plan~~ | | |
| | | | 5. ~~Design Thinking Workshops and similar activities~~ | | |
| | | | 6. ~~Risk Management Plan~~ | | |
| | | | ~~7.~~ **3.** Training Plan | | |
| | | | 8. ~~Pertinent Reports~~ | | |
| | | | 9. ~~Scrum/Agile Work Plan~~ | | |
| | | | 10. ~~Stakeholder Engagement Plan and Reports~~ | | |
| | | | • ~~Updated Change Management Plan and Reports~~ | | |
| | | | • ~~Pertinent manuals, reports and documentation~~ | | |
| | | | 11. ~~Testing Reports~~ | | |
| | | | • ~~BPM Reports and other pertinent reports~~ | | |
| | | | 12. ~~Network Performance Reports and other pertinent reports~~ | | |
| | | | • ~~Security Reports and pertinent reports~~ | | |
| | | | 13. ~~Training for DBM Employees~~ | | |
| | | | 14. ~~Knowledge Transfer~~ | | |
| | | | 4. End-User Training | | |
| | | | ~~15.~~ **5.** Turnover Source Code | | |
| | | | 16. ~~Final Version of documents and Manuals~~ | | |

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| | ~~17. Turn over of Documents and Reports~~<br>**6. KNOWLEDGE TRANSFER FOR THE USE AND MANAGEMENT OF THE APPLICATION TO DBM IT TEAM**<br>**7. FINAL VERSION OF DOCUMENTS AND MANUALS**<br>**8. END-USER ACCEPTANCE TEST (UAT) REPORT**<br>**9. CUT-OVER PLAN AND CHECKLIST**<br>**10. PROJECT COMPLETION REPORT**<br>**11. PROJECT CLOSE-OUT / WARRANTY PERIOD COMPLETION**<br>**12. LIST OF IDENTIFIED BUGS AND RESOLUTION** | |

| **TPF 9. OMNIBUS SWORN STATEMENT** | **TPF 9. OMNIBUS SWORN STATEMENT (Revised)** |
|---|---|
| xxx | xxx |
| *[Jurat]*<br>*[Format shall be based on the latest Rules on Notarial Practice]* | *~~[Jurat]~~*<br>*~~[Format shall be based on the latest Rules on Notarial Practice]~~*<br><br>**SUBSCRIBED AND SWORN TO BEFORE ME IN [PLACE OF EXECUTION], PHILIPPINES ON THIS [DATE OF NOTARIZATION], AFFIANT EXHIBITING BEFORE ME HIS COMPETENT EVIDENCE OF IDENTITY [VALID IDENTIFICATION ISSUED BY THE GOVERNMENT].**<br><br>**NOTARY PUBLIC**<br><br>**DOC. NO.** _____ **;**<br>**PAGE NO.** _____ **;**<br>**BOOK NO.** _____ **;** |

| | SERIES OF _____ . |
| --- | --- |
| | xxx |
| **Bid-Securing Declaration Form** <br><br> xxx <br><br> *[Jurat]* <br> *[Format shall be based on the latest Rules on Notarial Practice]* | **Bid-Securing Declaration Form (REVISED)** <br><br> xxx <br><br> *[Jurat]* <br> *[Format shall be based on the latest Rules on Notarial Practice]* <br><br> **SUBSCRIBED AND SWORN TO BEFORE ME IN [PLACE OF EXECUTION], PHILIPPINES ON THIS [DATE OF NOTARIZATION], AFFIANT EXHIBITING BEFORE ME HIS COMPETENT EVIDENCE OF IDENTITY [VALID IDENTIFICATION ISSUED BY THE GOVERNMENT].** <br><br> **NOTARY PUBLIC** <br><br> **DOC. NO.** _____ ; <br> **PAGE NO.** _____ ; <br> **BOOK NO.** _____ ; <br> **SERIES OF** _____ . <br><br> xxx |
| **TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature** <br><br> xxx <br><br> Instructions: <br><br> a) Projects should be completed within five (5) years immediately preceding December 5, 2023. <br><br> b) Completed contract: <br> (i) Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/hub, integrating at least two (2) financial management systems in the public or private sector. <br><br> xxx | **TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised)** <br><br> xxx <br><br> Instructions: <br><br> a) Projects should be completed within five (5) **to ten (10)** years immediately preceding ~~December 5~~ **OCTOBER 27**, 2023. <br><br> b) Completed contract: <br> (i) Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/hub, integrating at least two (2) financial management systems in the public or private sector **OR CONTRACTS USING, ADOPTING, AND DEPLOYING LOWCODE FRONTEND AND ROBOTIC AUTOMATION TOOLS.** <br><br> xxx |

| TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started | TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED) |
|---|---|
| xxx | xxx |
| Instructions:<br><br>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to December 5, 2023. | Instructions:<br><br>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to ~~December 5~~ **OCTOBER 27**, 2023. |
| | **Note:**<br><br>**Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:**<br><br>1. **Section VI. Terms of Reference (Revised);**<br>2. **Annex A.1 Qualification and Responsibilities of the Personnel to be Deployed for the Project (Revised)**<br>3. **Annex A. 2 List of Deliverables (Revised)**<br>4. **TPF 9. Omnibus Sworn Statement (Revised);**<br>5. **Bid-Securing Declaration Form (Revised)**<br>6. **TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised);**<br>7. **TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised)**<br><br>**Attached also for Guidance of the Bidders are the following:**<br><br>1. **Checklist of Eligibility Documents (for shortlisting purposes)**<br>2. **Checklist of the Requirements for the Technical and Financial Proposal** |

**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 October 27, 2023 right after the opening of bids.

➢ For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**
*Director IV*
*Vice Chairperson, DBM-BAC*

# *Section VI. Terms of Reference (Revised)*

## I.   PROJECT TITLE

Managed Services for the Development, Installation, and Configuration of the Envisioned Convergent Gov Hub, Local Government Unit (LGU) Single Portal, and Portal Integration of the Department of Budget and Management.

## II.   OBJECTIVE OF THE PROJECT

The objective of the project is to assist the DBM in the development, installation, and configuration of the following systems:

2.1   **Convergent Gov Hub.** Aims to enable the (a) integration of various DBM stand-alone systems (such as Online Submission of Budget Proposal (OSBP), Enhanced Budget Preparation Management System (eBPMS), Action Document Releasing System (ADRS), Unified Reporting System (URS) and Unified Accounts Code Structure (UACS) Repository) and data sources into a single central core; (b) allow multiple functions to work in a single device or platform; and (c) simplify the consolidation of fiscal information for the oversight and implementing agencies.

2.2   **LGU Single Portal.** A centralized doorway to the functionalities for the Local Government Units' (LGUs) public financial management (PFM) systems (such as Local Government Support Fund (LGSF), National Tax Allotment (NTA) and National Wealth Program (NWP), features include portal integration and data visualization of LGU fiscal operations.

2.3   **Portal Integration**. Refers to the process of connecting and combining various web-based portals or online platforms into a single cohesive interface or system. This integration allows users to access and interact with multiple services, applications, or information sources through a unified portal, streamlining their experience and improving efficiency.

## III.   DURATION OF CONTRACT

The Contract Period for the project is twelve (12) months from the issuance of the Notice to Proceed (NTP) but in no case shall go beyond the validity of the FY 2024 GAA.

## IV.   SCOPE OF WORK

The SERVICE PROVIDER shall undertake the following:

**4.1   System analysis and development of Convergent Gov Hub, LGU Single Portal and Portal Integration**

4.1.1 The SERVICE PROVIDER should analyze user requirements, determine the needs of the business unit and align application design with business goals.

4.1.2 The SERVICE PROVIDER should design and develop a system that is easy to navigate to provide better user experience;

4.1.3 The SERVICE PROVIDER should develop high-performance applications by writing testable, reusable, and efficient codes;

4.1.4 The SERVICE PROVIDER should assess and monitor network and security performance;

4.1.5 The SERVICE PROVIDER should implement effective security protocols and data protection measures;

4.1.6 The SERVICE PROVIDER should establish and maintain security measures to detect potential cyberattacks on Convergent Gov Hub, LGU Single Portal and Portal Integration;

4.1.7 The SERVICE PROVIDER should oversee and recommend upgrades of software or hardware;

4.1.8 The SERVICE PROVIDER should run efficient diagnostic tests, repairing defects, and providing technical support for the Convergent Gov Hub, LGU Single Portal and Portal Integration;

4.1.9 The SERVICE PROVIDER should debug and resolve technical problems that arise within the project implementation; and

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

**4.2 Convergent Gov Hub**

4.2.1 Ensure seamless development, installation, and configuration of the Convergent Gov Hub enabled by Application Programming Interfaces (API) for systems supporting PFM functions, namely, budget management, procurement, budget execution, cash management, and accounting, while providing support and maintenance until the project is fully operational;

4.2.2 Ensure seamless development of APIs for integration of existing PFM stand-alone systems of different National Government Agencies (NGAs) to the Convergent Gov Hub;

4.2.3 Ensure a seamless connectivity of the PFM stand-alone systems in the Convergent Gov Hub of different NGAs are connected and are working properly through the Convergent Gov Hub;

4.2.4 Propose appropriate data hosting environments and services for the Convergent Gov Hub that are effective from ideation, design, approval, building and deployment, management, and governance;

4.2.5 Ensure seamless connectivity for Data Fabric and Robotic Process Automation (RPA);

4.2.6 Ensure seamless connectivity for the direct database integration of the ICTSS database; and

4.2.7 Ensure seamless connectivity for the envisioned Budget and Management (BM) Dashboards.

**4.3 Local Government Unit (LGU) Single Portal**

4.3.1 Ensure seamless development, installation, configuration of LGU Single Portal and providing support and maintenance for the project;

4.3.2 Ensure seamless development, installation, and configuration of Portal for Local Government Support Funds (LGSFs), National Tax Allotment (NTA) and National Wealth Program (NWP) releases under the implementation of the Mandanas-Garcia Ruling; and

4.3.3 Propose appropriate data hosting environments and services for the LGU Single Portal that are effective from ideation, design, approval, building and deployment, management, and governance.

4.3.4 Local Government Unit (LGU) Single Portal Dashboard

4.3.4.1 LGU Budget Request Portal

A web portal / application that will be used by the Local Chief Executive (LCE) Representatives (Barangay and Municipalities) to file for Local Government Support Funds for DBM approval and update project statuses.

4.3.4.1.1 Account Registration / Access

4.3.4.1.1.1 Must have a facility for user account registration for LGU users which includes the following fields: First/ Middle/Last Name, Date of Birth, Email Address, Mobile Number, PSGC Code, Position.

4.3.4.1.1.2 Must have a facility to upload the following: LGU-issued ID, Valid Government Id, Duly signed appointment letter/certification

4.3.4.1.1.3    Must have an approval process for account registration.

4.3.4.1.2    Login Page

4.3.4.1.2.1    Must have a facility for log in and forgot/reset passwords for LGU users.

4.3.4.1.2.2    Record access control should be implemented based on the logged in LGU user.

4.3.4.1.2.3    Must have a facility for dormant account checking. The system should automatically run a scheduled job at a configurable duration of months to check for the last log-in of an account to the application to deactivate access.

4.3.4.1.3    Eligibility Requirements

4.3.4.1.3.1    Should have a tagging of eligibility to the LGSF.

4.3.4.1.3.2    Must have a facility for LGU's to upload documents to update eligibility to LGSF.

4.3.4.1.4    Home Page / Dashboard

4.3.4.1.4.1    Budget Request Count per Status

4.3.4.1.4.2    Total Amount Requested for the Year (Per Month total)

4.3.4.1.4.3    Programs By Project Type

4.3.4.1.5    Budget Request

4.3.4.1.5.1    Budget Request List

4.3.4.1.5.1.1 Must have functionality to display list of all budget request submitted with filter on Status (Pending, Drafts, Approved, Rejected)

4.3.4.1.5.1.2 Must have a drilldown page to view information of per budget request.

4.3.4.1.5.2 New Budget Request

4.3.4.1.5.2.1 Must have a facility to create budget requests that should contain the following:

4.3.4.1.5.2.1.1 Project Profile Form based on the template from Annex C of DBM Local Budget Circular No. 142

4.3.4.1.5.2.1.2 Specific Forms per Project Type such as the template from Annex E of DBM Local Budget Circular No. 142 for Inventory of Motor Vehicles

4.3.4.1.5.2.1.3 Upload facility for required and reference documents based on Annex A of DBM Local Budget Circular No. 142

4.3.4.1.5.2.1.4 A confirmation page for compliances.

4.3.4.1.6 Project Management

4.3.4.1.6.1 Must have a facility to upload, create approved projects and must contain the following:

4.3.4.1.6.1.1 Must have a list of all approved projects

4.3.4.1.6.1.2 Must have drilldown page to view project details

4.3.4.1.6.1.3 Must have a facility to update project status and proof of the Project/Purchase

4.3.4.1.6.1.4 A facility to remind users and attach Quarterly reports on Fund Utilization.

4.3.4.1.6.2 Should have a section for navigation to downloadable forms, resources, and guidelines for projects and the program.

4.3.4.1.6.3 Must have a facility to Process Returning of Funds where users are required to upload documents such as Letter of Intent.

4.3.4.1.6.4 Must have a facility to cancel or defer a project.

4.3.4.1.6.5 Must have a notification or reminder for uncompleted projects with undisbursed amounts.

4.3.4.1.7 My Task Page

4.3.4.1.7.1 Must be able to display the list of the tasks a user has to take action for.

4.3.4.1.7.2 Must be able to click on a list item and view the form detail page.

4.3.4.1.7.3 Should have functionality where on completion of action the task has to be removed from the My Task Page.

4.3.4.1.8 Audit Trail / Activity Logs

4.3.4.1.8.1 Must have facility to log user activities: Activity, User, Status, Date/Timestamp, Remarks

4.3.4.2 Budget Request Management Application

A web portal / application that will be used by the LGRCB, ICTSS to review and approved LGU budget requests

4.3.4.2.1 Login Page

4.3.4.2.1.1 Must include a single sign on feature via Google Authentication

4.3.4.2.2 LGU Registration Review and Approval

4.3.4.2.2.1    Must have the facility to review, approve, and reject user registration form the LGU Budget Request App.

4.3.4.2.3    Home Page / Dashboard

4.3.4.2.3.1    Budget Request Count per Status (Card Layout)

4.3.4.2.3.2    Total Amount Requested for the Year (Per Month total)

4.3.4.2.3.3    Report on LGU Fund Utilization / Programs by Project Type

4.3.4.2.4    Budget Request Processing

4.3.4.2.4.1    Must have a facility to receive and review requirements uploaded from the LGU Budget Request App for approval.

4.3.4.2.4.2    Must have a dashboard display of all budget requests presented as a summary or graphs.

4.3.4.2.4.3    Must have a list of budget requests that can be searched or filtered by the user with an option to export in excel format

4.3.4.2.4.4    Must have a facility to view information of the budget request.

4.3.4.2.4.5    Must have a list of all budget requests for evaluation or approval, this must have filters based on priority.

4.3.4.2.4.6    Must have a facility to evaluate, leave remarks, and route for approval or revision of the budget request.

4.3.4.2.5    Fund Release Process for Approved Budget Request

4.3.4.2.5.1    Upload documents for fund release of Approved Budget request and

generate approval documents routed to the LGU user and Bureau of Treasury

4.3.4.2.5.2 Document to Upload: Notice of Cash Allocation and Fund Release Documents

4.3.4.2.5.3 Generate Confirmation Letter for sending to LGU users / LCE Representatives

4.3.4.2.5.4 Fund Release notification to BTr

4.3.4.2.6 LGU Projects Monitoring

4.3.4.2.6.1 Must have a list of all approved programs/projects per LGU

4.3.4.2.6.2 Must have a drilldown functionality to view details such as:

4.3.4.2.6.3 LGU representative information

4.3.4.2.6.4 Project Details

4.3.4.2.6.5 Milestone/Project Status

4.3.4.2.6.6 Project Documentations Image with Geotag

4.3.4.2.6.7 Budget Utilization Reports

4.3.4.2.6.8 Must have a facility to receive/ approve deferred or cancelled projects.

4.3.4.3 Notifications

4.3.4.3.1 Should have the facility to send email notifications

4.3.4.3.2 Should include the User name and the content will be dependent on the Type of Notification message template

4.3.4.4 Budget Management Admin Portal

4.3.4.4.1 User Management

<blockquote>
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4.3.4.4.1.1    Should have a facility to add, activate, reactivate user

4.3.4.4.1.2    Should be able to tag users to a specific system role for access control.

</blockquote>

4.3.4.4.2 Access Control Matrix

<blockquote>

4.3.4.4.2.1    Must have the ability to Maintain Access Control Matrix Details to ensure access control on pages and functionalities based on the system roles defined.

</blockquote>

4.3.4.4.3   Data Maintenance

<blockquote>

4.3.4.4.3.1    Must be able to have a list of all records, and facility to add, update, deactivate records for the following:

<blockquote>

4.3.4.4.3.1.1  Email Notification Templates

4.3.4.4.3.1.2  Project Types

4.3.4.4.3.1.3  Project Amount Ceiling

4.3.4.4.3.1.4  Budget Request Submission Cut-Off

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## 4.4 Portal Integration

4.4.1   Ensure seamless connection of data visualization and query portal integrating all the existing public financial management systems and stand-alone systems of Oversight Agencies, NGAs, Government-Owned and Controlled Corporations (GOCCs), and LGUs;

4.4.2   Maintain DBM's services and applications for future integration to facilitate interoperability between the Convergent Gov Hub and external financial management standalone systems; and

4.4.3   Propose appropriate data hosting environment and services for the Portal Integration that are effective from ideation, design, approval, building and deployment, management, and governance.

## 4.5 Training and Knowledge Transfer

4.5.1   Submission of Training Reports on the deployment of Convergent Gov Hub, LGU Single Portal, and Portal Integration;

4.5.2 Conduction of trainings among the concerned DBM personnel and stakeholders, namely, oversight agencies, NGAs, Government-Owned and Controlled Corporations (GOCC), and LGUs, for the Convergent Gov Hub, and LGU Single Portal;

4.5.3 Submission of complete End-User and System Administrator Manuals for the Convergent Gov Hub, and LGU Single Portal;

4.5.4 Knowledge Transfer and turnover of source codes of the Convergent Gov Hub and LGU Single Portal to the DBM after User Acceptance Testing (UAT) conducted with the Office of the Functional Group Head of the Information and Communication Technology (ICT) Group / the Chief Information Officer (OCIO) of the DBM.

## V. QUALIFICATION REQUIREMENTS

The Managed Services for the Development, Installation, and Configuration of the Envisioned Convergent Gov Hub, Local Government Unit (LGU) Single Portal, and Portal Integration of the Department of Budget and Management (DBM), shall be undertaken by a reputable Information Technology (IT) Firm. The firm, shall have the following qualifications:

5.1 The Firm must be in the Information Technology (IT) or Consulting business for at least ten (10) years in service 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 Nnature;

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

5.2 The Firm must have received at least five (5) firm performance or technology-related awards and/or recognitions from year 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 a 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 |

## VI. 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 Information and Communication Technology (ICT) Group/ Chief Information Officer (OCIO) of the DBM.

6.2 Deployment of personnel for the project should either be onsite or offsite. At least three (3) personnel are required to report onsite namely; the Agile Technical Lead, the Technical Lead, and QA Tester from 8:00 a.m. to 5:00 p.m. (weekdays) All personnel that are off-site should be available from 8:00 a.m. to 5:00 p.m. (weekdays), unless there is a need to accomplish it and report it to 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 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 the approval of the Inception Report to provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.

## VII. 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 managing the day-to-day activities and deliverables of each personnel to ensure timely and quality accomplishment.

7.3   The DBM shall orient the personnel on the DBM's policies, procedures, and work assignment.

## VIII.   TERMS OF PAYMENT

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

| Project Activity/Detailed Activities | Deliverables | Amount to paid (% of Total Contract Price) | Date of Submission of Deliverables |
|---|---|---|---|
| First Tranche - Project Plan Documents and Kick-Off | Inception Report<br>● Project Charter<br>● Project Plan<br>● Risk Management and Business Continuity Plan<br>● Change Management Plan<br>● Project Gantt Chart and Timelines of Project Structure<br><br>Infrastructure Hardware and Software Assessment<br>● System Architecture<br>● Software and Hardware Assessment Report<br>● Certification of Completion and Acceptance | 20% of the total **Project Cost** | January to February 2024<br><br>Work will commence within 30 days upon receipt of the NTP<br><br>Payment will be based on submission of Inception Reports and approval thereof by the DBM OCIO. |
| 2nd tranche - Portal Development, Configuration, Testing and Deployment | Project Development Phase<br>● System Design and Architecture Plan<br>● Front-End Development<br>● Back-End Development<br>● System Functional Integration and Testing<br>● Quality Assurance and Testing<br>● User Acceptance Testing for functional and non-functional requirement<br>● Overall System Acceptance<br>● Production Deployment<br>● Data Migration | 40% of the total **Project Cost** | March to August 2024<br><br>From the approval of the Tranche 1 Deliverables<br><br>Payment will be based on submission of Users Acceptance Test Report for the Project Development Phase and approval thereof by the DBM OCIO |

| 3rd Tranche - System Go-Live and Stabilization | Full Implementation Plan for Project Completion<br>● System and Functional Documentation Manual<br>● Delivery and completion of all project deliverables<br>● Project technical support in Go-Live implementation<br>● System Stabilization<br>● Training of the DBM ICTSS personnel<br>● Knowledge Transfer<br>Project source code turn-over | 40% of the total **Project Cost** | September to December 2024<br><br>From the approval of the Tranche 2 Deliverables<br><br>Payment will be based on submission of Certificate of Acceptance for the Project Completion with the following supporting documents:<br><br>a. Statement of Account (SOA)/Billing Statement<br>b. Non-Disclosure of Agreement (NDA) and approval thereof by the DBM OCIO |
|---|---|---|---|

## IX.   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 |
|---|---|---|
| Technical Support | Resolve every problem and fix bugs on both software and hardware components mentioned above within four (4) hours after it was reported during the project period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. | $1/10^{th}$ of 1% of the total contract price shall be imposed for every hour of delay. |
| 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. |
| Systems Administration | Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four | 1/10th of 1% of the total contract price shall be imposed for every hour of delay. |

| | | |
|---|---|---|
| | (4) hours after it was reported at Help Desk Facility. | |
| 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 contract price shall be imposed for every day of delay. |

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.

## X.    PERFORMANCE EXPECTATIONS FROM THE SERVICE PROVIDER

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.

## XI.    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 contractor 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 Convergent Gov Hub, LGU Single Portal, and Portal Integration, 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) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least five (5) years of experience in **ALL** of the following IT industry:<br> i. Application and Web-Based Development;<br> ii. Implementing Cloud-Based Applications; and<br> iii. Leading database, front-end, and back-end frameworks, and technologies<br><br>c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy of training certificates:<br> i. IT Infrastructure Trainings; | Coaching the Scrum team to observe Agile practices and self-organization<br><br>Using collaborative tools for the scrum team and its activities<br><br>Identifying and resolving impediments that hinder project progress towards the goal<br><br>Performing coordination and stakeholder engagement activities among the product owner, the scum team, and the stakeholders<br><br>Addressing disruptions in the solutions delivery<br><br>Primary focus is on the technical aspects of the project, consider the workload, responsibilities, and skill sets required for each role, and ensure that the team has the necessary support and guidance to successfully deliver the project.<br><br>Act as a Project Manager that is responsible for overseeing the successful delivery of a project, from project inception to its final termination. This versatile role requires a combination of |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | ii. Programming and Database Trainings;<br>iii. Enterprise Business Applications Trainings;<br>iv. Desktop Applications Trainings;<br>v. Cyber Security Trainings;<br>vi. Software or Application Trainings; and<br>vii. Data management/structure trainings. | technical expertise, leadership skills, and a deep understanding of agile methodologies. |
| 2. | **Agile Technical Lead** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least four (4) years of experience in ALL of the following IT industry:<br>i. Senior Developer for Agile Software Development<br>ii. Manager or a Team Leader<br>iii. managing on-premises or cloud-based application projects | Determine project requirements and develop work schedules for the team<br><br>Delegating tasks and overseeing the technical team into achieving daily, weekly, and monthly goals<br><br>Liaise and coordinate with team members, end-users, and management to ensure projects are completed to standards<br><br>Identifying risks and forming contingency plans as soon as possible<br><br>Analyzing existing operations and scheduling training sessions and meetings to discuss improvements |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | c. Certified Agile Scrum Master based on certifications<br><br>d. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy of training certificates<br> i. IT Infrastructure Trainings;<br> ii. Programming and Database Trainings;<br> iii. Enterprise Business Applications Trainings;<br> iv. Desktop Applications Trainings;<br> v. Cyber Security Trainings;<br> vi. Software or Application Trainings; and<br> vii. Data management/structure trainings. | Performs troubleshooting as needed<br><br>Writing progress reports and delivering presentations to the relevant stakeholders |
| 3. | **API Developer** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least three (3) years | Using Agile Methodology development and writing microservices and APIs NodeJS technology<br><br>API development, web services, and microservices (RESTful, SOAP)<br><br>Develop high-performance applications by writing testable, reusable, and efficient codes |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | of experience in ALL of the following IT industry:<br>  i.  Application and web-based development and services;<br>  ii.  Development and services for integration and APIs;<br>  iii.  Development using Agile Methodology development; and<br>  iv.  Have worked on at least five (5) projects using API integration and industry-standard solutions.<br><br>c.  At least one (1) training certificate related to latest API Management solutions and framework<br><br>d.  Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy of training certificates:<br>  i.  IT Infrastructure Trainings;<br>  ii.  Programming and Database Trainings;<br>  iii.  Enterprise Business Applications Trainings;<br>  iv.  Desktop Applications Trainings; | Implement effective security protocols and data protection measures<br><br>Run diagnostic tests, repairing defects, and providing technical support |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | v. Cyber Security Trainings;<br>vi. Software or Application Trainings; and<br>vii. Data management/structure trainings. | |
| 4. | **Front End Developer** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least three (3) years of experience in ALL of the following IT industry:<br>  i. Must have experience in design and implementation of web applications.<br>  ii. Proficient in HTML, CSS, and JavaScript.<br>  iii. Must be experience in ReactJS technology and framework<br>  iv. Must have worked on at least three (3) projects as a front-end developer. | Develop services for front-end application design execution using leading technologies.<br><br>Develop implementing highly responsive user interface components using leading front-end framework concepts.<br><br>Write application interface codes.<br><br>Troubleshoot interface software and debugging application codes.<br><br>Develop and implement front-end architecture to support user interface concepts.<br><br>Develop front-end prototypes using a collaborative user interface design tool to support UI concepts.<br><br>Monitor and improve front-end application performance through code optimization.<br><br>Document application changes and development updates. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | **c.** Must have at least one (1) training certificate related to latest front-end solutions and framework.<br><br>**d.** Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:<br>  i. IT Infrastructure Trainings;<br>  ii. Programming and Database Trainings;<br>  iii. Enterprise Business Applications Trainings;<br>  iv. Desktop Applications Trainings;<br>  v. Cyber Security Trainings;<br>  vi. Software or Application Trainings; and<br>  vii. Data management/structure trainings. | Should be able to use and work with the low code no code frontend development platforms procured by DBM. |
| 5. | **Back End Developer** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. | Design, develop, coding, test, enhance, and fix bugs<br><br>Analyze user requirements and apply it to application design<br><br>Define application objectives and functionalities |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|-------------|----------------|----------------|-------|
| | | | b. Must have at least three (3) years of experience in ALL of the following IT industry:<br>　i.　Application and web-based development and services;<br>　ii.　Development and services for back-end application's business logic design execution using leading technologies;<br>　iii.　Server-side scripting/programming languages like Java, .NET, PHP, Python, JavaScript, C#, etc. ; AND<br>　iv.　Must have worked on at least three (3) projects as a back-end developer.<br><br>*c. Must have at least one (1) training certificate related to latest back-end solutions and framework*<br><br>d. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:<br>　i.　IT Infrastructure Trainings;<br>　ii.　Programming and Database | Align application designs with business goals<br><br>Debug and resolve technical issues that arise<br><br>Produce detailed design documentation<br><br>Recommend changes to existing codes as necessary<br><br>Should be able to use and work with the robotic process automation tools procured by DBM. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | Trainings;<br>iii. Enterprise Business Applications Trainings<br>iv. Desktop Applications Trainings;<br>v. Cyber Security Trainings;<br>vi. Software or Application Trainings; and<br>vii. Data management/structure trainings. | |
| 6. | **QA Tester** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least two (2) years of experience in ALL of the following IT industry:<br>i. Must have relevant work experience in development and/or testing role<br>ii. Must have strong knowledge/practical exposure to development/scripting languages and environments | Overall testing of UI and functional issues<br><br>Test for possible bugs encountered<br><br>Coordinate with the developers for possible changes to be made |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|-------------|----------------|----------------|-------|
| | | | (e.g. C#, Java, C++, PHP, etc.) <br> iii. Must have strong knowledge/practical exposure to both Relational and NoSQL DMBs <br> iv. Must be knowledgeable of automated testing tools, (e.g. QTP, Rational Robot, etc.) <br><br> c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy: <br> i. IT Infrastructure Trainings; <br> ii. Programming and Database Trainings; <br> iii. Enterprise Business Applications Trainings; <br> iv. Desktop Applications Trainings; <br> v. Cyber Security Trainings; <br> vi. Software or Application Trainings; and <br> vii. Data management/structure trainings | |
| 7. | **Network Administrator** | One (1) | a. Must have a Bachelor's Degree in Information Technology related | Planning, developing, installing, configuring, maintaining, supporting, and optimizing all |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.<br><br>b. Must have at least three (3) years of experience in ALL of the following IT industry:<br>  i. Must have experience in network administration<br>  ii. Must be able to ensure the stable operation of the computer networks<br>  iii. Must have network security principles, including firewalls, intrusion detection systems (IDS), intrusion prevention systems (IPS), VPNs, access controls, and security policies.<br>  iv. Experiance working with and configuring network devices such as routers, switches, firewalls, load balancers, and access points<br><br>c. Must have IT related training within the last five (5) years with any of the following IT related | network hardware, software, and communication links.<br><br>Plan, develop, install, configure, maintain, support and optimize all network hardware, software and communication links.<br><br>Install and integrate new server hardware and applications<br><br>Monitor network performance and test for vulnerabilities. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|---|---|---|---|---|
| | | | training based on the certified true copy: <br> i. IT Infrastructure Trainings; <br> ii. Programming and Database Trainings; <br> iii. Enterprise Business Applications Trainings; <br> iv. Desktop Applications Trainings; <br> v. Cyber Security Trainings; <br> vi. Software or Application Trainings; and <br> vii. Data management/structure trainings. | |
| 8. | **Security Administrator** | One (1) | a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. <br><br> b. Must have at least three (3) years of experience in ALL of the following IT industry: <br> i. Security administration; <br> ii. Experience in conducting security audits, compliance assessments, and | Support Active Directory servers or any user-based systems <br><br> Plan and manage all the migrations and upgrades related to Active Directory and Domain controllers. <br><br> Interpret requirements, performs highly complex analyses and presents options and recommendations to obtain desired results on Windows and AD <br><br> Act as a Network Administrator for the project. Planning, developing, installing, configuring, maintaining, supporting, and optimizing all |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|-------------|----------------|----------------|-------|
| | | | vulnerability assessments;<br>iii. Identity and Access Management Principle;<br>iv. Must have common protocols such as SSL, HTTP, DNS, SMTP and IPSec<br><br>c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:<br>  i. IT Infrastructure Trainings;<br>  ii. Programming and Database Trainings;<br>  iii. Enterprise Business Applications Trainings;<br>  iv. Desktop Applications Trainings;<br>  v. Cyber Security Trainings;<br>  vi. Software or Application Trainings; and<br>  vii. Data management/structure trainings. | network hardware, software, and communication links. |

**Annex A.2**
**List of Deliverables**
*(Revised)*

| Tranche | Deliverables | Remarks |
|---|---|---|
| 1st Tranche | 1. Project Kick-Off<br>2. Checklist and Readiness Assessments<br>3. Mentoring Sessions with project team and identified stakeholders (Introduction to Agile)<br>4. Risk Assessment Report<br>5. Implementation Plan<br>6. Project Management Plan<br>7. Communication Planning & Stakeholder Engagement Plan<br>8. Prototype of the Solution<br>9. Work Plan Report for the data management<br>10. Audit Report on the Data Management System performance of the DBM System | For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO. |
| 2nd Tranche | 1. Application Architecture<br>2. Backlog and User Stories<br>3. Testing Strategies<br>4. First drafts of approved Data Reports of the following:<br>• Convergent Gov Hub enabled by the API and Budget Management, Treasury Management, Accounting, Procurement and Budget Utilization.<br>• Configuration of LGU Single Portal.<br>• Portal Integration ready for the external users<br>5. Change Management Plan<br>6. Signed-Off Deliverables<br>7. Developed Software/Application<br>8. Test Cases and Test Results<br>9. Technical Documentation | For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO. |
| 3rd Tranche | 1. Systems Integration Testing Results | For documentation and reports, |

| Tranche | Deliverables | Remarks |
|---|---|---|
| | 2. User Acceptance Test (UAT) Report<br>3. Training Plan<br>4. End-User Training<br>5. Turnover Source Code<br>6. Knowledge Transfer for the use and management of the Application to DBM IT Team<br>7. Final Version of documents and Manuals<br>8. End-User Acceptance Test (UAT) Report<br>9. Cut-Over Plan and Checklist<br>10. Project Completion Report<br>11. Project Close-Out / Warranty Period Completion<br>12. List of Identified Bugs and Resolution | two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO. |

REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

### A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

   *If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

   *If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. *Select one, delete the other:*

   *If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity][insert* "as shown in the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   *If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

3. *[Name of Consultant]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. 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;

5. *[Name of Consultant]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

   *If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, procurement agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   *If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, procurement agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   *If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Consultant]* is related to the Head of the Procuring Entity, procurement agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Consultant]* complies with existing labor laws and standards; and

8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this_____day of_____, 20 ___at _____ Philippines.

> [Insert NAME OF BIDDER OR ITS
> AUTHORIZED REPRESENTATIVE]
> [Insert signatory's legal capacity]
> Affiant


**SUBSCRIBED AND SWORN** to before me in [place of execution], Philippines on this [date of notarization], affiant exhibiting before me his competent evidence of identity [valid identification issued by the government].


**NOTARY PUBLIC**

Doc. No.    _____;
Page No.    _____;
Book No.    _____;
Series of    _____.

**TPF 10. Statement of all Government and Private Contracts
Completed which are Similar in Nature**
*(Revised)*

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 |
|---|---|---|---|---|---|
| Government | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Private | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Submitted by　　:　_____
　　　　　　　　　　　(Printed Name and Signature)

Designation　　　:　_____

Date　　　　　　　:　_____

Instructions:

a)　　Projects should be completed within five (5) to ten (10) years immediately preceding October 27, 2023.

b)　　Completed contract:
　　(i)　　Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/hub, integrating at least two (2) financial management systems in the public or private sector or contracts using, adopting, and deploying lowcode frontend and robotic automation tools.
　　(ii)　　If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.

c)　　Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the**

**Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification**."

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "**even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed**. It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

**TPF 11. List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**
*(Revised)*

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 |
|---|---|---|---|---|
| Government | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Private | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Submitted by : _____
                      (Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

   i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to October 27, 2023.

   ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

   iii. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification**."

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "**even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed**. It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

**(REPUBLIC OF THE PHILIPPINES)**
**CITY OF _____ ) S.S.**
**x---------------------------------------------------------x**

## BID SECURING DECLARATION
### Project Identification No.: *DBM-2024-04*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1.  I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2.  I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3.  I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

    a.  Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

    b.  I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

    c.  I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this＿＿＿day of *[month] [year]* at *[place of execution]*.

<div align="center">

*[Insert NAME OF BIDDER OR ITS AUTHORIZED*
*REPRESENTATIVE]*
*[Insert signatory's legal capacity]*
Affiant

</div>

**SUBSCRIBED AND SWORN** to before me in [place of execution], Philippines on this [date of notarization], affiant exhibiting before me his competent evidence of identity [valid identification issued by the government].

<div align="center">

**NOTARY PUBLIC**

</div>

Doc. No.     ＿＿＿＿;
Page No.     ＿＿＿＿;
Book No.     ＿＿＿＿;
Series of     ＿＿＿＿.

# CHECKLIST OF ELIGIBILITY REQUIREMENTS

## ELIGIBILITY AND SHORTLISTING

**I.     Class "A" Documents –**

**Legal Documents**

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

**Technical Documents**

☐ (b) Eligibility Documents Submission Form accompanied by a duly notarized company's Secretary's Certificate or Special Power of Attorney, as applicable (See form) ; **and**

☐ (c) Curriculum Vitae for the Proposed Professional Staff (Use TPF 6); **and**

☐ (d) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10); **and**

☐ (e) Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts); **and**

☐ (f) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use TPF 11); **and**

☐ (g) Statement of the Consultant's Nationality (Use TPF 12); **and**

☐ (h) Photocopy of the following documents may be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

   1. Certificate of Employment and similar documents (e.g. certificate of engagement)
   2. Training programs attended
   3. Diploma
   4. Professional Certifications and/or Licenses

**II.     Class "B" Document –**

**Legal Documents**

☐ (i) 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.


**\* In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**

# 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 TPF 10 for bid securing declaration form)


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.**