CONTRACT

Software and Network Maintenance and Development of the Department of Budget and Management

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INTRODUCTION

1.1 PARTIES

This Contract is entered into this <u>18t</u> day of <u>Auq.</u>, 2013 by and between:

The **DEPARTMENT OF BUDGET AND MANAGEMENT ("DBM")**, a National Government Agency organized and existing under Philippine laws having its main office at DBM Building II, General Solano Street, San Miguel, Manila ("DBM Main Office"), and duly represented herein by its Secretary, **Florencio B. Abad;**

and –

The Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation ("JV OF IPC AND COMNET"). The Joint Venture is composed of the following organizations: INCUVENTURE PARTNERS CORPORATION ("IPC"), a corporation duly organized, registered and existing under the laws of the Republic of the Philippines with principal place of business at the 30th Floor Tycoon Center, Pearl Drive, Ortigas Center, Pasig City, duly represented by Dave John A. Macias, President AND COMPUTER NETWORK SYSTEMS CORPORATION ("COMNET"), a corporation duly organized, registered and existing under the laws of the Republic of the Philippines with principal place of business at Suite 707, The Taipan Place, F. Ortigas Jr. Avenue, Ortigas Center, Pasig City and duly represented by Richard B. Gan -CEO/President. The JV OF IPC AND COMNET is duly represented herein by Dave John A. Macias.

1.2 BACKGROUND

WHEREAS: In accordance with Republic Act (R.A.) No. 9184, otherwise known as "the Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR), DBM conducted a public bidding for the selection of a consultant for the *Software and Network Maintenance and Development Project of DBM*;

- DBM issued a Terms of Reference to serve as the general businessy requirements document for the Software and Network Maintenance and Development Project (Annex B);
- DBM issued two (2) Supplemental Bid Bulletin/s with certain clauses that serve to amend the Terms of Reference for the Software and Network Maintenance and Development Services (Annex C);
- The bid was conducted through open competitive bidding procedures and evaluated using prescribed numerical ratings as basis of short listing as specified in the Request for Expression of Interest and in accordance with R.A. No 9184 and its IRR:
- Upon careful examination, validation and verification of the eligibility, technical and financial proposal in accordance to the procedures as specified in R.A. No. 9184 and its IRR, the DBM Bids and Awards Committee declared the JV OF IPC AND COMNET as the Single Rated and Responsive Bid in the amount of Thirty Nine Million Five Hundred Thousand Pesos (Php 39,500,000) and recommended its award to the Secretary of Budget and Management;
- The Software and Network Maintenance and Development Project was then awarded to the JV OF IPC AND COMNET as indicated in DBM's Notice of Award with the former's conforme thereto (Annex H).

 On July 9, 2013, JV OF IPC AND COMNET posted a performance security in favor of DBM;

NOW, THEREFORE, THE PARTIES HEREBY AGREE to the terms and conditions specified in this document:

2 PREFATORY DEFINITIONS

Information and Communications Technology Systems Service (ICTSS) of the DBM is a policy defining, implementing, and administrative body responsible for ICT systems and services geared towards creating greater efficiency and effectivity for the DBM in the fulfillment of its mandate.

Software shall pertain to all forms of operating system, database, server, system applications, and other similar software applications, and any hardware, cloud or other infrastructure necessary to the usage of the applications.

Network shall include all forms of communication and data access and exchange over a network either through telephone, intranet, internet, or other similar infrastructure, and the devices comprising such infrastructure (including those indirectly but reasonably related).

Improvements pertain to enhancements on existing systems, including bug fixes, customizations, and other such feature-related changes which do not necessarily alter the fundamental functions of the existing system.

Innovations pertain to new initiatives that essentially need to be built from the ground up and that require most or all of the following processes: design, development, procurement, installation, testing, deployment, and capacity building and training.

National Fiscal Management Systems pertains to those that are similar to the existing systems being implemented in the DBM.

3 CONTRACT AGREEMENT

3.1 SERVICE START AND END DATES

The Project shall commence on August 1, 2013.

The Project will end on July 31, 2015 ("the End Date"): PROVIDED, That DBM has issued a favorable evaluation of services rendered by JV OF IPC AND COMNET from August 1, 2013 to July 31, 2014. Otherwise, the End Date shall be on July 31, 2014.

3.2 SCOPE OF WORK

JV OF IPC AND COMNET shall be rendering services related to the administration, maintenance, improvement, and development of the DBM's applications and the network over which these applications are delivered at the DBM Main Office. This includes the priority improvement and innovations identified in accordance with the Terms of Reference, Supplemental/Bid Bulletin Addendum No. 1 for the submission of Eligibility Documents dated March 4, 2013 and Supplemental/Bid Bulletin No. 1 for the submission of Technical and Financial Proposal dated April 10, 2013.

3.2.1 SOFTWARE: GENERAL SCOPE OF SERVICES

As defined in the Terms of Reference, the software support services shall include but not limited to the following:

- Consultant Transition
- Systems Architecture, Design and Implementation
- IT Consulting
- Software Enhancement
- System and Data Migration
- System Security
- Data Back-up and Recovery
- Hardware Requirements Analysis and Definition
- Rationalized Software Access Plan
- Regular Software Performance Audit
- Software Operability Guarantee
- Software Improvement Roadmap
- Systems and Equipment Maintenance
- Preventive Maintenance and Troubleshooting
- Contingency Measures
- User Support
- Capacity Building
- Documentation and Technology Transfer
- Training Assistance
- Systems Coordination
- Software Partner

3.2.1.1 EXISTING SYSTEMS

JV OF IPC AND COMNET shall provide the foregoing services to the following existing software systems of the DBM (collectively referred herein as the "Applications"):

- Budget Preparation Management System (BPMS)
 - Expenditure Program Transaction Module (EXP)
 - National Expenditure Program (NEP)
- Government Manpower Information System (GMIS)
 - o GMIS Regular
 - GMIS Outside Policy
 - Personnel Services Itemization Plantilla of Position (ePSIPQP)
- Electronic Budget Releasing System (eBudget)
- Foreign Assisted Projects (FAPS)
- Electronic Transparency and Accountability Initiatives for Lumpssum Funds System (eTAILS) which includes posting to the DBM Website
- Document Management System (DMS)
- Manpower Management Information System (MMIS)
 PAYROLL Module
 - Personnel Database Management System (PDBMS)
- Index of Payment Computerized System (IPCS)
- Property Monitoring Information System (PMIS)

3.2.1.2 PLANNED IMPROVEMENTS

JV OF IPC AND COMNET shall provide the foregoing services to the "Planned Improvements" of the DBM Applications. These will be fully discussed during the initial assessment/inception phase and the development and implementation will have to be mutually agreed upon by both parties with consideration to the resources available and regular man-hours. These may or may not include priority improvements and major enhancements to the foregoing systems:

- GMIS
- PMIS
- eBudget vis-à-vis FAPS and eTAILS
- Security Module (Enterprise Access Management for all DBM Applications)
- BPMS inclusive of Online Submission of Budget Proposal (OSBP)
 module
- Other improvements as may arise over the course of the engagement

3.2.1.3 PLANNED INNOVATIONS

JV OF IPC AND COMNET shall provide the foregoing services to the "Planned Innovations" of the DBM. These will be fully discussed during the initial assessment/inception phase and the development and implementation will have to be mutually agreed upon by both parties with consideration to the resources available and regular manhours. These may or may not include development for the foregoing systems:

- Government Integrated Financial Management System (GIFMIS)
 - National Budget Execution System (NBES)
 - GIFMIS Portal
 - GMIS and Government Human Resources Information System Synchronization (GHRIS)
- Truly Cloud Based Infrastructure of Integrated Budget System
- Electronic Library System (eLibrary)
- Open Budget Data Initiative (OBDI)
- Other innovations as may arise over the course of the engagement

3.2.2 NETWORK: GENERAL SCOPE OF SERVICES

As defined in the Terms of Reference, the JV of IPC and COMNET will support the current DBM network infrastructure which covers linkages for main offices in different buildings in Manila and sixteen (16) regional offices, and consists of internet links, wireless access points and modems, phones systems, providing secure access to key services such as internet, web and proxy, DBM software system applications and database servers, DBM shared storage devices and network-attached storage, and data center equipment and peripherals. These network support services shall include but not limited to the following:

- Consultant Transition
- Network Design and Implementation
- Network Reconfiguration
- System Migration
- Network Installation

- Hardware Requirements Analysis and Definition
- Network and Asset Management
- Rationalized Network Access Plan
- Ensure Access Point Prevalence and Signal Ubiquity
- Regular Connectivity Audit
- Network Security Guarantee
- Network Improvement Roadmap
- Network Equipment Maintenance
- Preventive Maintenance and Troubleshooting
- Network Contingency Measures
- Desktop and User Support
- Regional Office Site Support Services
- Capacity Building
- Documentation and Technology Transfer
- Systems Coordination
- Network Partner

3.2.2.1 PLANNED IMPROVEMENTS

JV OF IPC AND COMNET shall provide the foregoing services to the "Planned Improvements" of the DBM. These will be fully discussed during the initial assessment/inception phase and the implementation will have to be mutually agreed upon by both parties with consideration to the resources available. These may or may not include the following:

- Worldwide Interoperability for Microwave Access (WiMAX) Initiative
- Regional Network Infrastructure Strengthening
- Other improvements as may arise over the course of the engagement

3.2.2.2 PLANNED INNOVATIONS

JV OF IPC AND COMNET shall provide the foregoing services to the "Planned Innovations" of the DBM. These will be fully discussed during the initial assessment/inception phase and the implementation will have to be mutually agreed upon by both parties with consideration to the resources available. These may or may not include the following:

- Tele and Videoconferencing
- Digital Fax System
- Other innovations as may arise over the course of the engagement

Any modification, which may be required to provide additional information or detail to the Extent of Work of this Contract, must be agreed to by DBM and JV OF IPC AND COMNET in writing.

3.3 EXCLUSIONS

Services or maintenance of any third-party software and hardware components that are currently under warranty.

3.4 FEES AND PAYMENT TERMS

3.4.1 SERVICE FEE

For and in consideration of JV OF IPC AND COMNET's services for the Project during the term of this Contract, DBM shall pay the JV OF IPC AND COMNET, and they shall be entitled to receive from DBM, an annual service fee for a maximum of Thirty Nine Million Five Hundred Thousand Pesos (Php 39,500,000) inclusive of Value Added Tax (VAT) and expenses for necessary travel to the DBM Regional Offices outside of Metro Manila for twelve (12) months of service.

3.4.2 MONTHLY BILLING AND PAYMENT

JV OF IPC AND COMNET shall bill DBM at the end of each month for a minimum monthly fee of Two Million Six Hundred Ninety Thousand Seven Hundred Forty Three Pesos and Forty One Centavos (P2,690,743.41) covering the regular support services inclusive of VAT to a maximum of Three Million Two Hundred Ninety One Thousand Six Hundred Sixty Six Pesos and Sixty Seven Centavos (P3,291,666.67) covering the regular support services and employment of predetermined contingency personnel inclusive of VAT. All such billings shall be duly supported by documents as agreed upon by both Parties. DBM shall pay JV OF IPC AND COMNET within fifteen (15) calendar days from receipt of (i) the monthly billing and (ii) the acceptance of works done and reports submitted as specified in Item 3.5 hereof.

3.4.3 OTHER CHARGES

JV OF IPC AND COMNET may bill DBM for necessary work not covered under Item 3.2 of the Scope of Work that will require additional manpower support beyond the pre-determined contingency personnel. Definite timelines and deliverables shall be approved by DBM with the corresponding charges. Payment shall be made upon completion and issuance of Certificate of Acceptance of concerned Users.

It is understood that changes in the Scope of Work shall only be incurred upon written request or order by DBM.

In case the change in the scope of work necessitates the inclusion of additional manpower support, the rates and conditions thereon shall be agreed upon in writing by both Parties in accordance with the applicable service rates are as set forth in Annex K – Out-Of-Scope Services Rates hereof.

3.4.4 VAT AND OTHER TAXES

All charges and fees are inclusive of twelve percent (12%) VAT.

Subject to approval of DBM, JV OF IPC AND COMNET may adjust its billings/charges to cover any increase in the VAT rate that may be effected by legislation during the term of this Contract.

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3.4.5 REBATES/CREDITS

3.4.5.1 MATERIAL BREACH OR DELAY

Should JV OF IPC AND COMNET commit a material breach of its undertakings under this Agreement or otherwise refuses or fails to satisfactorily complete the work within specified contract time including any time extension duly granted, and is thereby in default under this Contract, JV OF IPC AND COMNET shall pay DBM liquidated damages in an amount to be determined in accordance with the following formula for each calendar day of delay until the work is completed and accepted or taken over by DBM:

Liquidated Damages = 1/10th of 1% of the cost of the delayed portion for every day of delay

3.4.5.2 LIQUIDATED DAMAGES LIMIT

Liquidated damages exceeding the ceiling of monthly fees for the services under the Project shall be credited over to subsequent months' billings.

Once the cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the contract, the DBM shall rescind the contract, without prejudice to other courses of action and remedies open to it.

3.4.5.3 RIGHT TO DEDUCT

To be entitled to the rebates or damages under the foregoing Items, the consultant should provide the necessary documentation that DBM has incurred actual damages. Such amount shall be deducted from any money due or which may become due to JV OF IPC AND COMNET under this contract. Should there be a breach of service as specified in Item 3.4.5.1 of this Contract, and the same is attributable to JV OF IPC AND COMNET, DBM may, at its sole option, have the right to impose liquidated damages in accordance with the computations specified in Item 3.4.5.1 hereof.

However, JV OF IPC AND COMNET shall have up to five (5) working days from its receipt of DBM's written notice to prove to DBM that the breach of service is not within JV OF IPC AND COMNET's control and responsibility. Otherwise, DBM shall be entitled to deduct such liquidated damages from any money due or which may become due to JV OF IPC AND COMNET under this Contract, computed in accordance with Items 3.4.5.1 and 3.4.5.2 above, but subject to the limit set forth in above Item 3.4.5.2 hereof.

Rebates/credits and liquidated damages shall be aggregated for the month in which they were earned and granted for inclusion in the subsequent months' billings.

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3.4.5.4 EXEMPTIONS

Notwithstanding Items 3.4.5.1 to 3.4.5.3 hereof, JV OF IPC AND COMNET shall not be liable to pay DBM liquidated damages from any delay caused by an event of force majeure as set forth in Item 3.9 hereof.

In the event that DBM has withheld payments for material delays that are later found to fall under this Item, DBM agrees to immediately settle the related payable amount.

3.5 ACCEPTANCE

JV OF IPC AND COMNET shall provide to DBM the following monthly service reports for the Project due on the 5th day after the end of every month:

3.5.1 SOFTWARE RELATED

- Status Summary of Support Service Activities
- Statistics of Problems Reported and Resolved
- Detailed Profiles of Problems Reported and Resolved
- Status Summary of Enhancement.

3.5.2 NETWORK RELATED

- Updated List of Information and Communication Asset (when necessary)
- Risk Analysis Tables and Risk Assessment Report
- Resource Utilization and Statistics Report
- General Security Assessment
- Statistics of Problems Reported and Resolved
- Detailed Profiles of Incidents Reported, Monitored and Resolved
- Status Summary of User Assistance and Service Request (CO and RO)

Both JV OF IPC AND COMNET and DBM shall sign-off on the report formats upon commencement of the Project.

The monthly services provided by JV OF IPC AND COMNET are considered compliant with the standards of the DBM upon issuance by the ICTSS Director of a Certificate of Acceptance.

3.6 CONDITIONS OF CONTRACT

3.6.1 SUITABLE AND SECURED WORK AREAS

JV OF IPC AND COMNET shall provide their personnel with appropriate office equipment to fulfill their obligations under this Contract. Said equipment shall include, but shall not be limited to, personal computers, laptops, printers fax machines, mobile phones and lines, telephone handsets/cabling, UPS, AVRs, and photocopying machine.

On the other hand, DBM shall provide suitable work areas to house JV OF IPC AND COMNET-owned office equipment in all required locations and sites and shall ensure at its own cost and expense that said areas have at all times appropriate environmental conditions and physical security arrangements

Likewise, DBM shall provide office space and facilities for all assigned personnel of JV OF IPC AND COMNET at the DBM offices consistent with acceptable DBM workplace standards. For purposes of this Contract, proper office space and facilities shall include, but not be limited to:

- Desks and seats
- Access to documents and materials required by their work
- Access to DBM electrical, computer/network facilities required by their work
- Proper office space and a normal working environment during hours of work.

3.6.2 RESTRICTIONS AND PENALTIES ON PROPOSED STAFF

The DBM shall not consider substitutions once the project has officially started, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons. The JV of IPC and COMNET shall be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

3.7 JV OF IPC AND COMNET RESPONSIBILITIES

JV OF IPC AND COMNET shall comply with the service provider responsibilities set forth in the Schedule of Requirements, Technical Specifications, Terms of Reference, Supplemental/Bid Bulletin Addendum No. 1 for the submission of Eligibility Documents dated March 4, 2013 and Supplemental/Bid Bulletin No. 1 for the submission of Technical and Financial Proposal dated April 10, 2013.

3.7.1 MANPOWER

JV OF IPC AND COMNET shall provide twenty five (25) on-site consultants and/or technical specialists at the DBM Main Office. Apart from said 25 consultants, JV OF IPC AND COMNET shall provide four (4) additional personnel for development of priority improvements, innovations and major enhancement and additional five (5) contingency personnel for development of additional priority improvements/new requirements that may arise in the duration of the project.

The JV shall also provide one (1) subject experts to be available for consultation on matters relating to network and software maintenance and development which are beyond or can complement the technical knowledge of those assigned to the DBM.

JV OF IPC AND COMNET warrants that its personnel are properly supervised and technically competent to provide and conduct the required services and work specified under this Contract. Moreover, the DBM may demand for replacement of JV OF IPC AND COMNET's personnel if the performance and knowledge level is found below the expectation for the required services.

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3.7.2 INITIAL ASSESSMENT/INCEPTION

JV OF IPC AND COMNET shall conduct initial assessment/inception activities upon commencement of the Project with the support and participation of the ICTSS project team. During the conduct of such initial assessment activities, JV OF IPC AND COMNET shall maintain the existing Service Level Agreement.

JV OF IPC AND COMNET's initial assessment shall also include work plan, schedule and resolution of all pending issues, user-reported bugs, userrequested enhancements including pre-determined enhancements, network infrastructure assessment and plan and should calendar all activities to be administered in the duration of Project.

JV OF IPC AND COMNET's initial assessment/inception report shall be submitted to DBM by the fifth (5th) week after the start of the Project. The initial assessment/inception report shall form part of this contract.

3.7.2.1 SOFTWARE RELATED

JV OF IPC AND COMNET's initial assessment shall include, but shall not be limited to, compiling all pending issues, user-reported bugs, user-requested enhancements, as well as detailed testing of the functionalities of the Applications and the performance of the existing application and database servers.

3.7.2.2 NETWORK RELATED

JV OF IPC AND COMNET shall make an assessment of the current existing DBM Integrated Data and Voice facilities, including all network-related equipment and other associated device and software, make necessary recommendations and assess the security of the existing DBM network for the purpose of correcting security lapses.

During initial assessment/inception, the JV OF IPC AND COMNET shall initiate, perform and conduct a DBM-wide ICT-related activities like network security review, core network installation maintenance and cable harnessing, technology update & briefing, documentation and helpdesk support services for all ICT assets under the supervision of the ICTSS counterpart manager.

The ICTSS shall be required, whenever necessary, to complement, support, and participate with Network Support Team for the initial assessment/inception and all regional-related activities. All travel-related cost of the ICTSS personnel shall be solely borne by DBM.

3.7.3 DOCUMENTATION STANDARDS

JV OF IPC AND COMNET shall use its own methodology for documentation standards. These will include naming conventions, documentation guidelines and other standard operating procedures to be followed throughout the service period. JV OF IPC AND COMNET software tools and standard methodologies shall be proprietary to JV OF IPC AND COMNET and its affiliates and shall be governed by standard industry practice for intellectual property.

JV OF IPC AND COMNET shall integrate the work approval and monitoring procedures of DBM in defining its documentation standards for this project.

Both JV OF IPC AND COMNET and DBM shall sign-off on these standards and conform to these standards throughout the duration of the Project, unless changes to the standards are required and have been agreed upon by both parties.

3.7.4 PROJECT MANAGEMENT AND ADMINISTRATIVE STANDARDS

All personnel of the JV OF IPC AND COMNET assigned under this Contract shall be under the technical supervision and management of JV OF IPC AND COMNET. JV OF IPC AND COMNET shall conform to all project management and work approval and monitoring procedures of DBM. JV OF IPC AND COMNET personnel working at the DBM offices shall adhere to all administrative policies of DBM such as office hours, work decorum/conduct, inter-office correspondence, use of office space and equipment, security, confidentiality and other policies. DBM shall likewise promptly inform JV OF IPC AND COMNET and JV OF IPC AND COMNET personnel assigned to and performing the services under this Contract with regard to any changes in administrative policies or procedures.

3.7.5 HELPDESK FACILITY AND TICKET TRACKING SYSTEM

JV OF IPC AND COMNET shall provide a multi-channel Helpdesk Facility to serve as primary contact point for user inquiries, requests and problems. Users can report their concerns/requests via telephone hotline, electronic mail, Short Messaging Service (SMS), and web.

JV OF IPC AND COMNET shall provide a web-based Project Issue Ticket Tracking System (Ticket Tracking System) to track all reported issues, requests and their subsequent resolution. The Ticket Tracking System can be accessed by members of the Project Organization as described in Item 3.12 hereof.

All received user inquiries, requests and problems shall be issued a Ticket Tracking Number; logged, reported and monitored in the Ticket Tracking System.

The dedicated hotline will be available during normal business hours of DBM from 7AM to 6PM, Mondays through Fridays, and from 9AM to 6PM on Saturdays, except on holidays.

Users can report concerns/requests on a 24x7 basis by either using the webbased Ticket Tracking System, electronic mail and/or via SMS to the designated Helpdesk mobile number. Users can also monitor the status of their request/s using the Ticket Tracking System.

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3.7.6 SOFTWARE RELATED RESPONSIBILITIES

3.7.6.1 APPLICATION AND DATABASE SERVERS ADMINISTRATION

JV OF IPC AND COMNET shall provide day-to-day server administration services for the operational implementation of the DBM systems which include but not limited to the following:

- Installing and maintaining database management software
- Perform upgrades and data migration to higher database version when necessary
- Manage Oracle Automatic Storage Management
- Apply one-off patches, patch set, and critical patch updates
- Backup and Recovery
- Collaborating with other DBM solution provider and/or contractor when needed
- Collaborating with counterpart ICTSS Personnel in maintaining databases where database administration (DBA) involvement is necessary
- Monitoring, maintaining and managing space usage within the database and other Oracle database related resources
- Monitoring file system and disk usage including suspicious system activity
- Re-creating database instances when necessary
- Assisting with data movement between instances
- Creating user accounts in application systems that require DBA involvement
- Adding/modifying/removing system user accounts
- Collaborating counterpart ICTSS Personnel, coordinate with Oracle Support on the resolution of issues
- Documenting procedures, troubleshooting, and disaster recovery standard procedures.

3.7.6.2 ON-SITE SYSTEMS DIAGNOSTICS & PROBLEM RESOLUTION

To respond to user problems/issues logged in the Ticket Tracking System, JV OF IPC AND COMNET shall provide on-site system diagnostics and perform recovery and resolution actions. JV OF IPC AND COMNET shall fix any bugs identified and discovered in the Applications.

3.7.6.3 ENHANCEMENTS IMPLEMENTATION

JV OF IPC AND COMNET shall give priority to predetermined major enhancements as defined under Item VII.A.3 of the TOR. All other unforeseen enhancements to any Applications shall be subject for approval and shall be categorized and prioritized by DBM according to their urgency and importance.

JV OF IPC AND COMNET shall regard request for enhancements as internal support projects with definite timelines and deliverables as approved by DBM.

JV OF IPC AND COMNET shall implement all necessary and calendared major and minor enhancements to the Applications within the duration agreed by JV OF IPC AND COMNET and DBM. Any future requests to expedite their completion or shorten the duration shall be considered only on a best effort basis. JV OF IPC AND COMNET should not be penalized if it extends beyond the requested shortened duration.

JV OF IPC AND COMNET shall not undertake unidentified, uncalendared enhancements, except those directed by DBM.

3.7.6.4 24x7 SERVICES

JV OF IPC AND COMNET personnel shall be on call twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year for urgent needs such as application/database fortification, troubleshooting and recovery, and other urgent end-user assistance.

3.7.7 NETWORK RELATED RESPONSIBILITIES

3.7.7.1 NETWORK ANALYSIS AND PREVENTIVE MAINTENANCE

JV OF IPC AND COMNET shall perform Network Analysis and Preventive Maintenance Procedures on a regular basis or as prescribed by original equipments manufacturers to ensure that all network equipment are in good working condition and will keep the network up and running at all times.

As part of the maintenance procedures, JV OF IPC AND COMNET shall promptly inform DBM of any available upgrades or replacements of deteriorating units for its hardware. JV OF IPC AND COMNET shall assist in the installation of upgrades/replacements upon the approval of DBM representative. Any upgrade/replacement cost shall be for the account of DBM.

Likewise, a DBM representative shall also oversee and approve repair or pull-out of any defective equipment. JV OF IPC AND COMNET shall assist in the pulling-out of defective equipments. Pulling-out of defective equipments shall only be performed upon filling-out and approval of an Equipment Pull-out Form.

3.7.7.2 24x7 SERVICES

JV OF IPC AND COMNET shall provide 24 x 7 Service Monitoring to ensure that DBM Integrated Data and Voice Network facilities are up and running twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-six (366) days a year through DBM's telecommunications provider.

A Network Monitoring Center shall be set-up in DBM's Central Office to provide easy access to all of DBM's regional offices. JV OF IPC AND COMNET shall use proprietary and/or non-proprietary applications and tools for the network monitoring and enhancement applications. Applications and tools shall be used for diagnostics and shall be turned over to designated and trained DBM personnel at the end of this Agreement. After which, the required licenses, if any, to use, support and operate the said applications and tools will be on DBM's account.

JV OF IPC AND COMNET shall address network maintenance problems, particularly on the status of the equipment using DBM's existing management tools. JV OF IPC AND COMNET consultants will ensure that alerts being generated by the tool will be brought to the attention of the JV OF IPC AND COMNET helpdesk on duty. JV OF IPC AND COMNET shall isolate fault and identify the cause of fault using the root cause analysis (RCA).

Should there be a need for JV OF IPC AND COMNET consultants to provide personal technical assistance in any of the regional sites outside Metro Manila, JV OF IPC AND COMNET shall shoulder all travel-related cost for such dispatches subject to the provision within the terms of this Agreement.

3.8 KNOWLEDGE AND TECHNOLOGY TRANSFER

JV OF IPC AND COMNET will provide DBM with complete and up-to-date user manuals and job aids, and conduct end-user training workshops on the proper use of the Applications and Network at the DBM Main Office.

JV OF IPC AND COMNET shall formulate and conduct a training program for the DBM when necessary covering the management and maintenance of the Applications and the Network and the tools related thereto.

3.9 FORCE MAJEURE

The obligations of the parties under this Contract shall be suspended to the extent and for the period that performance is prevented by *force majeure* such as labor disputes; acts of God; laws; regulations or orders of any government or governmental entities; judgments or orders of any courts; acts or war or conditions arising out of or attribute to war, whether declared or undeclared; riots; terrorism; storm, flood, volcanic eruption, drought or other severe and unusual adverse weather conditions; accidents; or any other cause similar to the foregoing.

Notwithstanding with the foregoing, a party may not claim the benefit of force majeure to the extent the event of force majeure occurs as a direct result of such

party's own action or inaction or the action or inaction of its agents, affiliates, subcontractors, or other persons under its control. The party affected by a force majeure circumstance shall immediately, but in any event not later that ten (10) calendar days from the occurrence of an event of force majeure notify the other party of the suspension of performance and the reasons therefore and shall use best efforts with the co-operation of the other party to resume performance upon the cessation of the event of *force majeure*.

Should any obligation hereunder be delayed or prevented due to force majeure for a continuous period of more than six (6) months, the parties shall discuss in good faith with a view to reaching a solution satisfactory to the parties. In the event that the parties cannot reach any solution within thirty (30) days after the said six (6) month period, then either party shall have the right to terminate this Contract.

In the event this Contract is terminated due to *force majeure*, the total price payable by DBM to JV OF IPC AND COMNET hereunder shall be the price of the Services completed and accepted by DBM at the date of such termination.

3.10 TERMINATION OF CONTRACT

This Contract may be terminated either due to default of JV OF IPC AND COMNET, or for other causes in accordance with the General Conditions of this Contract and the Guidelines on Termination of Contracts issued through Government Procurement Policy Board Resolution No. 018-2004 dated December 22, 2004.

3.11 PROJECT ORGANIZATION

3.11.1 JV OF IPC AND COMNET OVERALL PROJECT MANAGER

JV OF IPC AND COMNET shall designate a Project Manager (the "JV OF IPC AND COMNET-PM") who shall have overall responsibility for delivering the contractual obligations of JV OF IPC AND COMNET in this Contract. The JV OF IPC AND COMNET-PM shall acquire and assign JV OF IPC AND COMNET resources required to perform its function.

The JV OF IPC AND COMNET-PM shall work closely hand-in-hand with ICTSS in resolving issues that might arise in the course of the work. The JV OF IPC AND COMNET-PM shall report regularly at the DBM Central Office 3 to oversee the activities undertaken in connection with the implementation of the project.

3.11.2 DBM PROJECT MANAGER

The DBM ICTSS Director shall serve as DBM-Project Manager and shall be responsible for the DBM duties and responsibilities under this Contract, including among others:

- Initiate the contact and coordination with all offices and agencies involved in the maintenance of the Project
- Provide guidance in resolving issues regarding priority of work requests
- Provide such requirements and information needed by JV OF IPC AND COMNET
- Ensure that the logistical requirements of the Project are met

- Ensure the availability of persons knowledgeable on DBM systems and procedures and provide available system documentation
- Approve architecture and interface decisions
- Review the status of the Project and assess JV OF IPC AND COMNET's performance
- Issuance of Certificate(s) of acceptance.

3.11.3 JV OF IPC AND COMNET SUPPORT TEAM

The JV OF IPC AND COMNET-PM shall form the JV OF IPC AND COMNET Support Team (JV OF IPC AND COMNET-ST). The JV OF IPC AND COMNET-ST shall perform the day-to-day services under the Project. This team shall be composed of thirty four (34) maximum technical staff as follows:

General Total of 4

- Overall Project Manager (1)
- Systems Security Officer (1)
- System/Business/Requirements Analyst/Documentation Specialist and Quality Assurance Tester (1)
- Helpdesk Support (1)

Software Team Total of (18)

- Technical Manager (Software Maintenance and Development) (1)
- Oracle-Certified Database Administrator/System Administrator (1)
- Dedicated Pool of Developers (On-site) (7)
- Additional Developers (Planned and Priority Improvements/Innovations/ Enhancements) (4)
- Additional Developers (Contingency Requirements) (5)

Network Team Total of 12

- Hardware/ Infrastructure Manager / Regional Network Coordination Head (1)
- System Administrator (4)
- Network Administrator (3)
- Desktop/Tech Support Specialist (3)
- Telephone Operator (1)

3.11.4 DBM SUPPORT TEAM

DBM shall form its own counterpart DBM Support Team (DBM-ST) that shall collaborate and work with the JV OF IPC AND COMNET-ST, specifically on tasks pertaining to user assistance, system and network administration and management.

DBM shall be responsible for providing "remote hands", whenever necessary to provide support to the regional sites. "Remote hands" shall refer to DBM ICTSS personnel who will assist regional sites in partnership with trained JV OF IPC AND COMNET consultants/engineers.

3.12 PERFORMANCE SECURITY

The performance security posted in favor of the DBM shall be forfeited in the event it is established that JV OF IPC AND COMNET is in default in any of its obligations under the Contract.

Moreover, the performance security shall remain valid until issuance by DBM of the Certificate of Completion and may be released by the DBM and returned to JV OF IPC AND COMNET only after the issuance of the Certificate of Completion subject to the following conditions:

- There are no pending claims against JV OF IPC AND COMNET or the surety company filed by the DBM; and
- JV OF IPC AND COMNET has no pending claims for labor and materials filed against it.

3.13 CONFIDENTIALITY

DBM agrees that it will hold any confidential information in strict confidence for a period of two (2) years after the conclusion of any services provided by JV OF IPC AND COMNET under this Contract. Confidential information shall include, but not be limited to, technical and business information relating to JV OF IPC AND COMNET inventions or products, research and development, production and engineering processes, computer specifications, costs profit or margin information, finances, customers, marketing, operations, future business plans and all related documentation. DBM will not make any disclosure of the confidential information to anyone without the written consent of JV OF IPC AND COMNET, except to employees or agents to whom disclosure is necessary for the performance of this Contract.

JV OF IPC AND COMNET acknowledges that all information such as, but not limited to, systems, processes, reports, correspondences, emails, faxes, documentation and other works in connection with its services under this Contract (collectively referred to as "Information Resource") shall be the property of DBM, and JV OF IPC AND COMNET acquires no right, title or interest therein. JV OF IPC AND COMNET covenants that it shall not use, copy, disclose, distribute, store, retrieve or destroy any such information for any purpose without the express prior written consent of DBM. This obligation will be strictly interpreted and shall survive the termination of this Contract.

JV OF IPC AND COMNET shall ensure that its partners, directors, officers, employees, contractors, affiliates, agents and volunteers shall during the effectivity and after termination of this Contract maintain confidential and secure any Confidential Information and Information Resource. For this purpose, JV OF IPC AND COMNET, its partners, directors, officers, employees, contractors, affiliates, agents and volunteers may, at any time during the effectivity of this Contract, be required by DBM to execute a confidentiality Contract containing such terms and conditions as DBM may reasonably deem necessary to ensure protection of any Confidential Information or Information Resource.

3.14 TURNOVER

At the End Date or upon termination of this Contract, JV OF IPC AND COMNET shall turnover within fourteen (14) calendar days the works defined under the monthly recurring services, and any materials or documents related to services

under this Project, including all sources codes of the Applications, to whomever DBM shall designate to continue providing the services.

However, this turnover shall not be construed as a form of orientation, training or hand-holding but merely a turnover of responsibilities and up-to-date materials or documents to DBM.

3.15 REPRESENTATIONS AND WARRANTIES

With respect to its authority to execute and implement this Contract, JV OF IPC AND COMNET hereby represents and warrants that:

- (a) JV OF IPC AND COMNET is a partnership between two (2) corporations duly incorporated and validly existing under the laws of the Philippines, and each has all the necessary power and authority to own its properties and carry on its business as presently carried on and has obtained all necessary licenses and permits to engage in business and perform its obligations under this Contract and, generally, complied with all applicable laws;
- (b) DBM and JV OF IPC AND COMNET has full power, legal right and authority to enter into and perform this Contract and to do all acts and things and execute and deliver all other documents as required hereunder to be done, observed or performed by it in accordance with its terms;
- (c) JV OF IPC AND COMNET has good and sufficient power, authority and right to provide any licenses required under this Contract to DBM free and clear of liens, charges and encumbrances;
- (d) This Contract constitutes a valid and legally binding obligation of DBM and JV OF IPC AND COMNET, enforceable against the other party in accordance with its terms, subject only to applicable bankruptcy, insolvency and other similar laws affecting the enforceability of the rights of creditors generally, the general principles of equity and that equitable remedies such as specific performance and injunction as are available only in the discretion of a court; and
- (e) The representations and warranties contained in this Item shall survive the termination of this Contract.

3.16 PUBLICITY

DBM hereby grants JV OF IPC AND COMNET permission to publicize only the awarding of the project through JV OF IPC AND COMNET's press releases, sales presentations, website, and corporate profile: PROVIDED, That the Confidentiality clause is observed.

Contingent on the successful completion of the project, DBM further grants JV OF IPC AND COMNET permission to cite DBM as a reference client in its marketing collateral and corporate profile, and may also agree to meet with any of JV OF IPC AND COMNET's prospective clients: PROVIDED, That such meetings are scheduled at DBM's convenience.

3.17 ATTACHMENTS TO THE CONTRACT

The following documents attached herein shall form part of the Contract:

- Annex A Notice of Eligibility and Shortlisting
- Annex B Terms of Reference
- Annex C Supplemental Bid Bulletins
- Annex D Technical Proposal Forms submitted by the Consultant
- Annex E Financial Proposal Forms submitted by the Consultant
- Annex F General Conditions of the Contract
- Annex G Special Conditions of the Contract
- Annex H Notice of Award of Contract & Contractor's Conforme Thereto
- Annex I Performance Security
- Annex J Service Level Agreement
- Annex K Out-of-Scope Service Rates
- Annex L Joint Venture Agreement

3.18 EFFECTIVITY OF CONTRACT

This Contract shall take effect in accordance with Item 3.1 of this Contract unless otherwise specified or terminated in accordance with Item 3.10.

3.19 GENERAL PROVISIONS

- (a) Appropriation. Notwithstanding the approval of this Contract, it is understood that DBM may only be held liable for the payment of obligations incurred for that portion of the Contract covered by authorized appropriations. DBM commits, however, to include the funding requirements for the remaining portions of the Contract in its annual budget proposals until the services under the Project are completed.
- (b) Severability. All provisions and covenants contained in this Contract are severable, and in the event any of them shall be held to be invalid by any competent court, this Contract shall be interpreted as if such invalid provisions or covenants were not contained within the Contract.
- (c) Non-Representation. JV OF IPC AND COMNET shall have no authority or right to make or undertake any promise, warranty, or representation, to enter into or execute any contract, or otherwise to assume any obligation or responsibility in the name or on behalf of DBM, except as may be specifically approved in writing by DBM.
- (d) Employer-Employee Relationship. Nothing in this Contract shall be construed to create an employer-employee relationship between DBM and JV OF IPC AND COMNET employees. JV OF IPC AND COMNET is and will be treated as an independent contractor. DBM shall not be responsible for the provision of any workers compensation insurance, medical, or disability insurance or any other form of insurance coverage for JV OF IPC AND COMNET employees. JV OF IPC AND COMNET shall indemnify and hold DBM harmless from any laborrelated claims, demands or liabilities resulting from any fees paid by JV OF IPC AND COMNET to its employees and/or subcontractors with this Contract.

- (e) Entire Contract. This Contract constitutes the entire Contract between JV OF IPC AND COMNET and DBM with respect to the services set forth herein and the compensation to be paid for such services. No agreements, understandings, commitments, discussions, warranty, representations, or other covenants, whether oral or written, between JV OF IPC AND COMNET and DBM, are included in this Contract except as set forth herein.
- (f) Amendments. Any amendment, modification, and revision to this Contract shall be valid only if reduced to an instrument in writing signed by the duly authorized representatives of both parties.
- (g) Binding Effect. This Contract shall be binding upon DBM and JV OF IPC AND COMNET, and their respective successors and assigns. Neither party may assign any of its rights or obligations under this Contract without the written consent of the other party.
- (h) Governing Law. This Contract shall be governed by and construed in accordance with the laws of the Republic of the Philippines. Any action brought to enforce or interpret this Contract shall be brought in the courts of the City of Manila.

IN WITNESS THEREOF, the Parties have caused this Contract to be signed by their duly authorized representatives on the date first above written.

DEPARTMENT OF BUDGET AND MANAGEMENT

By:

FLORENCIO B. ABAD Secretary

Joint Venture of INCUVENTURE **PARTNERS CORPORATION and** COMPUTER NETWORK SYSTEMS CORPORATION

By:

DAVE JOHN A. MACIAS President and COO Incuventure Partners Corporation Representative - JV OF IPC AND COMNET

| | Signed in the Presence Of: | |
|------------------------------|-------------------------------------------------------------------------|------------|
| HARD E. MOYA Hersecretary | Romerto DE LOS S | ANJOS H.R. |
| | Funds Available: Minnain ESPERANEA Q. IGNACIO Chiat Accountant | |
| | 96R# 20(3.7 - 1703 Confidential 7/29/13 | Page 23 |

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)) S.S. CITY OF MANILA

BEFORE ME, a Notary Public for and in the City of Manila this 181 day of Aug. 2013 personally appeared the following:

Name

Valid ID

Valid Until

Florencio B. Abad

DBM # 3706 CTC # 30043118

1/23/13-Basco, Batanes

2014

Dave John A. Macias

Driver's license No3-93-138944

1/11/13-Mandaluyong City CTC # 0118G185 known to me to be the same persons who executed the foregoing Contract and who

acknowledged to me that the same is their free and voluntary act and deed and of the entities they respectively represent.

This CONTRACT FOR THE SOFTWARE AND NETWORK MAINTENANCE AND DEVELOPMENT OF THE DEPARTMENT OF BUDGET AND MANAGEMENT was signed by the parties and their material witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this 18 Aug. 2013. day of

Doc. No. 369 Page No. 76 Book No. I Series of 2013

CANDICE M. RUIZ ROWENA NOTARY UBLIC-MANILA COMMISSION SERIAL NO. 2012 - 034

UNTIL DECEMBER 31, 20 13 ROLL NO. 49404, LBP LRN 05140 PTR NO. 14136008 Manilal Jan. LEGAL SERVICE, DBM MABINI HALL, MALACAÑANG MANILA

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LIST OF ANNEXES

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- Annex K Out-of-Scope Service Rates
- Annex L Joint Venture Agreement

Annex A – Notice of Eligibility and Shortlisting

Reproduced in its entirety without modifications





REPUBLIC OF THE PHILIPPINES Department of Budget and Management Malacañang, Manila

NOTICE OF ELIGIBILITY

March 27, 2013

MR. DAVE JOHN A. MACIAS

Representative Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation Unit 3002 Tycoon Centre Condominium Pearl Drive, Pasig City

Dear Mr. Macias:

The Department of Budget and Management (DBM) has received financing from the General Appropriations Act in the amount of Forty Million Five Hundred Fifty Eight Thousand Pesos (P40,558,000.00) for the cost of *Software and Network Maintenance and Development* (the "Project").

Relative thereto, the DBM now invites the Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation, being the single eligible consultant, to bid for the Project. As eligible consultant, the Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation, is prohibited from transferring this invitation to other consultants. The details on the services are provided in the Terms of Reference and the winning consultant shall be selected and employed in accordance with Quality Cost Based Evaluation procedures as described in the Bidding Documents.

The DBM will hold a Pre-Bid Conference on April 3, 2013, 1:00 p.m. at Undersecretary Richard E. Moya's Conference Room, 2/F DBM Boncodin Hall, General Solano St., San Miguel, Manila. The Pre-Bid Conference shall be open only to the above eligible consultant provided that it has purchased the Bidding Documents in the amount of Twenty Five Thousand Pesos (P25,000.00). The Bidding Documents for the Project shall be available at the G/F AS Conference Room, Mabini Hall, Malacañang, Manila.

Very truty yours,

ROWENA CANDICE M. RUIZ

Vice Chairperson DBM BAC

Section VI. Terms of Reference

I. <u>BACKGROUND</u>

The ICT Support Systems of the DBM consists in an array of software systems, distributed to the different DBM offices and external clients through a network infrastructure, which also allows broadband connectivity. Both the DBM Software Systems and the DBM Network Infrastructure have components that are absolutely mission-critical in the service delivery and everyday functioning of the DBM.

Due to the highly technical nature of development & maintenance of software systems and the management of the support network; and to the increasing scope as demanded by large-scale government reform agenda such as the Government Integrated Financial Management Information System (GIFMIS), it is both practical and necessary to outsource these services. Thus, the consultancy requires the highest order of technical expertise, the most fastidious of maintenance and administration, and the most relevant in technological innovations.

The Consultant must be able to address ALL ICT-related matters encountered by the DBM. Consultant, and its assigned agents, should be flexible enough to respond to the volatile needs of the DBM.

To enable the DBM to fully devote its energies and resources to the fulfillment of its mandate and the improvement of its service delivery, a strong partnership with a professional Software and Network Maintenance and Development Consultant is imperative. And to afford the DBM the best in operational and developmental technical support, the Consultant should possess a proven and excellent track record in providing services similar to those required by the DBM.

The Consultant shall be rendering services related to the administration, maintenance, improvement, and development of the DBM's applications and the network over which these applications are delivered, the specifics of which are referenced and enumerated in Part II. <u>Objectives</u>, Part VII.A.2. <u>Software - General Scope of Services</u>, and VII.B.2. <u>Network - General Scope of Services</u>.

II. <u>OBJECTIVES</u>

- To provide full operational support in terms of the maintenance and development of the DBM software systems and DBM network infrastructure.
- To enable the most seamless use of software systems within the DBM network in aid of the specific functions of each DBM unit

- To maximize connectivity within the DBM network to enable the fastest, clearest communication and the greatest, most relevant data and resource sharing
- To amplify the volume of information that the DBM may publish to external parties and also of data that the DBM may receive from such external sources
- To institute a proactive stance in making improvements and innovations to the DBM software systems and network
- To accommodate the dynamic and evolving needs of the DBM in accordance with emergent trends in public service and in technological development
- To facilitate the most efficient and effective service delivery to client agencies as demands move to electronic systems and for faster response times
- To bolster business continuity despite issues, threats, and changes, both within and without the normal course of operations
- To empower as many DBM units as possible in the fulfillment of their basic functions and of value-added mandates as well

III. PREFATORY DEFINITIONSS

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

Network shall include all forms of communication and data access and exchange over a network either through telephone, intranet, internet, or other similar infrastructure, and the devices comprising such infrastructure (including those indirectly but reasonably related).

- *Improvements* pertain to enhancements on *existing* systems, including bug fixes, customizations, and other such feature-related changes which do not necessarily alter the fundamental functions of the existing system.
 - *Innovations* pertain to *new* initiatives that essentially need to be built from the ground up and that require most or all of the following processes:

design, development, procurement, installation, testing, deployment, and capacity building and training.

- *National Fiscal Management Systems* referenced in Item VI.C. pertains to those that are similar to the existing systems being implemented in the DBM as described under Item VII.B.1. of these Terms of Reference.

IV. DURATION

The services of the Consultant shall be engaged for a period of twenty-four (24) months; provided, the ICTSS has issued a favorable performance evaluation for the services rendered by the consultant. Otherwise, the engagement shall only be for a period of twelve (12) months.

V. APPROVED BUDGET FOR THE CONTRACT

The maximum possible contract price for the services for the first twelve-month service period is PESOS: FORTY MILLION FIVE HUNDRED FIFTY-EIGHT THOUSAND (PhP40,558,000). A bid in excess of this amount shall automatically be rejected at the opening of the financial proposal.

This amount shall be inclusive of twelve percent (12%) Value Added Tax (VAT) and other taxes imposed by the government, and shall consist of the following:

- Equal and fixed monthly recurring fee for basic services (To be billed by the Consultant at the end of each month attaching a report as required by the ICTSS, and to be paid within thirty (30) days from such billing)
- Fees for Additional and/or Contingency Developers (As needed, based on the determination of ICTSS as evidenced by a written request to the Consultant)
- Fund for necessary travel to the DBM Regional Offices outside of Metro Manila (ICTSS shall regulate provisions pertaining to the maximum manhours per trip, maximum number of man-trips, and other related matters),

Expenses as referenced in Item VIII.A. and tools of the trade and other similar items necessary in order to enable the Consultant and its agents to fulfil shall be for the account of the Consultant.

VI. GENERAL PROVISIONS

A. Guiding Principles

 Technology should follow the requirements of strategic planning and practice; not the other way around.

- While the processes of planning and development are important, the ultimate success of any established network or installed software shall depend on the actual benefits it grants DBM end-users.
- The relationship sought by the DBM with the Consultant is a partnership in the ever-improving, and thus necessarily changing/volatile, mission to render the best government service possible.

B. Hardware, Licenses, Subscriptions

Any hardware, licenses, and subscriptions integral to the full functionality of the network infrastructure and software systems, as recommended by the Consultant and approved by the DBM, shall be procured and owned by the DBM. Thus, costs for such hardware, licenses, and subscriptions are excluded from the amounts estimated on these Terms of Reference.

Hardware, licenses, and subscriptions shall exclude the tools of the trade, hardware (including Personal Computers and its peripherals), software and licenses, everyday supplies and others items which shall be necessary in order to enable the Consultant and its agents to fulfill the scopes of work specified in these Terms of Reference or as otherwise agreed upon. These shall be for the account of the Consultant.

C. Consultant Requirements

Based on the below enumeration of the current DBM software and network infrastructure and the indicative improvements and innovations, the Consultant must possess extensive experience and a strong track record showing consistent versatility and reliability in inheriting, reconfiguring, improving, developing, implementing, auditing, documenting, and capacity building for similar systems. In light of the foregoing, the Consultant must have at least three (3) years' experience in:

- software development (per se) and deployment, and system support and maintenance of network-based applications (both web and clientserver based);
- processes related to public financial management (fiscal management, budgeting, payroll, accounting, and other similar processes); government experience a plus;
 - support of systems and network infrastructure of offices spread across the archipelago (including but not limited to the management of telecommunications service providers, etc.).

The Consultant must exhibit a sincere and consistent intention to be a Partner of the DBM in the efficient and effective delivery of public service.

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The Consultant should provide a proposal that will describe and elaborate on their offering based on all the requirements enumerated herein.

Personnel of the Consultant to be assigned to the DBM shall be approved by the ICTSS. These personnel may only be changed upon prior approval of the ICTSS of such replacement and of suitable substitutes.

The General Job Descriptions as detailed in the Team Composition sections shall be subject to change as required by the DBM, within the contemplation of these Terms of Reference and reasonably related purposes. The Position and Personnel may also be subject to change as is reasonable, upon the agreement of the Consultant (e.g. Instead of 3 Network Administrators and 3 System Administrators, it may be changed to 4 of the former and 2 of the latter, etc.)

Assigned personnel shall be required to comply with the processes for monitoring on-premise attendance (such as timing in and timing out on the bundee, blotter, and/or biometric systems) as defined by the Human Resources Department of the DBM. Compliance shall be enforced and monitored by the ICTSS.

Work areas shall be defined and work spaces shall be provided for by the ICTSS.

| Position | Time Required & Number of Shifts | Per Shift | Total | General Job Description | Qualifications and Certifications |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall Pro Manager | iect Mondays to Fridays regardless of holidays, on full-time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. Must be On-Call 365x24x7 | n/a | 1 | To be responsible for all matters and commitments relating to DBM applications and all ICT pertinent- matters; To carry out the functions and responsibilities of the Technical Manager and/or Hardware Manager when the latter two are unable to fulfill the same for whatever reason | Must have either a Masters degree in IT- related disciplines or sufficiently equivalent work experience to be determined by the ICTSS, and at least seven (7) years cumulative working experience in the support, maintenance, development and deployment of complex mission critical applications relating to software development, network infrastructure, project management and |

Team Composition – General

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| | | | | | | service management based on best practices and industry standards. Experience in budget, accounting and financial management applications and accounting patterns and e-Government application development is a premium. He/she must be very efficient in report preparation/writing and business communication skills. |
|-------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Systems Security Officer | Mondays to Fridays regardless of holidays, on full-time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. Must be On-Call 365x24x7 | n/a | 1 | Ensure system security, including but not limited to periodic penetration testing (network, web, applications). Should be able to implement the controls prescribed under Information Security Management Systems (ISMS) standards (ISO27001) | At least four (4) years experience maintaining and implementing an Information Security Management System (ISMS). Preferably with ISO 27001 audit experience. |
| Au. A | System/Business /Requirements Analyst/Documentation Specialist and Quality Assurance Tester | Mondays to Fridays regardless of holidays, on full-time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. | n/a | 1 | Ensure that the needs of end-users and business process owners (which brought about the need for the software/ application) are translated into requirements, specifications, and use-cases for the developers to be able to produce the desired software and applications (fulfillment of intent of use or the context of the requirement). System testing, functional testing, and user interface | At least four (4) years experience in business processes relating to budget, accounting, and financial management applications and accounting patterns and e-Government application development is a premium; and in performing preliminary user testing for related applications and systems. |

| Helpdesk Support | Mon to Fri 7:00am to 6:00pm, Sat 9:00am to 6:00pm | n/a | 1 | testing; and User Acceptance and Testing, Script for End-User Testing, Documentation for both systems Work with the Hardware Manager to provide ICT infrastructure and hardware recommendations based on business process requirements and software specifications Primary contact point for user inquiries, requests and problems; routing and dispatching of appropriate technical concerns | Must have a College degree with a minimum of four (4) years relevant IT working experience and have completed courses in helpdesk etiquette, technical support protocols, and best helpdesk practices on top of his/her computer skills in basic computer operations |
|------------------------------------|---------------------------------------------------------------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject Experts fo Consultation | r n/a | n/a | TBD | To be available for consultation on matters relating To network and software maintenance and development which are beyond or can complement the technical knowledge of those assigned to the DBM | Experts in the latest developments, trends, and technologies in fields pertaining to network and software maintenance and development |

D. Engagement – Preliminaries

Reasonableness dictates that the Consultant be provided ample time and sufficient opportunities to familiarize itself and its agents with the current DBM network infrastructure and software systems.

The DBM will have many improvements and innovations that it plans to engage the Consultant to undertake. The enumeration in this TOR and thereafter is not exclusive, and may be subject to change depending on a number of factors (e.g., as the government's reform agency will require, Consultant's advice, among others). The list of improvements and innovations listed in these TOR shall be the minimum scope of planned improvements and innovations. As to which improvements and innovations will actually be embarked upon, the schedule under which they will be undertaken, and other pertinent details will be decided by the DBM through the ICTSS, in consultation with the Consultant.

VII. SCOPE OF FUNDAMENTAL SERVICES

The fundamental services to be rendered by the Consultant shall be the maintenance of Existing systems, making Improvements on the same, and also developing New systems. GIFMIS developments and the Truly Cloud Based Infrastructure of Integrated Budget System (see VII.A.4.) will be a significant and primary purpose of the engagement of the Consultant.

A. Software

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1. Existing Software Systems

It is noteworthy that usage and access of majority of the software systems will be done through the DBM network.

The current software systems of the DBM consist of the following applications:

- Budget Preparation Management System (BPMS) designed for the preparation and management of the national budget that provides computer-aided facility for expenditure planning and analysis. System was web-enabled in 2012 for system portability and accessibility.
- Government Manpower Information System (GMIS) designed to manage national government plantilla and to facilitate processing of agency request pertaining to modifications in staffing which includes position classification/reclassification, transfer, creation and abolition. In 2012, a web based module was developed for the agency in order to facilitate inputting and updating of agencies personnel movements along with personnel data. Regular GMIS functionalities internal for DBM was also web enabled for ease of access.
- *Electronic Budget Releasing System (eBudget)* a web based system designed to manage the national budget and to facilitate processing of fund releases to implementing agencies.
- Foreign Assisted Projects System (FAPS) contains a database of all foreign assisted projects. With the issuance of Budget

Execution Guidelines No. 2011-30, dated December 20, 2011, releases pertaining to FAPs should be done thru the eBudget. Support for FAPs system will still be necessary pertaining to other FAPs documents and releases which cannot be accommodated in the eBudget System until such time that full functionalities of FAPs are assimilated in eBudget.

- Electronic Transparency and Accountability Initiatives for Lumpsum Funds System (eTAILS) a web based system developed to facilitate the budget execution and tracking of selected Lumpsum appropriations (Priority Development Assistance Fund, Internal Revenue Allotment and Department of Education School Building Program), and to provide transparency and accountability in the allocation, disbursement and use of fund thru automatic posting of releases to the DBM website. Support component is the maintenance and safeguarding of the eTAILS portion in the DBM website.
- Document Management System (DMS) a web based document management and tracking system capable of storing, organizing and retrieving of indexed documents with automated document routing/review process (work flow).

In addition, DBM has the following Internal Applications:

- Manpower Management Information System (MMIS) this encompasses the Personnel Database Management System and the Payroll System. With the initiative of the current administration to implement a National Payroll System, transitory support services will be needed until such time that the National Payroll and corresponding Government Human Resource Information System are in place.
- Index of Payment Computerized System (IPCS) this involves the indexing of payments to the DBM employees.
- Property Monitoring Information System (PMIS) developed to maintain database of property accountability of DBM employees.

2. General Scope of Services

The succeeding list is not exclusive. Among the services that will be performed by the Consultant in relation to the DBM software systems are:

 Consultant Transition. The Consultant shall ensure full support of the operation of the current DBM software systems through a transition phase upon the transfer from the former software maintenance service Consultant.

- Systems Architecture, Design and Implementation. The Consultant shall undergo an assessment of the current array of DBM IT systems. Based on the review, the Consultant, in coordination and consultation with pertinent DBM units, shall provide a recommended systems architecture and design plan that incorporates the creation of an IT development platform for the current and future DBM systems.
- *IT Consulting*. The Consultant shall assist the DBM in evaluating and incorporating the latest technologies available to ensure that all the systems are flexible and future proof. The Consultant shall provide recommendations and create a migration plan to help DBM in the following areas: Business Process Management (BPM), Service Oriented Architecture (SOA), and Cloud technologies enablement.
- Software Enhancement. The Consultant shall undertake the systematic enhancement of the DBM systems based on the approved Systems Architecture and Design plan. Maintenance of existing systems will continue until all operations, data, processes, etc. are fully and successfully migrated to new systems, and even after as needed.
- System Migration. The Consultant will likewise be responsible for all aspects relating to system migration.
- Hardware Requirements Analysis and Definition. Included in the Systems Architecture and Design, the Consultant shall render a comprehensive Hardware Requirements Analysis which shall define the hardware and infrastructure that needs to be serviced, retired, or procured in order to support strategic enhancements and innovations to the DBM systems. The Consultant shall provide consultation on specifications for hardware, peripherals, and related software.
- Rationalized Software Access Plan. The Consultant shall implement a Software Access Plan as provided by pertinent DBM units for varying levels of access to the different applications of the DBM software systems.
- *Regular Software Performance Audit.* The Consultant shall conduct a regular audit or automated log of software performance, usage data on specific features, logging and resolution of issues, and other relevant areas.

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- Software Operability Guarantee. The Consultant shall take all measures reasonably possible in guaranteeing the stability and operability of each application in the DBM software system, giving priority to those that are mission critical.
- Software Improvement Roadmap. The Consultant, as a DBM partner, shall coordinate with the pertinent DBM units in mapping out a strategic IT roadmap for the development of a platform and improvement of the DBM systems. Any changes applied to the DBM network shall take strategic goals into consideration; thus, compatibility, flexibility, interoperability, availability and portability and similar factors must be borne in mind.
- Systems and Equipment Maintenance. The Consultant shall exercise utmost diligence in the maintenance of all systems and equipment that are property of the DBM, all of which are entrusted under its care.
- Preventive Maintenance and Troubleshooting. The Consultant shall exert all efforts against any issues arising from the DBM software system, its access, and usage. In the event that problems are encountered, the Consultant commits to vigilance and urgency in their resolution. Remedial measures shall be undertaken by the Consultant in a timely fashion.
- Contingency Measures. The Consultant shall prepare and institute contingency measures against critical issues that may hamper or hinder any of the applications in the DBM software system, their access, and usage. In this wise, back-up systems to ensure business continuity are vital. Immediate restoration to full serviceability when so required is a priority.
- User Support. The Consultant shall provide on-site primary enduser application and network support services for all DBM systems. This shall also include an on call availability twentyfour (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year for mission critical needs such as application/database fortification, troubleshooting and recovery and other urgent first level end-user assistance.
- Capacity Building. The Consultant shall cooperate and coordinate with pertinent DBM units in facilitating the use of all the relevant features of the DBM software system. This shall be one of the functions of the Helpdesk to be established and made constantly available by the Consultant. This will also include providing assistance in IT Change Management processes.

- Documentation and Technology Transfer. The Consultant shall adopt a meticulous and transparent routine of documenting methodologies, issues, solutions, best practices, and other information that will be critical prospective educational and instructional media. Detailed documentation as required by the ICTSS shall be turned over to the latter at the end of every twelve-month period and as necessitated by circumstances.
- *Training Assistance.* The Consultant will extend assistance in technology appreciation and training to be conducted by ICTCSS for all DBM client agencies to enable the latter to maximize the use of budget-related applications.
- Systems Coordination. The Consultant shall ensure a seamless and effective coordination between the units in charge of the network infrastructure and software systems.
- Software Partner. The Consultant, as DBM partner, shall take responsibility for <u>all</u> the processes related to the maintenance and development of the DBM software systems so as to enable and aid the DBM units in the fulfillment of its government mandate.

3. Planned Improvements

The succeeding list is not exclusive. Priority improvement and major enhancements identified are the following:

- GMIS. For budget preparation purposes, there is a need to incorporate the exceptional cases (uniformed personnel and other special case in national government settings) to the functionality of current GMIS. In addition, it will include tagging of unfunded/funded items as part of GMIS+GHRIS functionality.
- PMIS. The current design did not cover tracking of common supply. In order to improve the controls in the acquisition, recording custody, maintenance, utilization and disposition of DBM properties, inclusion of stock card and supply inventory will be necessary. This will enable DBM to monitor and record maintenance history of specific property and equipment as an input for decision and procurement administration.
- *eBudget.* The eBudget System facilitates releasing and monitoring of allotment and cash programs. Additional requirement is to expose charges against the Miscellaneous Personnel Benefits Fund (MPBF) and Program Activity Project (PAP) code to be used by GHRIS for unfunded positions.

- *FAPs.* The FAPs System will be phased-out and folding all its functionalities into eBudget.
- eTAILS (Phase 1). The additional PDAF reports for the Office of the Secretary and include generation of Notice of Funding Warrant for IRA releases. Transfer all releasing functionalities to eBudget (ABM, SARO and NCA).
- Security Module. Enhancement must be made to the module to make it more robust, resilient, flexible and better equipped to handle newly developed modules, applications, and systems.
- Online Submission of Budget Proposal (OSBP). A web-based system to be used by agencies in the creation and submission of budget proposals (BP201). This web form development project shall also be able to automatically consolidate relevant related data.
- Other improvements as may arise over the course of the engagement.

4. Planned Innovations

The succeeding list is not exclusive.

- Government Integrated Financial Management System (GIFMIS). a joint project by DBM, COA, DOF and BTR for an integrated financial system. DBM support initiatives for the project are the following applications:
 - National Budget Execution System (NBES). web-based system which is a part of GIFMIS Track 1 showing the consolidated national budget data of the Philippines. This will cover sharing of related information from SARO, NCA and other budget documents to other concerned agencies like COA, DOF and BTR.
 - GIFMIS Portal. home portal for all GIFMIS Track 1 systems. This includes the integration of all track 1 systems.
 - GMIS and Government Human Resources Information System Synchronization (GMIS+GHRIS). synchronize data of GMIS and GHRIS and its effects on both systems and their corresponding databases.
- *Truly Cloud Based Infrastructure of Integrated Budget System*. All the budget-related applications will be integrated into a fully

and truly cloud based infrastructure to form an end-to-end suite of systems comprised of equivalents of the GMIS, eBudget, FAPS, eTAILS, BPMS, and others, with functionalities fully compatible with the Unified Account Code Structure (UACS) and other pertinent policy changes.

- *Electronic Library System (eLibrary)*. organized collection of digitized material or it's holding in the digital form. The DBM is in the process of reviewing current eLibrary System of the National Library for it's possible adoption.
- Open Budget Data Initiative (OBDI), begins with the digitization of budget data which will be undertaken through the document scanning system already instituted as part of the DMS. The next step is the automation of the process whereby the data is normalized into a uniform format that will facilitate data storage, indexing, retrieval, and analysis.
- Other innovations as may arise over the course of the engagement.

| Position | Time Required & Number of Shifts | Per Shift | Total | General Job Description | Qualifications and Certifications |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Manager (Software Maintenance and Development) | Mondays to Fridays regardless of holidays, on full- time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. Must be On-Call 365x24x7 | n/a | 1 | - Assist in resolving issues regarding priority of work requests - Ensure availability of logistical requirements of the Project (software Maintenance Component) - Ensure the availability of persons knowledgeable on DBM systems and procedures - work closely/hand-in- hand with concerned DBM- Project Manager - Systems Analysis, Design, and Documentation of all existing sytems | years technical experience in the IT industry, have undertaken project management responsibility over development teams on projects which involve the development, customization, implementation, operation and |

5. Team Composition

| | | | | | - Perform Systems Designs for enhancement and innovations (development projects) | | |
|----------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Database/ Administrator | System | Mondays to Fridays regardless of holidays, on full- time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. Must be On-Call 365x24x7 | n/a | 1 | Day to Day application and database server administration Installing and maintaining database management software Perform upgrades and data migration Manage Oracle Automatic Storage management Apply one-off patches, patch set, and critical patch updates Backup and Recovery Monitoring, maintaining and managing space usage within the database and related resources | Must have a College Degree, at least five (5) years experience as DBA, must be a Certified Oracle Professional/Expert (OCP) and have experiential knowledge in RedHat Linux. | |
| | | | | | - Documenting procedures, troubleshooting, disaster Recovery standard procedures, database design, and other DB related documentations | | |

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| | Developers (On-site) | Mondays to Fridays, 7:00am to 4:00pm, 9:00am to 6:00pm | 3 to 4 | 7 | Primary End-User Support Continuing Enhancements Implementation Initiate defect correction measures to solve problems of the Applications detected through monitoring or reported through the established Helpdesk Conduct training sessions and orientations as needed including knowledge and technology transfer and also provide necessary documentations | Must have a College Degree with minimum of three (3) years experience in computer programming and, maintenance & enhancement of existing IT systems. They should be <u>proficient</u> on any of the following technologies: (Note: Each individual may have any combination of the following technical training but the total pool of staff should have the overall requirements as may be necessary to accomplish purposes to be defined by the DBM) - Basic SQL using Oracle - PHP web components - Sybase EA Server Application - Powerbuilder 9, 10 & 11 NET Framework |
|-----|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| An. | Additional Developers (Planned and Priority Improvements/Innovations/ Enhancements) | Mondays to Fridays, 7:00am to 4:00pm, 9:00am to 6:00pm | TBD | 4 | Development of priority improvements, innovations and major enhancements | Must have a College Degree with at least three (3) years experience in computer programming and should be <u>proficient</u> in Java 2SE, Java Web services, J2EE, PHP web components, XML (Note: Each individual may have any combination of the following technical training but the total pool of staff should have the overall |

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| | | | | | | requirements as may be necessary to accomplish purposes to be defined by the DBM) |
|---------------------------------------------|------------|--------------------------------------------------------------------------------|-----|---|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Additional (Contingency Requirements) | Developers | Mondays to Fridays, 7:00am to 4:00pm, 9:00am to 6:00pm | TBD | 5 | Development of additional priority improvements/new requirements | Must have a College Degree with at least three (3) years experience in computer programming and should be <u>proficient</u> in Java 2SE, Java Web services, J2EE, PHP web components, XML (Note: Each individual may have any combination of the following technical training but the total pool of staff should have the overall requirements as may be necessary to accomplish purposes to be defined by the DBM) |

B. Network

1. Existing Network Infrastructure Plan

The current DBM network infrastructure covers linkages for main offices in different buildings in manila and sixteen (16) regional offices, and consists of internet links, wireless access points and modems, phones systems, providing secure access to key services such as internet, e-mail, web and proxy, DBM software system applications and database servers, DBM shared storage devices and network-attached storage, and data center equipment and peripherals.

The current network infrastructure and an inventory of the existing assets may be found here attached as Annexes 1 thru 5.

2. General Scope of Services

The succeeding list is not exclusive. Among the services that will be performed by the Consultant are:

- Consultant Transition. The Consultant shall ensure full support of the operation of the current DBM network through a transition phase upon the transfer from the former network management service Consultant.
- Network Design and Implementation. The Consultant shall undergo an assessment of the current DBM network infrastructure. Based on such a review, the Consultant, in coordination and consultation with pertinent DBM units, shall produce an improved design where necessary.
- Network Reconfiguration. The Consultant shall undertake a reconfiguration of the DBM network infrastructure based on the approved Network Design. Maintenance of existing systems will continue until all operations, data, processes, etc. are fully and successfully migrated to new systems, and even after as needed.
- *System Migration.* The Consultant will likewise be responsible for all aspects relating to system migration.
- *Network Installation*. The Consultant shall be responsible for actual network installation, deployment, and maintenance as required by the DBM. This shall include relocation and reconfiguration as reasonably required by circumstances.
- Hardware Requirements Analysis and Definition. Included in the Network Design, the Consultant shall render a comprehensive Hardware Requirements Analysis which shall define networkpertinent hardware that need to be serviced, retired, or procured. The Consultant shall be available for consultation on specifications for hardware, peripherals, and related software, as the need arises.
- Network and Asset Management. The Consultant shall be the manager and administrator (under ICTSS supervision) of the network and network-related assets and services of the DBM, such as the ISP, PABX, CCTV Servers (Data Center), among others.
- Rationalized Network Access Plan. The Consultant, in coordination and consultation with the pertinent DBM units shall recommend and implement a plan, as approved, for varying levels of access to the DBM network (e.g. Guest, DBM Staff, DBM Staff 2, Senior Official, VIP Guest, etc.)

- Access Point Prevalence and Signal Ubiquity. The Consultant shall ensure that access to the network where allowed is pervasive through the DBM offices.
- Regular Connectivity Audit. The Consultant shall conduct a regular audit or automated log of network connectivity, signal ubiquity, bandwidth usage, data uploads and downloads, and other relevant metrics.
- Network Security Guarantee. The Consultant shall take all measures reasonably possible in guaranteeing the security and integrity of the network.
- Network Improvement Roadmap. The Consultant, as a DBM partner, shall coordinate with the pertinent DBM units in mapping out a strategic roadmap for the improvement of the DBM network infrastructure. Any changes applied to the DBM network shall take strategic goals into consideration; thus, compatibility, flexibility, and portability and similar factors must be borne in mind.
- Network Equipment Maintenance. The Consultant shall exercise the diligence of a good father in the maintenance of all equipment entrusted under its care.
- *Preventive Maintenance and Troubleshooting.* The Consultant shall exert all efforts against any issues arising from the network, its access, and usage. In the event that problems are encountered, the Consultant commits to vigilance and urgency in their resolution. Remedial measures shall be undertaken by the Consultant in a timely fashion.
- Network Contingency Measures. The Consultant shall prepare and institute contingency measures against critical issues that may compromise the network, its access, and usage. In this wise, back-up systems in terms of network access and data storage are vital.
- User Support. The Consultant shall provide the gamut of user support services necessarily involved or related to network-related systems.
- Capacity Building. The Consultant shall cooperate and coordinate with pertinent DBM units in facilitating the use of all the relevant features of the network and network-related applications. This shall be one of the functions of the Helpdesk to be established and made constantly available by the Consultant.

- Documentation and Technology Transfer. The Consultant shall adopt a meticulous and transparent routine of documenting methodologies, issues, solutions, best practices, and other information that will be critical prospective educational and instructional media. Detailed documentation as required by the ICTSS shall be turned over to the latter at the end of every twelve-month period and as necessitated by circumstances.
- Systems Coordination. The Consultant shall ensure a seamless and effective coordination between the units in charge of the network infrastructure and software systems.
- Network Partner. The Consultant, as DBM partner, shall take responsibility for of <u>all</u> the processes related to the maintenance and development of the DBM network infrastructure (an indicative enumeration of some Regular Housekeeping Activities may be found in Annex 6) and other ICT-related matters. This is so that the DBM units can devote all their time, resources, and competence to the fulfillment of the government mandate.

3. Planned Improvements

The succeeding list is not exclusive.

- Worldwide Interoperability for Microwave Access (WiMAX) Initiative. Efforts will be made so that the DBM, with its regional offices, will be ready to meet WiMAX standards.
- *Regional Network Infrastructure Strenghthening.* Equipment and systems in the regional require updating for greater synergy with the central office.
- Other improvements as may arise over the course of the engagement.

4. Planned Innovations

The succeeding list is not exclusive.

- *Tele and Videoconferencing*. A holistic infrastructure that enables effective tele and videoconferencing among the DBM central and regional offices is sought to be implemented to save on time and costs associated with travel, whenever practicable.
- *Digital Fax System*. A system which receives messages sent to assigned numbers, converts it into a digital format, and then delivers it to particular e-mail addresses is deemed practical in order to save on costs of separate lines, fax paper, toner; and to curb instances of undelivered fax messages due to high traffic.

• Other innovations as may arise over the course of the engagement.

5. Team Composition

| Position | Time Required & Number of Shifts | Per Shift | Total | General Job Description | Qualifications and Certifications |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| lardware/ nfrastructure Aanager / Regional Network Coordination lead | Mondays to Fridays regardless of holidays, on full-time basis at least eight (8) hours a day on a flexible time schedules from 7AM to 6PM. Must be On-Call 365x24x7 | n/a | 1 | Initiate the contact and coordination with all offices and agencies involved in the network maintenance project / Assist in resolving issues regarding priority of work requests / Provide requirements and information needed by Service Consultant / Ensure that logistical requirements of the projects are met / Ensure the availability of persons knowledgeable on DBM systems and procedure and provide available system documentation / Approve architecture and interface decisions / Review the status of the project and assess the team performance / Recommend issuance of certificate of acceptance / Adjust project scope of work and/or coverage as necessary / provide ICT infrastructure and hardware recommendations based on business process requirements and software specifications | Must have a Bachelors Degree and at least five (5) years experience in network design, implementation, server management, and maintenance of large- scale nationwide ICT system. He/she must be very efficient in report preparation/writing and business communication skills. |

| | System Administrator | Mondays to Fridays regardless of holidays on the following shifts: 6AM- 3PM, 2PM- 11PM and 10PM-6AM) | 1 | 3 | Analyzing system logs and identifying potential issues with computer systems / Introducing and integrating new technologies into existing data center environments / Performing routine audits of systems and software / Performing backups / Applying operating system updates, patches, and configuration changes / Installing and configuring new hardware and software / Adding, removing, or updating user account information, resetting passwords, etc / Answering technical queries / Responsibility for security / Responsibility for documenting the configuration of the system / Troubleshooting any reported problems / System performance tuning / Ensuring that the network infrastructure is up and running | of three (3) years technical working experience, inclusive of one (1) year residency as: - The first: a Microsoft System Engineer/ |
|-----|--------------------------|------------------------------------------------------------------------------------------------------------------------------|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A - | Network Administrator | Mondays to Fridays regardless of holidays on the following shifts: 6AM- 3PM, 2PM- 11PM and 10PM-6AM) | 1 | 3 | Maintains network infrastructure such as switches, routers and firewalls and diagnoses problems with these or with the behavior of network-attached computers / Monitors the performance of the network and troubleshoots any problem such as slow | minimum of three (3) years technical working experience, as: - The first: CISCO Certified Network Professional (CCNP), or equivalent experience; - The second: CISCO Certified Network Associates (CCNA), or |

| | | | | records of all users' problems and errors as well as the steps taken to solve the problems / Control user access to network including the setup of passwords and access levels | |
|---------------------------------------|------------------------------------------------------------------------|---|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Desktop/Tech Support Specialist | Mondays to Fridays regardless of holidays from 9AM- 6PM | 3 | 3 | Serve as liaison between the Service Consultant and DBM clients / Solve hardware and software issues for DBM clients / Educate DBM users on hardware and software procedures/ Provide feedback about DBM clients needs / Consult and/or conduct research about how product/sofware works / Install, configure, and upgrade hardware and software | Must have a College degree with a minimum of two (2) years technical working experience as a Microsoft Certified Desktop Support Technician (MCDST) or its equivalent, or a higher Microsoft Product Certification, CompTIA A+ Hardware is a plus. |
| Telephone Operator | Mondays to Fridays regardless of holidays from 8AM- 5PM | 1 | 1 | Customer service and answer all IP-PBX incoming calls, direct calls to appropriate places, provide enough information to the calling persons, etc / Act as receptionist or information clerks | Must be a College graduate, familiarity with computers is essential and fluency in a English language is an asset / took courses in speech, office practice and business match/ Clear, pleasing voice and good hearing / Good reading, spelling and arithmetic skills/ Good eye-hand coordination and manual dexterity are useful, as is an ability to work well under pressure |

VIII. OTHER ITEMS

A. Expenses

The Contract Price paid to the Consultant (as provided for in Item V.) shall cover all expenses related to the maintenance and development of the DBM network infrastructure and software systems.

B. Disclaimer

There will be no employer-employee relationship between the DBM and the Consultant, nor between the former and the agents of the latter.

C. Property of DBM

Any and all works (including source codes) resulting from the engagement as originating from these Terms of Reference shall be the sole property of the DBM which shall be turned over whenever required by the DBM.

D. Warranty

The Consultant warrants that its personnel are properly supervised and technically competent to provide and conduct the required scope of work as originating from these Terms of Reference. The DBM may demand for replacement of the Consultant's personnel if the performance and/or knowledge level is found below the expectation for the required services.

Annex C – Supplemental Bid Bulletins

Reproduced in its entirety without modifications





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

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 2

Software and Network Maintenance and Development

This Addendum No. 2 dated March 8, 2013 is issued to clarify, modify or amend items in the Bidding Documents.

| PARTICULARS | CLARIFICATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section III. Eligibility Data Sheet (page 12- 13) | |
| 2.1(a)(iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae (CV). | 2.1(a)(iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2. , including their respective curriculum vitae (CV). |
| | Prospective consultants shall only submit the CV of those who will actually perform the service using the prescribed format under Annex B (page 40) of the Bidding Documents. |
| 2.1(b) For Joint Ventures: | The Joint Venture Agreement (JVA) must: - Explicitly embody an agreement that the participating entities entering the JVA are to be treated as a single entity and that the persons/entities forming themselves into a joint venture, expectedly |
| | intend themselves to be jointly and severally responsible or liable for the obligations and civil liabilities actually incurred by the particular JV - Clearly identify the leage entity or |
| | representative of the JV concerned - Specifically state the name of the person who is appointed as the lawful attorney-in-fact of the JV to sign submissions and related |

| | awarded. - Be notarized. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | "Notarization of document shall comply with the 2004 Rules on Notarial Practice. xxx" |
| Eligibility Documents Submission Form (page 15) | Eligibility Documents Submission Form |
| In connection with your Request for Expression of Interest dated November 7, 2012 for Network and Software Maintenance and Development Partner, [Name of Consultant] hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor. | Please see attached revised Form |
| Terms of Reference | |
| Section V. Approved Budget for the Contract (page 17) xxx xxx | Section V. Approved Budget for the Contract (page 17) xxx xxx |
| Fund for emergency and necessary travel to the DBM Regional Offices outside of Metro Manila (ICTSS shall regulate provisions pertaining to the maximum man-hours per trip, maximum number of man-trips, and other related matters) | Fund for emergency and necessary travel to the DBM Regional Offices outside of Metro Manila (ICTSS shall regulate provisions pertaining to the maximum man-hours per trip, maximum number of man-trips, and other related matters) |
| Consultant Requirements (page 18-19) | Consultant Requirements |
| Personnel of the Consultant to be assigned to the DBM shall be approved by the ICTSS. These personnel may only be changed upon prior approval of the ICTSS of such replacement and of suitable substitutes. | Personnel of the Consultant to be assigned to the DBM shall be approved by the ICTSS. These personnel may only be changed upon prior approval of the ICTSS of such replacement and of suitable substitutes. |
| | |
| For the following critical positions, in anticipation of instances of inability by the personnel originally assigned to deliver vervices as required, the Consultant shall provide specific pre-identified and pre- approved substitutes with at least the same qualifications, who shall 'replace those originally assigned without any disruptions in the operations and developments being undertaken by the DBM: | For the following critical positions, in anticipation of instances of inability by the personnel originally assigned to deliver services as required, the Consultant shall provide specific pre-identified and pre- approved substitutes with at least the same qualifications, who shall replace those originally assigned without any disruptions in the operations and developments being undertaken by the DBM: |
| anticipation of instances of inability by the personnel originally assigned to deliver vervices as required, the Consultant shall provide specific pre-identified and pre- approved substitutes with at least the same qualifications, who shall replace those originally assigned without any disruptions in the operations and developments being | anticipation of instances of inability by the personnel originally assigned to deliver services as required, the Consultant shall provide specific pre-identified and pre- approved substitutes with at least the same qualifications, who shall replace those originally assigned without any disruptions in the operations and developments being |

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| Eligibility Questionnaire (page 39-41) | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Corporate Profile and Conflict of Interest</u> (page 39) | Prospective consultants shall submit a separate statement/certification. No format prescribed. |
| Experience (page 39) Please provide three (3) to five (5) cases which show that Consultant's qualifications meet the specifications in the Terms of Reference (TOR) with respect to Consultant Requirements (Please see VI.C. of the TOR). Please fill up the Form below, and provide supporting documents (e.g. Certifications or Letters of Recommendation from previous/existing clients), if any (optional). | Please provide three (3) to five (5) projects not earlier than 2008 which show that Consultant's qualifications meet the specifications in the Terms of Reference (TOR) with respect to Consultant Requirements (Please see VI.C. of the TOR). Please fill up the Form below, and provide supporting documents (e.g. Certifications or Letters of Recommendation from previous/existing clients), if any (optional). |
| Personnel Qualification (page 40) Where applicable, Curriculum Vitae should also be provided for positions for which substitutes are required (see VI.C. of the TOR). | Not required. |
| Format of CV for Proposed Key Professional Staff | Please use the prescribed format under Annex B of the Bidding Documents. Signature of said professional staff in the CV is not required. |

Other matters:

- The appropriate pages of the bid should be signed, and each and every page initialled by the authorized signatory.
- > Late Bids shall not be accepted. The DBM bundy clock time shall be followed.
- The "No Contact Rule" shall be strictly observed. Prospective consultants are not allowed to call or talk to any member of the Department of Budget and Management (DBM) Bids and Awards Committee (BAC), Technical Working Group and Secretariat right after the opening of bids.

For guidance and information of all concerned.

JANET B. ABUEL Chairperson. DBM BAC

| VII.A.5.) | VII.A.5.) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • 1 Network Administrator (see VII.B.5.) | <u>1 Network Administrator (see VII.B.5.</u>) |
| • 1 Systems Administrator (see VII.B.5.) | • <u>1-Systems Administrator (see VII.B.5.</u>) |
| These specific substitute personnel shall be included in the original roster to be approved, except that they shall be designated and treated as mere substitutes. | These specific substitute personnel shall be included in the original roster to be approved, except that they shall be designated and treated as more substitutes. |
| Team Composition – General (page 19-21) | Team Composition – General |
| Under "General Job Description" (page 21) | |
| System/Business /Requirements Analyst and Documentation Specialist | System/Business /Requirements Analyst and Documentation Specialist and Quality Assurance Tester |
| | Preliminary user testing (black box testing). System testing, functional testing, and user interface testing; and User Acceptance and Testing Script for End- User Testing |
| Subject Experts for Consultation (page 21) | No need to submit CVs |
| Team Composition (Software) (page 29-31) | |
| Additional Developers (contingency requirements) (page 31) | (Under "Time Required and Number of Shifts") |
| | n/a |
| | Mondays to Fridays, 7:00am to 4:00pm, 9:00am to 6:00pm |
| Team Composition (Network) (page 35-38) | |
| Network Administrator (37) | (Under "Qualifications and Certifications") Must have a College degree in network- related disciplines with a minimum of three (3) years technical working experience; inclusive of one (1) year residency as: The first: CISCO Certified Network Professional (CCNP), or equivalent experience: The second: CISCO Certified Network |
| | Associates (CCNA), or equivalent experience: - The third: Certified Network Security Professional, or equivalent experience. |

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[Date]

The Chairperson

DBM-Bids and Awards Committee Department of Budget and Management Malacañang, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *February 28, 2013* for *Network and Software Maintenance and Development Partner*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

> Yours sincerely, Signature Name and Title of Authorized Signatory Name of Consultant Address



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

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

(Software and Network Maintenance and Development)

This Addendum No. 1 dated April 10, 2013 is issued to clarify, modify or amend items in the Bidding Documents. This shall form an integral part of the Bidding Documents.

| PARTICULARS | MODIFICATIONS/CLARIFICATIONS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section III. Bid Data Sheet | |
| 24.3 The minimum St required to pass is 70%. | The minimum [St] SCORE required FOR EACH CRITERION to pass is 70%, as follows: |
| | Quality of Personnel/Key Staff – 28% Experience of the Consultant – 14% Plan of Approach and Methodology – 28% |
| 27.2(b) Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: | Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: |
| - 2011 Income Tax Return with proof of payment | [2011] 2012 Income Tax Return with proof of payment |
| Point of Clarification Requested by Bidder in the context of the following provision: Section IV. General Conditions of Contract | No modification/amendment in the GCC. Instead, please refer to provision below- quoted: |
| 39.5 No changes shall be made in the Key Personnel, except for justifiable reasons beyond the control of the Consultant, as indicated in the <u>SCC</u> , and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a | 39.7 If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the |

| replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the SCC, the Consultant shall be liable for the imposition of damages as described in the <u>SCC</u> . Can the Procuring Entity request, at its own discretion, the replacement of any personnel that the consultant deploys for the project? | Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section VI. Terms of Reference | Attached are Annex 1 to 6 of the Terms of Reference |
| V. Approved Budget for the Contract Fund for necessary travel to the DBM Regional Offices outside of Metro Manila (ICTSS shall regulate provisions pertaining to the maximum man-hours per trip, maximum number of man-trips, and other related matters). | THE ABC IS INCLUSIVE OF EXPENSES FOR NECESSARY TRAVEL TO THE DBM REGIONAL OFFICES OUTSIDE OF METRO MANILA IN THE MAXIMUM OF SEVEN HUNDRED FIFTY THOUSAND PESOS (P750,000). THE ICTSS SHALL DETERMINE ALL MATTERS RELATING TO THE SAME SUCH AS WHETHER OR NOT TO TRAVEL, WHEN, ITEMS AND MAXIMUM AMOUNTS ALLOWABLE FOR REIMBURSEMENT, DOCUMENTARY REQUIREMENTS FOR REIMBURSEMENT, THE MAXIMUM MAN-HOURS PER TRIP, MAXIMUM NUMBER OF MAN-RIPS, AND OTHER RELATED MATTERS. |
| VI. General Provisions B. Hardware, Licenses, Subscriptions | Any hardware, licenses, and subscriptions integral to the full functionality of the network infrastructure and software systems, as recommended by the Consultant and approved by the DBM, shall be procured and owned by the DBM. Thus, costs for such hardware, licenses, and subscriptions are excluded from the amounts estimated on these Terms of Reference. HOWEVER, IN CASE SUCH HARDWARE/RELATED APPLICATIONS MALFUNCTION OR BECOME NON-FUNCTIONAL, CONSULTANT SHALL PROMPTLY |

| | INFORM DBM AND SHALL PROVIDE TEMPORARY SERVICE UNIT/S OR PART/S, OR REASONABLE FUNCTIONAL EQUIVALENT/S, UNTIL SUCH TIME THAT REPLACEMENT/S CAN BE PROCURED BY THE DBM ON ITS OWN ACCOUNT, FOR THE |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | PURPOSE. |
| Section VII. Bidding Forms | |
| TPF 1. Technical Proposal Submission Form | Attached is the revised TPF 1 |
| TPF 2. Consultant's References | Please note that References submitted should still cover all areas of relevant experience as required in the TOR (i.e. software, public financial management, network) |
| TPF 5. Team Composition and Task Projects | Attached is the revised TPF 5 |
| TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff | Attached is the revised TPF 6 |
| FPF 2 to 5 | Attached are the revised FPF 2 to 5 |

- The appropriate pages of the bid should be signed, and each and every page initialed by the authorized signatory.
- Late Bids shall not be accepted. The DBM bundy clock time located at the lobby shall be followed.
- The "No Contact Rule" shall be strictly observed. Bidders are not allowed to call or talk to any member of the DBM Bids and Awards Committee (BAC), Technical Working Group and Secretariat right after the opening of bids.

For guidance and information of all concerned.

ROWENA CANDICE M. RUIZ

TPF 1. Technical Proposal Submission Form

[Date]

The Chairperson DBM-Bids and Awards Committee Department of Budget and Management Malacañang, Manila

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Software and Network Maintenance and Development in accordance with your Bidding Documents and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before _____ we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with GCC Clause 18. we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We remain,

Yours sincerely, Authorized Signature: Name and Title of Signatory: Name of Firm: Address:

| Technical/Manag | | |
|---------------------------------------|-------------------------------------------|------|
| Name | Position | Task |
| | Overall Project Manager | |
| | Systems Security Officer | |
| | Business Analyst | |
| | Documentation Specialist / QA | |
| | Technical Manager (Software | |
| | Maintenance & Development) | |
| | Database/ System Admin. | |
| | Maintain & Enhance existing | |
| | systems: | |
| | Developer 1 | |
| | Developer 2 | |
| | Developer 3 | |
| | Developer 4 | |
| | Developer 5 | |
| | Developer 6 | |
| | Developer 7 | |
| | Development of New Systems: | |
| · · · · · · · · · · · · · · · · · · · | Developer o | |
| | Developer 9 | |
| | Developer 10 | |
| | Developer 11 New Possible Unidentified | |
| | | |
| | (Contingency): | |
| | Developer 12 Developer 13 | |
| | Developer 14 | |
| | Developer 15 | |
| | Developer 16 | N |
| | Network Manager and | |
| | Regional Coordination Head | |
| | System Administrator 1 | |
| | System Administrator 2 | |
| | System Administrator 3 | V |
| | Network Administrator 1 | |
| | Network Administrator 2 | |
| | Network Administrator 3 | |
| | | |
| | Desktop Tech Support 1 | |
| | Desktop Tech Support 2 | |
| | Desktop Tech Support 3 | |
| Support Staff | | h |
| | Telephone Operator | |
| | Helpdesk Support | |

TPF 5. Team Composition and Task Projects

TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Key Qualifications:

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

Education:

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

certifications (as required in the TOR)

see attached)

Employment Record:

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

Languages:

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

Medical Certificate

[The Medical Certificate must have been issued not earlier than six (6) months before the date of submission of this TPF]

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| Date | Date: | |
|--------------------------------------------------------------------------------|----------------|--|
| Signature of staff member] | Day/Month/Year | |
| Full name of staff member: | | |
| Noted by: Full name and Signature of authorized representative of the firm: | | |
| | | |
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| | k | |
| | | |

FPF 2. Summary of Costs

Costs

Amount in Philippine Peso

Total Amount of Financial Proposal inclusive of all taxes

| Activity | Description: |
|----------|---------------------------|
| No.: | |
| | Amount in Philippine Peso |
| | |
| | |
| | |
| | |
| | Activity No.: |

FPF 3. Breakdown of Price per Activity

FPF 4. Breakdown of Remuneration per Activity

| Activity No | | Nam | e: | |
|----------------|----------|--------------------|---------------------------------------|--------|
| Names | Position | Input ¹ | Remuneration Currency(ies) Rate | Amount |
| Regular staff | | | | |
| Local staff | | | | |
| Consultants | | | | |
| Grand Total | | | | |

Staff mouths, days, or hours as appropriate.

| Activit | y No: | | | Name: | |
|---------|------------------------------------------------------|------|----------|------------------|----------------------|
| No. | Description | Unit | Quantity | Unit Price In | Total Amount In |
| 1. | Domestic flights | Trip | | | |
| 2. | Miscellaneous travel expenses ³ | Trip | | | |
| 3. | Subsistence allowance ⁴ | Day | | | |
| 4. | Local transportation costs ⁵ | | | | |
| 5. | Office rent/accommodation/ clerical assistance | | | | N/A ⁶ |
| | Grand Total | | | | 750,000 ⁷ |

FPF 5. Reimbursables² per Activity

² Costs are not included if the items to which they relate will be made available by the Procuring Entity. Whenever possible, the same shall avail of provisions by the Procuring Entity instead of resorting to reimbursement.

Otherwise, All travel related expenses such as airfares, land transportation fares (taxi/bus/van/jeep/tricycle), terminal fees, re-booking fees, meals and lodging expenses incurred by the Consultant shall be reimbursable on a separate statement of account/invoice and supported by necessary documents.

³ Each man-trip shall mean one person per two-way trip to one (1) DBM Regional Office outside of Metro Manua with a maximum duration of three (3) calendar days on-site, travel time/day(s) exclusive.

The authorized ceiling amount for lodging shall be TWO THOUSAND PESOS (PHP 2.000.00) per day.

The maximum allowable taxi fare for Metro Manila, Metro Cebu, Metro Davao and Cagayan de Oro shall be THREE HUNDRED PESOS (PHP 300.00) per one (1) way. The rest of the cities which have DBM Regional Offices shall be entitled to a maximum of TWO HUNDRED PESOS (PHP 200.00) per one (1) way. In some areas where tricycle ride is the mode of transportation, the allowable fare shall be ONE HUNDRED PESOS (PHP 100.00) per way.

The meals allowance must not exceed THREE HUNDRED PESOS (PHP 300.00) per day.

The total ceiling cost for each man-trip shall not exceed FIFTEEN THOUSAND PESOS (PhP 15.000.00) inclusive of fares, rebooking fees if any, etc.

⁴ Supra

⁵ Supra

⁶ To be provided by the Procuring Entity

7 Movimum amount

Annex 1 – Regular Housekeeping Activities

1. Maintenance, Management and Administration of the current <u>and</u> <u>proposed</u> DBM Integrated Data and Voice Infrastructures, Network and Shared Storage Devices, and Security Equipments

Maintenance, Management and Administration, but not limited to:

- Networking and TCP/IP Hardware Appliances and Devices (*inclusive of:* routers, switches, firewalls, modems, fiber channel switches and cables)
- Command View Storage Management Server
- ✓ Internet Servers
- Application and Database Servers (*Operating System Level*)
- ✓ PABX/IP-PABX
- Anti-Virus Server(s) / Desktop and Server Security Management Solution Server(s) Active Domain Servers, Policies and Users
- Shared and Network-Attached Storage Devices (*inclusive of: tape drives and libraries, backup software*)
- ✓ Backup System Facility
- Spam and Firewall System Equipments
- Tele-Surveillance Camera Monitoring Equipments
- Automatic Anti-Fire Suppression System

Configuration Management

Configuration Backup

Network Documentation (assessment, building up and initial submission six (6) months after the start of the contract and regular update every quarter after the initial submission)

- ✓ Asset Classification and Control
- ✓ Security Incidents and Malfunctions
- ✓ Physical and Environmental Security
 - Secure Areas
 - Equipment Security
 - General Controls
- ✓ Communication and Operations Management
 - Operational Procedures and Responsibilities
 - System Planning
 - Protection Against Malicious Software
 - Housekeeping
 - Network Management
 - Media Handling and Security

Access Control

- Business Requirement for Access Control
- User Access Management
- User Responsibilities
- Network Access Control
- Operating System Access Control
- Application Access Control
- Monitoring System Access and Use
- Mobile Computing and Tele-working
- Business Continuity Management

Restoration of Links Restoration of Internet Services Updating of Servers and Devices OS patches and firmware Correction of Security Breaches and Virus Attacks TELCO Carrier Coordination Report Generation (automated system reports) Report Preparation (manually prepared reports) Conduct of simulated fire drill in coordination with ICTSS and Security Service Provider once/twice a year to provide awareness among personnel involved while assessing the effectiveness of the infrastructure. Submission of a pre-determined time "responsibility list" for proper and

Submission of a pre-determined time "responsibility list for proper and coordinated shutdown/termination of various ICT equipment (servers, routers, switches, etc) for disposal and replacement forecast.

2. Network Security Assessment

Monitoring of Intrusion Detection System Preparation of Reports

3. Computer Management and Security Policy Assessment and Implementation

Healthy and maintenance check on the Integrated Data and Voice Network Infrastructure other network related supplemental on-site services and technical assistance

Implementation of ICT assets security policies

Full implementation and monitoring of Active Domain Control (based on PDCA Cycle)

Regular review and updates of policies as required

4. 24 x 7 Service Monitoring

Monitoring of Key Servers and Storage Devices Healthy status including utilization and resources statistics Monitoring of Services Monitoring of Links Monitoring of Domain Implementation Preparation of Reports

5. 24 x 7 Helpdesk Services

Receive, record problem reports Creation of Trouble Tickets Monitoring of Services Electronic Mail User Administration Messaging System User Administration FTP User administration Fax Server User Administration Active Domain Administration and Support Services Problem Monitoring and Escalation Preparation of Reports Incident Monitoring and Problem Escalation

| Annex 2A – List of Network Equipment |
|--------------------------------------|
|--------------------------------------|

| | Central Office (Building I and II) | Remarks |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| etwork and Systems | | |
| ettori k and Statem | CISCO Switch (3750-5) SPECS – BDLG I: | In Use |
| One (1) | WS-C3750G-48TS = C3750-ADVIPSERVICESK9-M | ,,,,,, |
| One (1) | 108 = c3750-advipservicesk9-mz.122-44 se,bin | |
| | | |
| | CISCO WAN Router (2811) SPECS - BDLG II: | In Use |
| One (1) | Cisco2811-SEC K9 = 2811 Security Bundle. Adv Security 64F 256D | |
| One (1) | PVDM2-32 = 32 Channel Packet Voice Fax DSP Module | |
| One (1) | VWIC-IMFT-EI = I Port RJ-48 Multiplex Trunk EI | |
| Two (2) | WIC-2T= Two Port Serial WAN Interface Card | |
| One (1) | CAB-AC = Power Cord, 110V | |
| Four (4) | CAB-SS-V35MT = V.35 Cable, DTE, Male, 10ft. | |
| One (1) | S28NASK9-12308T = Cisco IOS ADVANCED SECURITY | |
| One (1) | PWR-2811-AC = Cisco 2811AC Power Supply | |
| One (1) | ROUTER-SDM = Device Managers for Routers | <u>_</u> |
| | MEM2800-256D-INC = 256MB DDR RAM Factory Default for Cisco 2800 Series | |
| One (1) One (1) | MEM2800-64CF-INC = 64MB CF Default for Cisco 2800 Series | |
| | | |
| | Cisco Internetwork Exchange Router (3745) SPECS – BLDG-II: | In Use |
| One (1) | Cisco 3745 = 3700 Series, 4-Slot. Dual FE. Multiservice Router. 32F/256D | |
| | | |
| One (1) | S374CK9-12309 = Cisco 3745 Ser IOS IP PLUS IPSEC 3DES | -++ |
| One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 | |
| One (1) | | |
| | PWR-3745-AC = AC Power Supply for Cisco 3745 | |
| One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 | |
| One (1) <u>Two (2)</u> <u>Two (2)</u> | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V | |
| One (1) Two (2) Two (2) Four (4) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-8S-V35MT = V 35 Cable, DTE, Male to Smart Serial, 10ft, MIVN3745-256D-INC = 256MB DDR RAM Factory Default for Cisco 3745 | |
| One (1) Two (2) Two (2) Four (4) One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-SS-V35MT = V 35 Cable, DTE, Male to Smart Serial, 10ft, MEN13745-256 D-INC = 256 MB DDR RAM Factory, Default for Cisco 3745 Series | |
| One (1) Two (2) Two (2) Four (4) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-8S-V35MT = V 35 Cable, DTE, Male to Smart Serial, 10ft, MIVN3745-256D-INC = 256MB DDR RAM Factory Default for Cisco 3745 | |
| One (1) Two (2) Two (2) Four (4) One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-SS-V35MT = V 35 Cable, DTE, Male to Smart Serial, 10ft, MEN13745-256 D-INC = 256 MB DDR RAM Factory, Default for Cisco 3745 Series | |
| One (1) Two (2) Two (2) Four (4) One (1) One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-SS-V35MT = V 35 Cable, DTE, Maleno Smart Serial, 10ft, MICM3745-256D-INC = 256MB DDR RAM Factory Default for Cisco 3745 Series CONT-SNT-3745 # SX5NBD Stc. Cisco 3745 4-Siot Appl. Sts Rti | |
| One (1) Two (2) Two (2) Four (4) One (1) One (1) | PWR-3745-AC = AC Power Supply for Cisco 3745 PWR-3745-AC 2 = Redundant AC System Power Supply for Cisco 3745 CAB-AC = Power Cord, 110V WIC-2T= Two_Port Serial WAN Interface Card CAB-SS-V35MT = V 35 Cable, DTE, Male to Smart Serial, 10ft, MEND 745-256D-INC = 256MB DDR RAM Factory Default for Cisco 3745 Series CONT-SNT-3745 # SX5NBD Syc, Cisco 3745 4-Slot Appl. Six Rit FORTHGATE UTM Firewall Applicance (FG300A) - BLDG-II: | |

.

| Tw. 2 | Secure FL + B31 Strip47 FL(+ B31 Strip55 | |
|---------------------|------------------------------------------------------------------------------------------------------|----------|
| Two 2 | Francischer PratijAnalyzer-Eur B.S., Kiholitästen 1929, 5. FantiAnalyzer-Eur B. B. Hubber (MRS P) | |
| - <u>-</u> | Priver Cord | |
| | | |
| | FORTINET FortiManager (FMG100) - BLDG-II: | la Use |
| Two-2) | Senul = _ FMG10031070028(S _ FMG1003107002823 | |
| Two (2) | Finnware (x4.6.2-build0102/110609 (x4.6.2-build0102/110609) | |
| Two (2) | Power Cord | |
| | | |
| | CISCO Firewall Appliance (Cisco 515E PIX) - BLDG-II: | Stand by |
| One (1) | PIX-515E-UR-FE-BUN = PIX 515E-UR-FE Bundle (Chasis Unrestricted SW. 6 FE, VAC+ | |
| One (1) | CAB-AC = Power Cord. 110V | |
| One (1) | PIX-515-VPN-3DES = PIX 515E 3DES/AES VPN/SSH/SSL Encryption License | |
| One (1) | SF-PIX-515-6.3 = PIX v6.3 Software for the PIX 515E Chasis | |
| One (1) | PIX-VAC-PLUS = PIX 66-MHZ DES/3DES/AES VPN Accelerator Card + (VAC+) | |
| One (1) | PLX-VPN-CLNT-K9 = Cisco VPN Client Software (Windows, Linux, Solaris) | |
| One (1) | PIX-4FE-66 = PIX 66-MHZ four port 10/100 Fast Ethemet int. Card RJ-45 | |
| One (1) | PIX-515UR-SW = PIX 515E Unrestricted (UR) Feature License | |
| One (1) | CONT-SNT-PIX515FE = SMARTNET 8x5xNBD Chasis. Unrestricted SW. 6 FE prts. VAC | |
| | | |
| Voice Equipment For | Building II | In Use |
| One (1) | Avaya G450MP80 | |
| Sixty (60) | Avaya Model 1608 IP Phones | |
| | | |
| C | entral Office (Building IV – Arcache) | |
| Network Equipment | | tu Lico |
| | CISCO Router (2811) SPECS - ARCACHE: | In Use |
| One(1) | Cisco2811-SEC K0 = 2811 Security Bundle, Adv Security 64F 256D | |
| One (1) | WIC-2T = Two Port Serial WAN Interface Card | |
| Two (2) | CAB-SS-V35MT = V.35 Cable, DTE Male to Smart Serial, 10th | |
| Que el - | C(AB, AC = Power Cord | |
| Que (i) | PV DM-15 = 16 Channel Packet Voice Fax DSP Module | <u> </u> |
| Anerth | VII-VI2N 8-664 (1-INC = 64NIB CF Default for Cisco 2000 Series | |
| One I | PWR-DS11-AC = Cisco 2S11AC Power Supply | |
| P One i | 828 N (PV-) 2311 1 = Cisco 108 (P Voice | |
| 1 | Ptol (11-R-SDM = Device Managers for Routers | |
| Quert | | |
| One (1 One (1 | CONTENTEON (1151) - Smartner N5NBD 2511 Security Bundle | |

.

NETWORK MAN AGED SERVICES TERMS OF REFERENCE - ANNEXES (4 of 3)

| One (1) | By Ustrap - Mersian 103 St-TT | |
|----------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------|
| Onesla | Hall-Rack Closed Cabines | |
| One l | SU(4) (USB - Unmerruptible Power Supply) | |
| | Casts CDMD4-NE B4: 5 C10-7 = 24 Port Switch | Replaced by the newly installed 3500G Stand |
| One (1) | Cisco Catalyst 3500G - 24 Port Switch with 4 Gigabit Port | Newly installed by TTF Stand By |
| | D-link DES 1024D 24 Port Switch | Stand By |
| One(1) | APC APT921 - Remote Reboot Device | Stand By |
| One (1) | D-Link 1026G 24 Port Switch | Replaced the Defective 3100 Cisco Workgroup Stack Stand by |
| | · · · · · · · · · · · · · · · · · · · | |
| Voice Equipment | VIC-4FXS:DID= 4-port FXS card for CISCO router (Cisco 2811) | |
| Three (3) | | |
| | PLJ (NCR, Region IV-A) | |
| | | |
| RO Network and System | ns Equipment CISCO Router (1700 Series) SPECS: | In Use |
| One (1) | - Cisco 1760-V - 10/100 Modular Router w/ voice, 19 inch chasis, | |
| <u> </u> | 32MB RAM FL/96MB DR | |
| | - S17C7VK9-1225T - Cisco 1700 IOS IP/ADSL/VOICE PLUS IPSEC 3DES | |
| | - WIC-2T - 2 Port Serial WAN Interface Card | |
| | - CAB-SS-V35MT - 2 Cisco V.35 Cable. DTE Smart Serial, 10 feet | |
| | - CAB-AC - Cisco Power Cord. 110V | |
| | - MEM1700-64U96D - Cisco 1700 64MB to 96MB DRAM Factory Up grade | |
| | - PVDM-256K-4 – 4 Channel Packet Voice/Fax DSPModule | |
| | - ROUTER SDM - Device Manager for Routers | +1 |
| | - CON-SNT-1760V - 8x5xNBD svc. 10.100 Modular Router w. Voice | $\downarrow \forall I $ |
| ······································ | IP VOICE | <u> </u> |
| One (1) | D-Link WebCruiser DFM-560EL - External 56k Data Fax Modem | |
| One (1) | Linksys SRW224 - 24-port Workgroup-grade Wirespeed Fast Ethemet Switch | |
| Two (2) | Generic Switch ports | + |
| Que () : | 3COM Superstack III | Installed in NCR |
| Oneth | Ethernet bridge radio | |
| One (1) | Half-Rack Closed Cabinet | Hur |
| Oncelle | St. Morent, SB-1, nunterruptible Power Suppl. (APC | |
| | APC APT92 - Remote Rebect Device APC | |
| <u>One (1)</u> | | Installed in RO4A- CALABARZON to replaced the defectiv |
| One (2) | 04Lbsk 24 part 1/26G | switch |

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| One . 1 · | PORTINELLIGH BILET M Forwald | Vinicalized DBM network and Local ISP | | |
|-----------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|--|--|
| | Firm ages - v4 (or.buildors-2.04-20). | | | |
| ☐ Voice Equipment | | | | |
| One (1) | 4-point FXS card for Ciscul numeri-Ciscul [7], (Series | Locat e d at NCR | | |
| One of t | | | | |
| | Mabini Hall | | | |
| □ Network and Systems | Equipment | | | |
| | CISCO Router (2811) SPECS - MABINE | Located at Mezzanine | | |
| One (1) | Cisco2811-SEC K9 = 2811 Security Bundle, Adv Security 64F 256D | | | |
| One (1) | PVDM2-32 = 32 Channel Packet Voice Fax DSP Module | | | |
| One (1) | VWIC-1MFT-E1 = 1 Port RJ-48 Multiplex Trunk E1 | | | |
| One (1) | WIC-2T= Two Port Serial WAN Interface Card | | | |
| One (1) | CAB-AC = Power Cord, 110V | | | |
| Two (2) | CAB-SS-V35MT = V.35 Cable, DTE, Male, 10ft. | | | |
| One (1) | \$28NASK9-12308T = Cisco IOS ADVANCED SECURITY | | | |
| One (1) | PWR-2811-AC = Cisco 2811AC Power Supply | | | |
| One (1) | ROUTER-SDM = Device Managers for Routers | | | |
| | MEM2800-256D-INC = 256MB DDR RAM Factory Default for Cisco 2800 | | | |
| One (1) | 1) Series | | | |
| One (1) | MEM2800-64CF-INC = 64MB CF Default for Cisco 2800 Series | | | |
| One (1) | CONT-SNT-C2811HSE = Smartnet 8x5xNBD 2811 Security Bundle | | | |
| One (1) | D-Link WebCruiser DFM-560EL- External 56k Data/Fax Modem | | | |
| One (1) | Half-Rack Closed Cabinet | | | |
| One (1) | Uninterruptible Power Supply | ······ | | |
| One (1) | Remote Reboot Device | | | |
| One (1) | D-Link 1026G 24 Port Switch | Installed in SPIB | | |
| One (1) | D-Link 1026G 24 Port Switch | Installed in IAS | | |
| One (1) | 3Com Superstack | Installed in CPRS | | |
| One (1) | CNET CNSH2400 | | | |
| (One(1) | 3Com Super Stack | Installed in Budget | | |
| Que (1) | 3Com Super Stack | Installed in Accounting | | |
| One (1) | 3Com Super Stack | Installed in AS. Supply a Property | | |
| X | Courses which tast hub 40 m | Installed in GSD Defective and was replaced with a D-Link 24 port service unit. | | |
| - One of the | | | | |
| □ Voice Equipment | | | | |
| - me chubble | | Located at Mezzanure | | |
| One (1) | AV AY A DEFINITY Prologia | SCINCE POOL | | |
| A ~ | Prologix El Interface Card | | | |

NETWORK MANAGED SERVICES (FRMS OF REFERENCE - ANNEXES (* of 31)

| Que ch | WIC-IT NFT - (Port Ethemet Card | |
|--------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| For Region II. III. X | (Tuguegarao, Pampanga, CDO) | |
| | | ļ |
| <u>One cl</u> | | <u> '</u> |
| Que () - | APC APPER - Remote Reboot Device | 1/ |
| | ST Alige of SB - Uninterruptible Power Supply (APC) | 1/1/m |
| One (1) | Half-Rack Closed Cabinet | $\downarrow h'$ |
| One (1) | Linksys SRW224 - 24-pert Workgreup-grade Wirespeed Fast Ethemet Switch | Linksys in Davio is no derective |
| | - CON-SXT-1 760X - SXSXXBD SC, 10 100 Modular Rooter a sector IPVOICE | |
| | - ROUTER SDM - Device Manager for Routers - CON-SNT-1760V - 8x5xNBD sve. 10/100 Modular Router w Voice | |
| | - PVDM-64K-4 - 4 Channel Packet Voice Fax DSPModule | |
| | - MEMI700-64U96D - Cisco 2800 64MB DRAM | $ \langle V \rangle \rangle$ |
| One (1) | - CAB-AC - Cisco Power Cord. 110V | ROVID and ROXII |
| | -VIC-4FXS - Voice Module | Deployed in ROIVB. |
| | - WIC-2T - 2 Port Serial WAN Interface Card | |
| | 4DES | $ \land$ |
| | - \$17C7VK9-1225T - Cisco 1700 IOS IP/ADSL/VOICE PLUS IPSEC | |
| | CISCO Router (2800 Series) SPECS: | |
| | D-Link WebCruiser DFM-560EL - External 56k Data/Fax Modem | |
| | IP/VOICE | - |
| | - ROUTER SDM - Device Manager for Routers - CON-SNT-1760V - 8x5xNBD svc. 10/100 Modular Router w/ Voice | _ |
| | - PVDM-256K-4 - 4 Channel Packet Voice/Fax DSPModule | _ |
| | Upgrade | - |
| | - CAB-AC - Cisco Power Cord, 110V - MEM1700-64U96D - Cisco 1700 64MB to 96MB DRAM Factory | and ROCAR |
| One (1) | - CAB-SS-V35MT - 2 Cisco V.35 Cable. DTE Smart Serial. 10 feet | Deployed in ROI, ROV ROVII, ROIX, ROXIII |
| ŀ | - WIC-2T - 2 Port Serial WAN Interface Card | _ |
| ļ | - S17C7VK9-1225T - Cisco 1700 IOS IP ADSL VOICE PLUS IPSEC DES | |
| | 32MB RAM FL 96MB DR | _ |
| | - Cisco 1760-V - 10/100 Modular Router w/voice, 19 inch chasis, | |
| RO Network and Systems E | CISCO Router (1700 Series) SPECS: | In Use |
| | | |
| | For Each Regional Office Site | |
| | IV-B, V to XIII, CAR (Total 14 Sites) | |
| Four (4) | Avaya Model 6498D Digital Set with Speakerphone | |
| Seventy Two (72) | Avaya Medel 6211 Standard Analog Phones | |
| One (1) | Contemptible Power Supply | |
| One (1) | Cisor El vince cará | |

| □ Voice Equipment | | |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| One 1 | Lipert FXS card | |
| Two 1: | Aveya Model 6001 Analog Speakerphone | |
| DBM Reg | ional Offices (I-XIII, IV-A, NCR & CAR) | |
| □ UTM Firewall Equipmen | | |
| Fifieen (15) | FORTINET FOR TIGATE 60B - UTM Firewall | In Use |
| Fifieen (15) | Firmware Version - x4.0.0.build0092.090220 | |
| One (1) | FORTINET FORTIGATE 60B - UTM Finewall (NCR and IV-A) | Stand By |
| One (1) | Finnware Version - v4.0.0.build0092.090220 | |
| DD | M Regional Offices (I-V, VII-XIII) | No WIFL(RO VI and CAR) |
| | | |
| Wireless Equipment | | ROI-II, ROVI, ROVII- VIII, ROX-XIII |
| Eight (8) | Linksys WRT54G2 | ROIVA, ROIVB, IX and |
| Four (4) | Linksys WRT54G | XI ROIX and ROXIII |
| Three (3) | Dlink D300 | ROLL and ROXIII |
| One (1) | Linksys WRT160N v3 | |
| | DBM Core Network Equipment | |
| Arcache: Cisco 2811R | | In Use |
| One (1) | ATM LAN Emulation Module Dual MMF | Temporary using dlink media converter to interconnect Building 1 |
| One (1) | 12 ports 10/100 Mbps Fast Ethemet Switching Module | and Arache Building |
| Building I: Cisco Cataly | est 3750S Sories | In Use |
| One (1) | ATM LAN Emulation Module Dual MMF | Temporary using dlink media converter to |
| One (1) | 12 ports 10/100 Mbps Fast Ethernet Switching Module | interconnect Building 1 and Arache Building |
| | | |
| 🗇 Building II: Cisco Catal | vst 4503 Switch | Use as DMZ switch |
| | Power Supply WS-C4503 catalyst 4500 Chassis (3-slot).fan.uo ps | - |
| One (1) | | |
| One (1) One (1) | PWR-C45-1400AC - Catalyst 4500 1400W AC Power Supply (Data Only) | |
| $\left \right $ | PWR-C45-1409AC - Catalyst 4509 1400W AC Power Supply (Data Only) PWR-C45-1409AC - Catalyst 4509 1400 W AC Power Supply redundant (Data Only) | l |
| One (1) | PWR-C45-14(#)AC - Catalyst 4509-1408 W AC Power Supply redundant (Data Only) CAR-T513AC - AC Provercend North America (1903) | |
| One (1) One (1) | PWR-C45-1499AC - Catalyst 4509-1406 W AC Power Supply redundant (Data Only | |
| One (1) One (1) | PWR-C45-1499AC - Catalyst 4509-1400 W AC Power Supply redundant (Data Only) CAR-7513AC - AC Provenciend North Americae HOV WS-N2913-TS - Catalyst 4593 Supfl-Plus-TN, 12 1 (2000) DOE (N STP) | |

NETWORK MANAGED SERVICES TERMS OF REFERENCE - ANNEXES (8 of 31)

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| Four 4 | GLC-SX-MM - GE SFP.LC connector SN transferver | |
|---------------------|-------------------------------------------------------------------------|-----------------|
| One i l : | CON-SNTP-WS-C4503 - 24x7x4 SVb Catalyst 450/3R series Medular switch | |
| Arcache: Workgroup | Hubs and switches. | |
| Oneili | Workgroup stack Catalyst 3160 WS-C3160B . (1) WXS 3010 module | |
| One (1) | Dlink DES 1024D | |
| One (1) | SMC Switch 24 ports | |
| Mabini: Workgroup I | Jubs and switches. | In Use |
| Seven (7) | 3COM Superstack 24 Ports | |
| One (1) | Cisco Catalyst 3750GS | Core Switch |
| Spam Firewall | | |
| One (1) | Barracuda Spam Filter Firewall 300 SN: BAR-SF-105929 | Expired license |
| | Barracuda spam Filter Firmware: v3.5.10.029 (2008-31-01 06:22:53) | Expired license |

Note: Subject to a more detailed listing with technical specifications (upon request). Some equipment and facilities shall be managed by the DBM in-house manpower.

| Cer | tral Office (Building II) | Remarks |
|-----------------------------|--------------------------------------|----------------------------------------------|
| | Server Equipment | |
| BLDG II 3 ^{r3} Fir | | MARS - Active Director |
| One 1 | Deil Power Eåge 1975 | |
| One I . | Den rewei Eege inte | Primar- MERCURY - Active |
| | | |
| Onecto . | | Directory Secondar, DBMFS01 - File server |
| Onet1 | Dell Power Vault NF500 | DBMFS01 - Phe server |
| One(1) | HP Proliant ML370 | |
| Oneclu | HP Proliant ML370 | Lotus Notes server - decommisioned |
| Onectio | TH THORATES IN | |
| Two(2) | HP Integrity RX4640 | eBudget |
| Four(4) | HP Proliant DL380 | eBudget |
| Two(2) | HP StorageWorks HSV200 | Oracle |
| One(1) | Dell Power Edge SC1425 | Nagios monitoring |
| One(1) | HP Proliant DL360 | Cacti - NMS monitoring |
| One(1) | Dell Power Edge 1850 | DNS01 – External DNS |
| One(1) | HP Proliant DL360 | DNS02 – External DNS |
| One(1) | HP Proliant DL360 | SAMBA – File server |
| One(1) | HP Proliant DL380 | DHCP |
| One(1) | Red Fox Desktop | Spark server- |
| One(1) | Red Fox Desktop | Backup Server |
| One(1) | Red Fox Desktop | Back End Web Server |
| One(1) | HP Proliant DL360 | Proxy - defective |
| Two(2) | HP Integrity RX6600 | Not in use |
| One(1) | Dell Power Edge 2900 | Front End Web Server |
| One(1) | HP Proliant DL180G5 | IPC test server |
| Four(4) | Clone Desktops | IPC apps |
| One(1) | Clone Desktop | CCTV server |
| Two(2) | HP Proliant DL160 G6 | CA antivirus server |
| Two(2) | HP Proliant DL380 | eBudget - not in use |
| One(1) | HP Storageworks X3800 | |
| Two(2) | HP Proliant DL360 G7 | |
| Two(2) | HP Storageworks HSV400 | |
| One(1) | HP BL C7000 | Blade Enclosure |
| Nine(9) | HP Proliant BL460c G7 | Apps / VM servers |
| One(1) | Supermicro server | Alarm system |
| One(1) | HP Proliant DL180 G6 | Document Managemen System |
| Eight(8) | HP MSA6412 Storage Enclosure | |
| One(1) | HP Storageworks MSL8096 Tape Library | |

Annex 2B – List of DBM Active Servers and Shared/Network-Attached Storage Devices

Note: See next succeeding pages for complete details.

Aged Production Servers Candidate for Virtualization

| Hardware Model | CPU/RAM/HDD | OS Flavor | Managed By | Delegation | Serial | Status |
|---------------------------|------------------------------------------|-------------------------------------------|---------------|------------------------------------------------------------|------------|----------------------------|
| Dell Power Edge sc1425 | 512MB, Intel Xeon 3.2Ghz | White Box Enterprise Linux release 3.0 | COMNET | Storms - For Network Monitoring | FJFJDIS | In Use |
| Dell Power Edge 1800 | Intel Xeon 3.0GHz, 1 Gbyte, 72 Gbyte | Windows 2003 R2 | COMNET | Mars - AD / Internal DNS | 71LKDIS | In Use |
| Dell Power Edge 1850 | Intel Xeon 2.8 Ghz, 4 Gbyte, 70 Gbyte | CentOS release 5.6 (Final) | COMNET | Public DNS01 | 7W57D1S | In Use |
| HP Proliant ML370 | Intel Xeon 3.6Ghz, 4GB, 32Gbyte | Windows 2008 | COMNET | ENGAS | SGH617X1T2 | MS Sql not installed |
| HP Proliant ML350 | Intel Xeon 3.06Ghz, 1 Gbyte, 40 Gbyte | Windows 2003 R2 | COMNET | Mercury - AD / Internal DNS | TOTLKPC2W | In Use |
| HP Proliant DL360 | Intel Xeon 3.0Ghz, 4 Gbyte, 160 Gbyte | CentOS release 4.8 | COMNET | CACTI - Graphical Presentation of Network Monitoring | TWT504008E | in Use |
| HP Proliant DL360 | Intel Xeon 3.0Ghz, 4 Gbyte, 160 Gbyte | CentOS release 5.6 (Final) | COMNET | Public DNS02 | TWT50400AX | in Use |
| HP Proliant DL360 | Intel Xeon 3.0Ghz, 4 Gbyte, 160 Gbyte | CentOS rélease 5.6 (Final) | COMNET | SAMBA - Fila Sharing | TWT50200W2 | In Use |
| RED FOX | AMD Athlon 1.7 Dual Core 4GB | CentOS release 5.6 (Final) | COMNET | OPENFIRE - SPARK Instant Messaging | 46DK000269 | In Use |

Database/Storage Servers

| Hardware Model | CPU/RAM/HDD | OS Flavor | Managed By | Delegation | Serial | Status |
|---------------------|----------------------|-----------------------------------------|-------------------------------------------------------------|-------------|------------|-------------------------------------------|
| HP Integrity RX4640 | 8GB. Intel Itanium 2 | RHEL 5.4 | IPC only manages the database, not the HW/OS | DB | SGH46 6ATL | Used by PSIPOP database |
| HP Integrity RX4640 | 8GB .Intel Itanium 2 | | not managed by IPC | | SGH4616AV1 | not powered on in use but |
| HP DL380 | 8GB .Intel Itanium 2 | Windows 2003 R2 SP2 Enterprise | IPC only | GridControl | SGH4616AST | CPU/MEM does not match inventory |
| HP Integrity RX6600 | 8GB. Intel Itanium 2 | RHEL 5.4 | the database. not the | Oracle RAC | SGH5109LXK | · · · |
| HP Integrity RX6600 | 8GB. Intel Itanium 2 | RHEL 5.4 | HW/OS | Oracle RAC | SGH5109LXJ | In Use |

NETWORK MANAGED SERVICES. TERMS OF REFERENCE - ANNEXES 11 of 31

| HP StorageWorks X3860 | 2 CPU 8 core 12Gb 4 NIC 146Gb X2 | Storage : mana | ot ged by PC | Storage works | SGH108XJC9 | in Use |
|------------------------|----------------------------------------------|-----------------------------------------|--------------------|------------------------|------------|--------|
| . Deil NF500 Powe∀ault | Quadcore inte: xeon es4101, 16 GB RAM, | Windows 2003 R2 SP2 Enterprise | ANET. | DBMFS01 File server | 14TJ~1S | In Use |

Production Servers (Physical and VM's)

| Hardware Model | CPU/RAM/HDD | OS Flavor | Managed By | Delegation | Serial | Status |
|----------------------|-----------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------|------------|--------|
| HP Proliant DL380 G4 | Intel Xeon 3.0Ghz, 4 Gbyte, 72.8 Gbyte | CentOS release 5.7 (Final) | COMNET | DHCP - hots to | | In Use |
| HP Proliant DL380 G4 | Intel Xeon 3.0Ghz, 4 Gbyte, 72.8 Gbyte | CentOS release 5.7 (Final) | COMNET | NEW WORDPRESS - for pluging and blogging | SGH617X1SP | In Use |
| Dell PowerEdge 2900 | Quadcore intel xeon E5439, 4 GB RAM, 2x32 GB, 4x146 GB | | ICTSS | WWW - intranet / internet services | JJ1JY1S | In Use |
| HP BL460C G7 | Dual 6 Core, 16Gb, 146Gb x2, 8 NIC | Windows 2008 | | Dbmvhost01 | CN71080479 | In Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2, 8 NIC | Windows 2008 | Creito | Dbmvhost02 | CN7108070M | In Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2; 8 NIC | Windows 2008 | Only application inside the VM is being managed by IPC. VM's guest | Dbmvhost03 | CN7108070Q | In Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2, 8 NIC | Windows 2008 | | Dbmvhost04 | CN7108070N | in Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2; 8 NIC | Windows 2008 | OS, VM host HW/OS is not managed by | Dbmvhost05 | CN7108070H | In Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2, 8 NIC | Windows 2008 | IPC. | Dbmvhost06 | CN7108070K | In Use |
| HP BL460c G7 | Dual 6 Core, 16Gb, 146Gb x2, 8 NIC | Windows 2008 | | Dbmvhost07 | CN7108070R | In Use |
| HP BL460c G7 | Dual 6 Core. 16Gb. 146Gb x2, 8 NIC | Windows 2008 | not | Scomsvr | CN7108070P | In Use |
| HP BL460c G7 | Dual 6 Core. 16Gb. 146Gb x2, 8 NIC | Windows 2008 | managed by IPC | Vmmsvr | CN7108070L | In Use |

Decommissioned Servers

| Hardware Model | CPU/RAM/HDD | OS Flavor | Managed By | Delegation | Serial | Status |
|----------------------|------------------------------------------|---------------------------|---------------|----------------------------------------|------------|------------|
| HP Proliant ML370 | Intel Xeon 2.8Ghz, 4 Gbyte, 200 Gbyte | RHEL ES release 4 | COMNET | Lotus Notes - previous email server | SGH617X1T2 | Not In Use |
| HP Proliant DL380 G4 | Intel x3.2 2.0GB mem 2x 36.4GB HDD | No hard disk drives | | | SGH613X1A2 | Not in Use |
| HP Proliant DL380 G4 | Intel x3.2 2.0GB mem 2x 36.4GB HDD | No hard disk drives | | | SGH617X1SS | Not In Use |

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NETWORK MANAGED SERVICES TERMS OF REFERENCE - ANNEXES 13 of 31

Annex 2C – List of UPS

• Arcache Building

| | Madal | Serial Number | Remarks | Location |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|-------------------------------------|
| Maker | Model | | flict muse | Arcache Bldg – 1 st FLR. |
| GE | LE Series | L081A16722020004 | | Arcache Bldg – 1 st FLR. |
| GE : | LE Series | L081A16722439995 | Net in use | |
| GE | LE Series | L081A16722090009 | <u> Notin Use_</u> | Arcache Bldg – 1 st FLR. |
| GE | LE Series | L081A16722090006 | L <u>ot in use</u> | Arcache Bldg – 1 st FLR. |
| GE | LE Series | L081A16722430006 | Not in use | Arcache Bldg – 1 st FLR. |
| GE | LE Series | L081A16722430003 | Hot in use | Arcache Bldg – 1 st FLR. |
| | Symmetra | CD0414161239 | Not in use | Arcache Bldg − 1 st FLR. |
| APC | | CD0414161240 | Not in use | Arcache Bldg – 1 st FLR. |
| APC | Symmetra | | Not in use | Arcache Bldg – 1 st FLR. |
| APC | Symmetra | ED0045001596 | | Arcache Bldg – 2 nd FLR. |
| UMART | GP660CRMH | 611379 | Hot in use | Arcache Bldg – 2 nd FLR. |
| APC | Smart UPS 1000 | AS0150230834 | Not in use | Arcache Blug - 2 TER. |
| APC | 750 | Q\$0505241527 | Not in use | Arcache Bldg – 2 nd FLR. |
| UMART | Switch Rack PDO | 617254 | Not in use | Arcache Bldg – 2 nd FLR. |
| | GP660CRMH | 611380 | Not in use | Turned over to Property |
| UMART | and the second | 611377 | Not in use | Turned over to Property |
| UMART | GP660CRMH | | Not in use | Turned over to Property |
| APC | Smart UPS 2000 | CSO501260547 | NOC AT USC | 101100 |

Arcache Building

| Maker | Model | Serial Number | Remarks | |
|-------|----------------|---------------|---------|--------------------------------|
| APC | Smart UPS 1000 | AS0502130069 | In use | NCR Bldg –3 rd FLR. |

Mabini hall server room

| Maker | Model | Serial Number | Remarks | Location |
|-------|----------------|---------------|---------|--------------------|
| CELL | W/ BP 061705 | 880606K004LK | In use | Mabini-Server room |
| APC | Smart Ups 1000 | AS0502130072 | In use | Mabini-Server room |

NETWORK MANAGED SERVICES (TERMS) OF REFERENCE - ANNEXES 14 of 31

| ltem | Site Name | Product Code | Serial Number | Software version | Subnet | Confirmed . Operational |
|------|--------------|-----------------|---------------|---------------------|--------|----------------------------|
| 1 | DBM | WS-C4510R-E | FOX1342H3P1 | 12.2 | /24 | Y |
| 2 | DBM | WS-C4510R-E | FOX1343GV8L | 12.2 | /24 | Y |
| 3 | DBM | WS-C2960-24TC-L | FOC1322W2DC | 12.2 | /24 | Y . |
| 4 | DBM | WS-C2960-24TC-L | FOC1322W2AV | 12.2 | /24 | Y |
| 5 | DBM | WS-C2960-24TC-L | FOC1322W2D5 | 12.2 | /24 | Y |
| 6 | DBM | WS-C2960-24TC-L | FOC1323Y3M5 | 12.2 | . /24 | . Y |
| 7 | DBM | WS-C2960-48TC-L | FOC1324W1ZE | 12.2 | /24 | Y |
| 8 | DBM | WS-C2960-48TC-L | FOC1324W2AG | 12.2 | /24 | Y٠ |
| 9 | DBM | WS-C2960-48TC-L | FOC1324W2AT | 12.2 | /24 | Y |
| 10 | DBM | WS-C2960-48TC-L | FOC1324W2B7 | 12.2 | /24 | Y . |
| 11 | DBM | WS-C2960-48TC-L | FOC1324W2BN | 12.2 | /24 | Y |
| 12 | DBM | WS-C2960-48TC-L | FOC1324W24H | 12.2 | /24 | Y |
| 13 | DBM | WS-C2960-48TC-L | FOC1324W28H | 12.2 | /24 | Y |
| 14 | DBM | WS-C2960-48TC-L | FOC1324W285 | 12.2 | /24 | Y |
| 15 | DBM | WS-C2960-48TC-L | FOC1324W29B | 12.2 | /24 | Y |
| 16 | DBM | WS-C2960-48TC-L | FOC1324W29L | 12.2 | /24 | Y ´ |
| 17 | DBM | WS-C2960-48TC-L | FOC1324W290 | 12.2 | /24 | Y |
| 18 | DBM | WS-C2960-48TC-L | FOC1324W293 | 12.2 | /24 | Y A |

Annex 2D – DBM Building II LAN Installed Hardware

C

| Item | Floor / Area | Product Code | Serial Number | IP Address | Subnet | Confirmed Operational. |
|------|----------------------------|--------------------|---------------|--------------|---------------|------------------------|
| 1 | 3rd Floor (Data Center) | AIR-WLC4404-100-K9 | FOC1322F09R | 10.2.207.16 | 255.255.255.0 | Yes |
| 2 | 1st Floor | AIR-LAP1131AG-A-K9 | FCW1325V07B | 10.2.207.18 | 255.255.255.0 | Yes |
| 3 | 2nd Floor | AIR-LAP1131AG-A-K9 | FCW1325V07A | 10.2.207.19 | 255.255.255.0 | Yes |
| 4 | 2nd Floor | AIR-LAP1131AG-A-K9 | FCW1325V075 | 10.2.207.20 | 255.255.255.0 | Yes |
| 5 | 2nd Floor | AIR-LAP1131AG-A-K9 | FCW1325V078 | 10.2.207.21 | 255.255.255.0 | Yes |
| 6 | 2nd Floor | AIR-LAP1131AG-A-K9 | FCW1325V07D | 10.2. 207.22 | 255.255.255.0 | Yes |
| 7 | 1st Floor | AIR-LAP1131AG-A-K9 | FCW1325V076 | 10.2. 207.23 | 255.255.255.0 | Yes |
| 8 | 4th Floor | AIR-LAP1131AG-A-K9 | FCW1325V07E | 10.2.207.24 | 255.255.255.0 | Yes |
| 9 | 4th Floor | AIR-LAP1131AG-A-K9 | FCW1325V077 | 10.2. 207.25 | 255.255.255.0 | Yes |
| 10 | 3rd Floor | AIR-LAP1131AG-A-K9 | FCW1325V07C | 10.2. 207.26 | 255.255.255.0 | · Yes |
| 11 | 3rd Floor | AIR-LAP1131AG-A-K9 | FCW1325V079 | 10.2. 207.27 | 255.255.255.0 | Yes |
| 12 | 3rd Floor | AIR-LAP1131AG-A-K9 | FCW1325V073 | 10.2. 207.28 | 255.255.255.0 | Yes |
| 13 | 1st Floor | AIR-LAP1131AG-A-K9 | FCW1325V074 | 10.2. 207.29 | 255.255.255.0 | Yes |

Annex 2E – DBM-Building II Wireless LAN Installed Hardware

NMS TERMS OF REFERENCE 16 of 31

| DESCRIPTION | UNITS REQ | UNITS DEL | Units |
|-------------------------------------------------------------------------------------------------------|--------------|-----------|--------------|
| CISCO EQUIPMENTS | 1 | | lot |
| CORE Switch : 4510R-E Switch | | | |
| Cat4500 E-Series 10-Slot Chassis, fan, no ps,Red Sup | 2 | 2 | units |
| Capable | 6 . | 6 | units |
| Catalyst 4500 Gigabit Ethernet Module, 6 Ports (GBIC) 1000BASE-SX Short Wavelength GBIC (Multimode | | 34 | units |
| only) 1000BASE-LX/LH long haul GBIC (singlemode or | 2 | 2 | units |
| multimode) Catalyst 4500 Enhanced 48-Port 10/100/1000 Base-T (RJ-45) | 2 | 2 | units |
| Catalyst 4500 Enhanced 48-Port 10/100/1000 Base-T (RJ-45) | 2 | 2 | units |
| Catalyst 4500 E-Series Sup 6-E, 2x10GE(X2) w/ Twin | 2 | 2 | units |
| Catalyst 45xxR E-Series Sup 6-E, 2x10GE(X2) w/ Twin Gig | 2 | 2 | units |
| Cisco CAT4500E IOS ENTERPRISE SERVICES SSH | 2 | 2 | units |
| Catalyst 4500 2800W AC Power Supply (Data and PoE) | 2 | 2 . | units |
| Catalyst 4500 2800W AC Power Supply (Data and PoE) | 2 | 2 | units |
| 10GBASE-LX4 X2 Module | 2 | 2 | units |
| US power cord, twist lock, nema 6-20 Plug | 4 | 4 A | |
| Cisco Twin gig Converter module | 8 | 8 | |
| SHARED SUPP SDS WS-C4510R-E | 6 | 6 | units |
| L3 Switch: 3560 Switch | | | \ <u></u> |
| Catalyst 3560 24 10/100/1000T + 4 SFP + IPB Image | 1 | 1 | Junits |
| | 1 | 1 | // \ |
| Power cord 110 volt | 1 | 1 | Units |
| GE SFP,LC connector LX/LH transceiver SHARED SUPP SDS, Catalyst 3560 24 10/100/1000T | 3 | 3 | units |
| w/4 SFP S Desktop Switch: 2960 Switch | | | |
| Catalyst 2960 24 10/100 + 2T/SFP LAN Base Image | 5 | 4 | udits |
| | 5 | 5 | (units |
| GE SFP, LC connector SX transceiver | 5 | : 5 | T |
| Power cord, 110 volt CSSP 8X5XSDS Catalyst 2960 24 10/100 + 2T/SFP LAN | 15 | 15 | Runtes- |
| Desktop Switch: 2960 Switch | | | <u> </u> |
| Catalyst 2960 48 10/100 + 2 T/SFP LAN Base Image | 12 | 12 | <u>units</u> |
| GE SFP, LC connector SX transceiver | 12 | 10 | units |
| GE STP, LU COMPECTO SA Classerver | 36 | 36 | Junits |
| Cisco Shared Support 8X5XSDS Catalyst 2960 48 | | | |

Annex 2F – List of CISCO Equipments in DBM-Building II

`

10/100 + 2 T/SFP LAN

| 10GE Ethernetr Switch: 3560E Switch | | ļ | |
|------------------------------------------------------|----|----|---------|
| Catalyst 3560E 24 | | | · L – |
| 10/100/1000+2*10GE(X2),265W,IPB s/w | 11 | 1 | units |
| 10GBASE-SR X2 Module | 2 | 2 | units |
| SHARED SUPP SDS WS-C3560E-24TD-S | 3 | 3 | units |
| WLAN Controller: 4402 | | | |
| 4400 Series WLAN Controller for up to 50 Lightweight | | | · · · · |
| APs | 1 | 11 | units |
| AIR Line Cord Asia Pacific (APAC) | 11 | 1 | units |
| WLAN Controller:SW 4400 - ED | 1 | 1 | units |
| WLAN Controller:Emergency SW.for 4400 – ED | 1 | -1 | units |
| 1000BASE-T SFP | 1 | 1 | units |
| SHARED SUPP SDS 4402-50 WLAN Controller | 3 | 3 | units |
| Access Point: 1131 AP | | | |
| 802.11ag LWAPP AP Integrated Antennas FCC Cnfg | 12 | 12 | units |
| Power Injector Media Converter 1100, 1130AG, | | | |
| 1200,1230AG,521 | 12 | 12 | units |
| AIR Line Cord Asia Pacific (APAC) | 12 | 12 | units |
| Power Supply In:100-240 VAC out:48 VDC 380mA | | | |
| 1100, 1130 AG.1200.521 | 12 | 12 | units |
| SHARED SUPP SDS 802.11ag LWAPP AP Intg Ant FCC | | 20 | unite |
| Cfg | 36 | 36 | units |

R

Annex 2G – DBM-Building II Data Center Equipments and Facilities

- 1. Environmental Control
 - a. Precision Air-Conditioning Unit (2 x 20TR Liebert DS)
 - b. Monitoring System

2. Power Distribution

- a. UPS (2 x 40kVA Powerware 9355 Parallel Redundant System)
- b. Electrical and Lighting

3. Security

- a. CCTV (14 units MO5 Mega Pixel IP Camera, Model JNC-2433/2433E with recording 1 TB NAS)
- b. Biometric Access Control System (F707 with 3 level security)

4. Fire Suppression

- a. Fenwal Argonite Fire Protection System
- b. Model : F-38-2000
- c. LPCB fully approved, UL and FMRC compliance and tested, SSL compliant with FAS-102 and AS-4214
- d. With Environmental Monitoring System like Early Smoke Detection (ESD) and Early Fire Detection (EFD)

5. GFI Network Monitoring System

Note: Subject to a more detailed listing with technical specifications (upon request). Some equipments and facilities shall be managed by the DBM in-house manpower.

Annex 3 – Phone Extension Deployment Distribution

CURRENT Total Extensions Extension Digital Office Analog Site On-going On-going On-going Construction Construction Construction Malacañang Building L 100 60 40Building II Malacañang On-going On-going On-going Construction Construction Construction Building III Malacañang 8 4 4 Malacañang Arcache 76 4 72 Malacañang 2 Mabini Hall 2 2 RO-CAR Baguio 3 2 2 La Union RO – 1 4 2 2 RO - 11 Cagayan 5 2 2 . RO – III-Pampanga 6 2/F PLJ Bldg 4 RO – IV-A 4 3/F PLJ Bldg 7 NCR 4 4 RO – IV-B Quezon Ave 8 2 2. R0 – V Legazpi 9 2 2 RO – VI 10 Iloilo 2 2 Cebu RO – VII 11 4 Tacloban 4 RO – VIII 12 2 2 Zamboanga 13 RO – IX 2 2 . RO – X Cagayan de Oro 14 2 2 RO – XI Davao 15 4 4 Koronadal RO – XII 16 2 2 -Butuan 17 RO – XIII 249 55 Total 154

Telephone handsets deployment distribution:

sers

Note: Numbers of Analog and Digital in Bldg I, II, Arcache and Mabini is based on the active

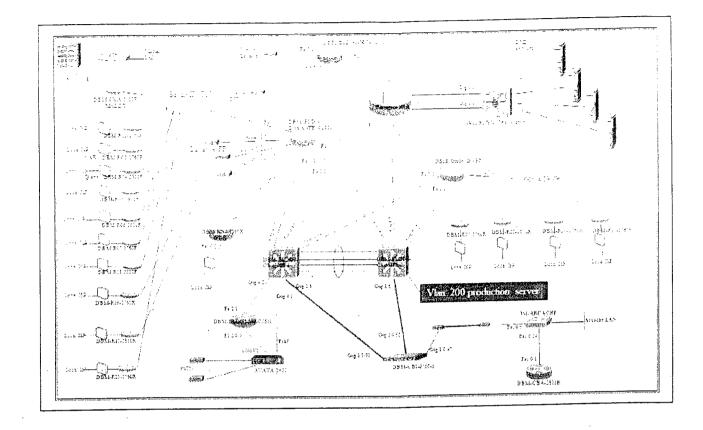
NMS TERMS OF REFERENCE 20 of 33

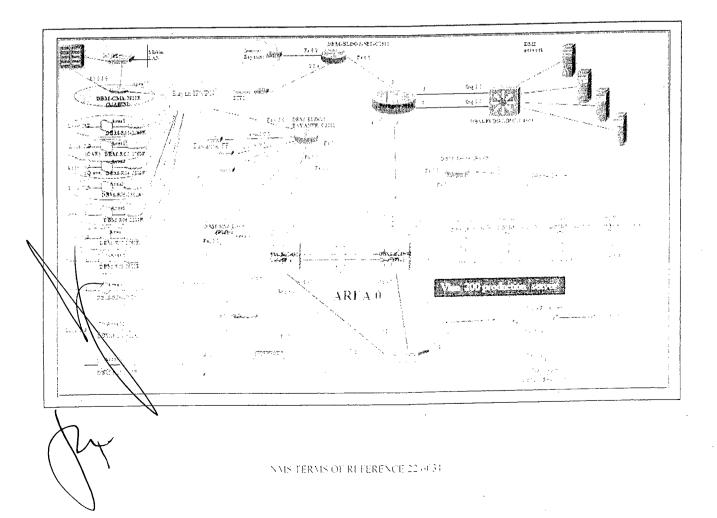
Annex 4 – CURRENT Bandwidth Schedule

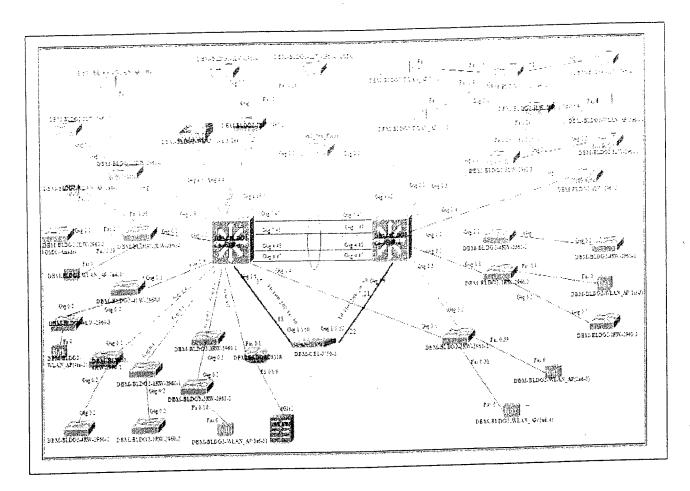
| | 1 | | | Bandwidth |
|------|---------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------|
| Site | Office | Location | Bandwidth (Existing) | |
| | Frame-relay / IP- | VPN | | |
| | Building I | General Solano Street, San Miguel, Manila General Solano | 2 runs of 6-core Fiber link (data) = 2 Mbps (voice PBN-PBN) buildings interconnection | NONE |
| l | Building III | Street. San Miguel. Manila | | |
| | Arcache – Building I | General Solano Street. San Miguel. Manila | 1 x 155Mbps Fiber (data) connection speed between Buildings I and Arcache | NONE |
| 2 | Building I – Building III | General Solano Street, San Miguel, Manila | On-going construction | NONE |
| | Mabini – Building II | Malacañang | 2048 Kbps (MPLS) | NONE |
| 3 | RO - CAR | Baguio | 1024 Kbps (MPLS) | NONE |
| 4 | RO-I | La Union | 1024 Kbps (MPLS) | NONE NONE |
| 5 | RO – II | Cagayan | 1024 Kbps (MPLS) | NONE |
| - 6 | RO – III | Pampanga | 1024 Kbps (MPLS) | |
| 7 | RO – IV-A | 2/F PLJ Bldg | 1024 Mbps (Leased Line) | NONE |
| | NCR | 3/F PLJ Bldg | Note: Sharing one (1) router and one (1) switch to split the bandwidth of 512 kbps | |
| 8 | RO – IV-B | Quezon Ave | 1024 Kbps (MPLS) | NONE |
| | RO-IV-B RO-V | Legazpi | 1024 Kbps (MPLS) | NONE |
| 9 | RO – VI | Iloilo | 1024 Kbps (MPLS) | NONE |
| 10 | RO – VII | Cebu | 1024 Kbps (MPLS) | NONE |
| 12 | RO – VIII | Tacloban | 1024 Kbps (MPLS) | NONE |
| 12 | RO-IX | Zamboanga | 512 Kbps / 512 Kbps (Frame-Relay) | NONE NONE |
| 14 | RO – X | Cagayan de Oro | 1024 Kbps (MPLS) | NONE |
| 15 | RO – XI | Davao | 1024 Kbps (MPLS) | NONE |
| 16 | RO – XII | Koronadal | 512 Kbps / 512 Kbps (Frame-Relay) | NONE |
| 17 | RO - XIII | Butuan | 1024 Kbps (MPLS) | NORL |
| | T down of | <u> </u> | | Ν |
| | Internet | | SOLD Khar BTI | PBR |
| 1 | Building II | | 5012 Kbps BTI 5012 Kbps ETPI | PBR |
| 2 | · Building II | | J DU12 KODS ETFT | 115 |

NMS TERMS OF REFERENCE 21 of 31

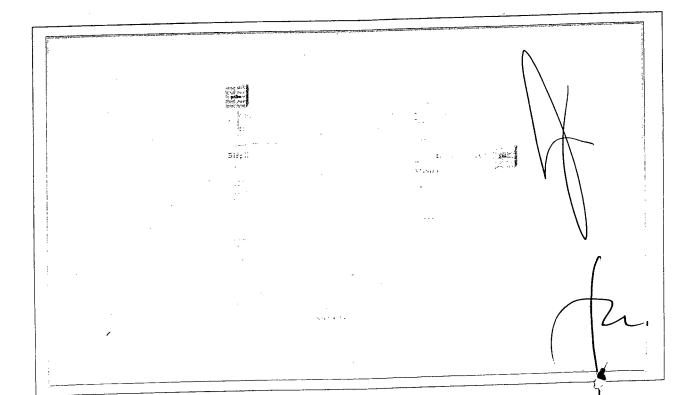






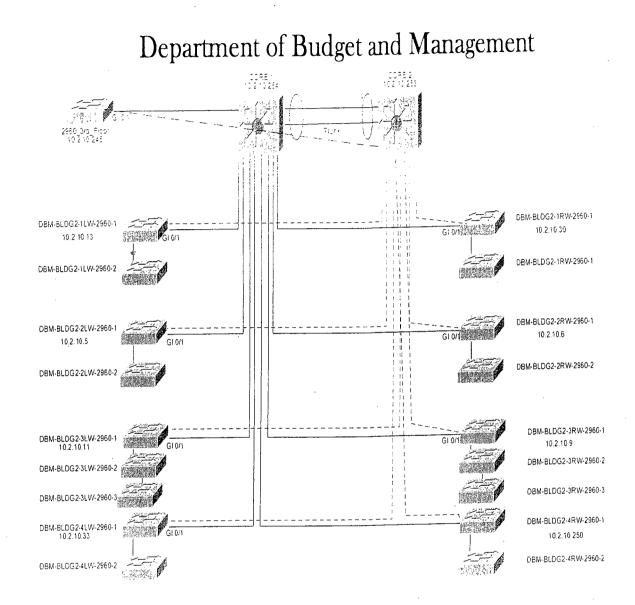


Annex 4A Continuation – DBM Current WAN Diagram



NMS TERMS OF REFFRENCE 23 of 31

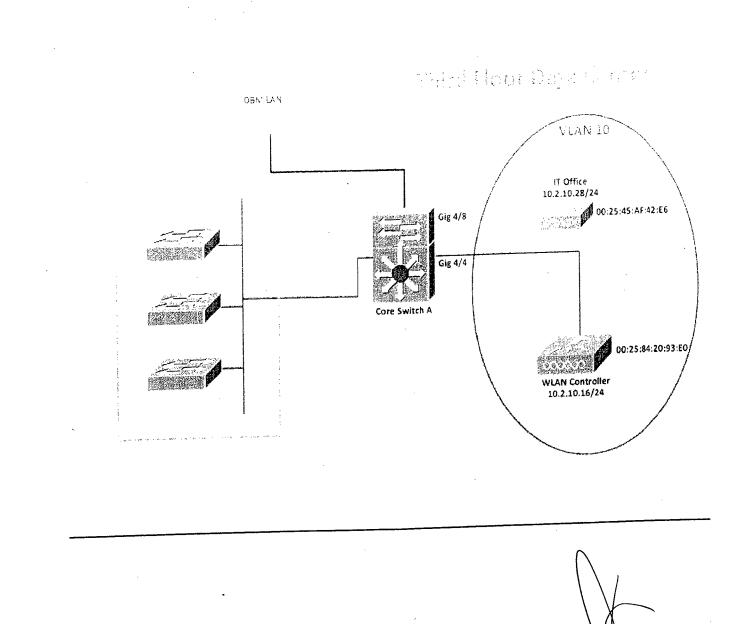
Annex 4B – DBM Building II Physical Network Diagram



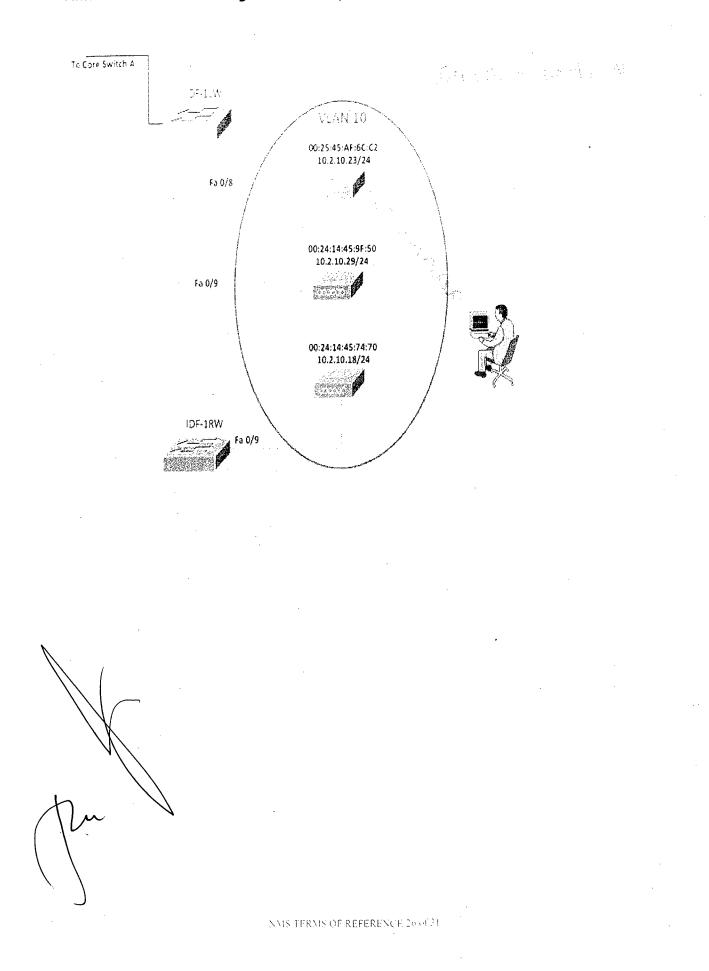
R

NMS TERMS OF REFERENCE 24 of 31

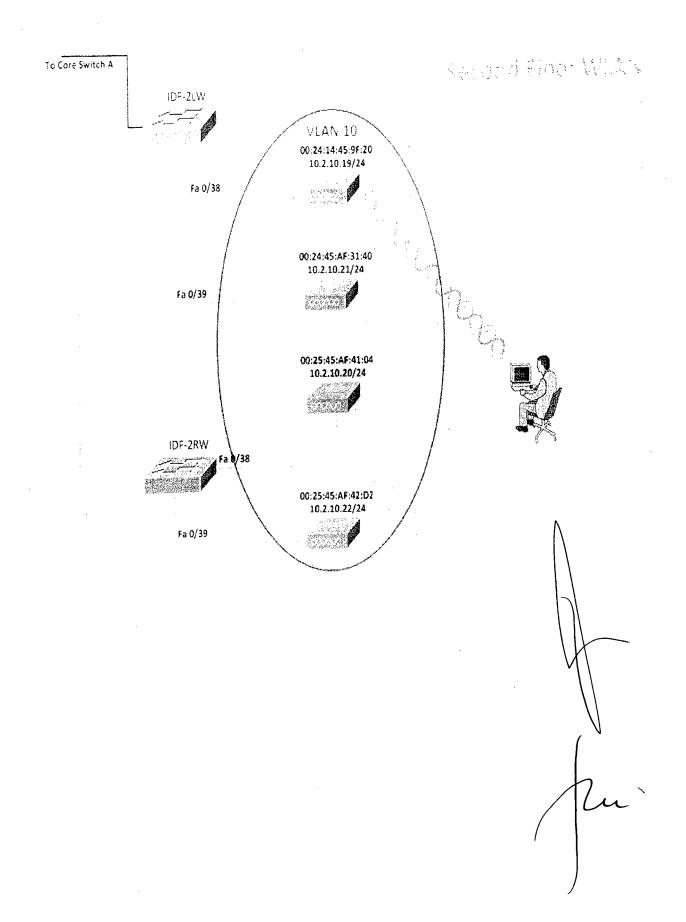
.



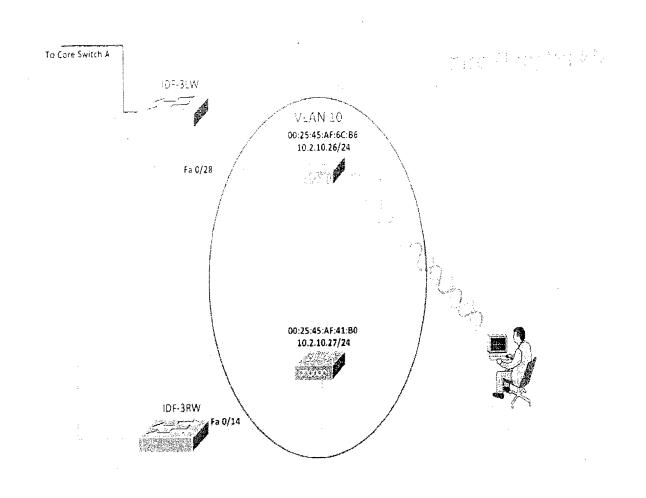
Annex 4C – DBM Building II WLAN Physical Network Diagram (1/5)





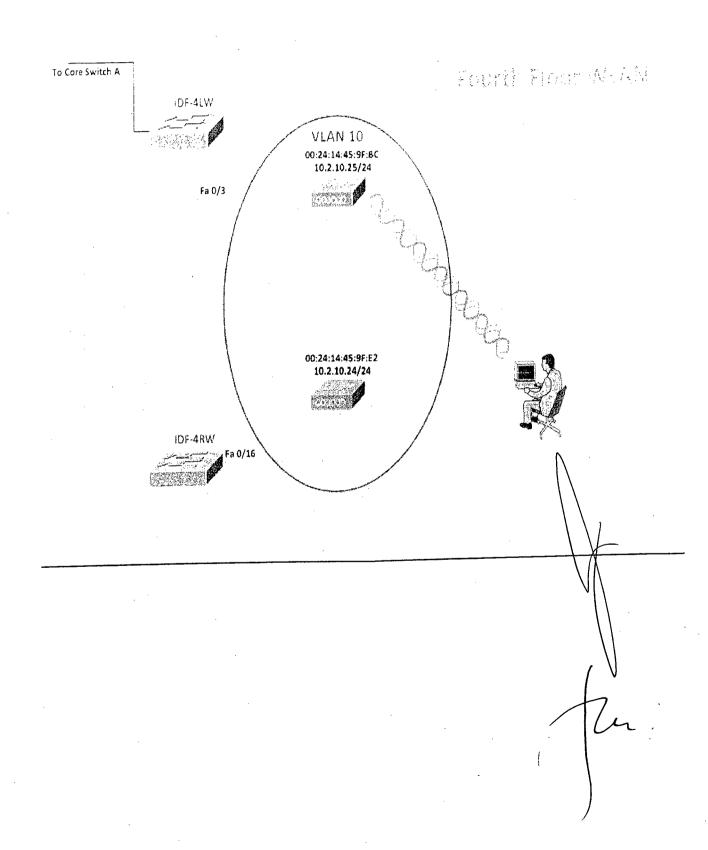


Annex 4C – DBM Building II WLAN Physical Network Diagram (3/5)



Annex 4C – DBM Building II WLAN Physical Network Diagram (4/5)





Annex 4C – DBM Building II WLAN Physical Network Diagram (5/5)

| WAN Site | Office | Address |
|-------------|-------------------------|----------------------------------------------------------------------|
| | Buiding I | Malacañang Sun Miguel 1995 Manda |
| | Building II | Malacañang San Miguel 1005 Manila |
| | Building III | Malacañang San Miguel 1005 Manila |
| | Building IV (Areache) | Malacañang San Miguel 1005 Manila |
| 2 | Mabini Hall | Malacañang San Miguel 1005 Manila |
| 3 | Regional Office – I | Government Center Sevilla St San Fernando City 2500 La Union |
| . 4 | Regional Office - II | Carig Tuguegarao City 3500 Cagayan |
| 5 | Regional Office – CAR | # 8 General F. Segundo st. Burnham-Legarda Brgy. Baguio City 2600 |
| 6 | Regional Office – III | Government Center Maimpis San Fernando 2000 Pampanga |
| | Regional Office – IV-A | 2/F PLJ Bldg 755 Gen Solano St San Miguel 1005 Manila |
| . 7 | National Capital Region | 3/F PLJ Bldg 755 Gen Solano St San Miguel 1005 Manila |
| 8 | Regional Office – IV-B | 6th floor Asia Trust Bank Building 1424 Quezon Avenue Quezon City |
| 9 | Regional Office – V | Regional Center Site Rawis Legazpi City |
| 10 | Regional Office – VI | Gen Hughes St Iloilo City 5000 |
| 11 | Regional Office – VII | Sudlon (near Eco-Tech Center) Lahug Cebu City 6000 |
| 12 | Regional Office – VIII | Villa Ruiz Subdivision Marasbaras Tacloban City 6500 |
| 13 | Regional Office – IX | Petit Barracks Zamboanga City 7000 |
| 14 | Regional Office – X | Zone I National Highway Bulua Cagayan de Oro City 9000 |
| 15 | Regional Office – XI | Km 3 Mc Arthur Highway Matina Davao City 8000 |
| 16 | Regional Office – XII | Purok Centro 11 Bgy Morales Koronadal City South Cotabato |
| 17 | Regional Office - XIII | J. Rosales Avenue, Butuan City |

Annex 5 – Regional Office Locations

NMS TERMS OF REFERENCE 30 of 31

| | | | | | ····· | | ····· | [| | | |
|--------------------|---------------|--------|----------------|------------------------|-------|-------------|----------------------------------------|---------|-----------|------------------------|------------------------------|
| L | ocation | | D | Duralizzio | | | Serial= MAC | | Date | | |
| Item | Bldg | Fir. | Device Name | Descriptio n | Qty. | Model | address | Status | Delivered | Functions | Remarks |
| | | | | | | | | | | | |
| | | | | | | | | - | | | |
| | | | | Complete | | | V\$10180721 | | | Connet | Complete set |
| | | | Languit | set with LCD | 2 | ldea-centre | VS10180660 | Working | 6 8 2011 | Desktop | with LCD |
| <u> </u> | Bldg 2 | 3rd | Lenovo | | | Idearcentre | | | | | |
| | | | | | | | | | | | |
| | | | | | | | 11076896 | | | Comnet | 2 units located |
| Keyboard | Bldg 2 | 2nd | Lenovo | PS/2 | 2 | SK9500 | 0C098236 | Working | 6/8/2011 | Desktop | at bldg 2 |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | Colored | | OfficeJet | | | 1/4/2008 | Comnet Desktop | l unit located at bldg 2 |
| Printer | Bldg 2 | 3rd | НР | printer | 1 | J4660 | CN 14DD3085 | Working | 1/4/2008 | Desktop | |
| | | | | Black | | | 188010 | | | | |
| | | | | colored | | _ | | Working | 6/8/2011 | Comnet Desktop | 2 units located at bldg 2 |
| Mouse | Bldg 2 | 3 rd | Lenovo | mouse | 2 | MODWUO | 188249 | WORKINg | 0/0/2011 | Service | 2 units located |
| | | | Lenovo | Thickpad | 2 | Edge | 60:EB:69:E3:CA:FC 60:EB:69:E3:CB:7C | Working | 6/8/2011 | laptop | at bldg 2 |
| Laptop | Bldg 2 | 2nd | Lenovo | Hot/Cold | | 2080 | | | | Water | l unit located |
| Water Dispenser | Bldg 2 | 2nd | N/A | Dispenser | 1 | Victory | 201011375 | Working | 6/8/2011 | Dispenser . | at bldg 2 |
| Dispenser | | | | | | | | | | | |
| | | | | Media | | | | | | | |
| | | | | Converter w/ Power | | | | | | Use for | |
| | | | | adaptor, with fiber | | | | | | local lines | Count |
| Media | Bldg l and | Server | | patch | | DMC- | 21/4 | Working | 6/8/2011 | of regional offices | Comnet Service Unit |
| Converter | Arcache | room | Dlink | panduit | 2 | 300SC | N/A | L | | <u></u> | |

Annex 6 – Current Service Provider Service Units Deployed at DBM

Annex D – Technical Proposal Forms submitted by the Consultant

Reproduced in its entirety without modifications



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TPF 1. Technical Proposal Submission Form

April 17. 2013

The Chairperson DBM- Bids and Awards Committee Department of Budget and Management Malacanang, Manila

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Software and Network Maintenance and Development in accordance with your Bidding documents and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, i.e., before August 15, 2013, we undertake to negotiate on the basis of the proposal staff. Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with GCC Clause 18 we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We remain.

Yours sincerely

Authorized Signatory: Dave John A. Macias Title of Signatory: President & Chief Operating Officer/Incuventure Partners Corporation Name of Firm: Joint Venture of Incuventure Partners Corporation & Computer Network Systems Corporation (JV of IPC - ComNet)

Unit 3002 Tycoon Centre, Pearl Drive, Ortigas Centre, Pasig

| g, Manila g, Manila letion Date h/Year): g with act Extension y: Not Coordinator, To ger, Team Leade base administrat cations software accordance with | Country: Philippines Professional Staff Provided by Your Firm/Entity(Profiles): Project Manager. System Support Developers. Help Desk Support. Database Administrator No of Staff: Total of 16 (Sixteen) Consultants No of Staff-Months; Duration of Project: 10 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php 16,694,411.07 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main h, including the identified priority improvement h the Schedule of Requirements, Technical |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| g, Manila letion Date h/Year): g with act Extension y: Not /Coordinator, Tr ger, Team Leader base administrat cations software accordance with | Firm/Entity(Profiles): Project Manager. System Support Developers. Help Desk Support. Database Administrator No of Staff: Total of 16 (Sixteen) Consultants No of Staff-Months; Duration of Project: 10 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php 16,694,411.07 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main a, including the identified priority improvement h the Schedule of Requirements, Technical |
| Jetion Date h/Year): g with act Extension y: Not Coordinator, To ger, Team Leade base administrat cations software accordance with | Consultants No of Staff-Months; Duration of Project: 10 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php 16,694,411.07 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main a, including the identified priority improvement h the Schedule of Requirements, Technical |
| Jetion Date h/Year): g with act Extension y: Not Coordinator, To ger, Team Leade base administrat cations software accordance with | 10 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php 16,694,411.07 No of Months of Professional Staff Provided by Associated Consultants; Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main e, including the identified priority improvement h the Schedule of Requirements, Technical |
| h/Year): g with act Extension y: Not Coordinator, To ger, Team Leade base administrat cations software accordance with | PhP): Php 16,694,411.07 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main a, including the identified priority improvement h the Schedule of Requirements, Technical |
| y: Not Coordinator, To ger, Team Leade base administrat cations software accordance with | Provided by Associated Consultants: Not Applicable eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main a, including the identified priority improvement h the Schedule of Requirements, Technical |
| pase administrat cations software accordance with | eam Leader) Involved and Functions ers: Agot Papio, Nelson Chan tion and support services at the DBM Main e, including the identified priority improvement h the Schedule of Requirements, Technical |
| ed by Your Staff | ing: |
| s administration; recovery; mentation: and fer. | |
| ton System tion System is co ragement System | existing information systems of the Bill - |
| | to the following t System ion System tion System is c |

 $\overline{\}$

| | Maintenance and | Country: Philippines |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enhancement of the Ex Systems and Network (12 Months) | Management Project | |
| Location within Country: | | Professional Staff Provided by Your |
| Systems Support – NCF | R + Nationwide | Firm/Entity(Profiles): Project Manager. |
| Network Maintenance | / Management - NCR + | System Analyst, System Support |
| Nationwide | 6 | Developers, Help Desk Support, Databas Administrator, Network Administrator |
| | | No of Staff: Total of 16 (Sixteen) |
| Name of Client: | Corporation | Consultants |
| National Home Mortgage Fir | 1 104 Amorsolo St., Legaspi | No of Staff-Months; Duration of Project |
| Vill., Makati City | 104 Amorsolo ot., 20900pr | 12 Months |
| Start Date (Month/Year): | Completion Date | Approx. Value of Services (in current |
| December 2012 | (Month/Year): Ongoing | PhP): Php 17,500,000.00 |
| Name of Associated Cons | ultants, if any: Not | No of Months of Professional Staff |
| Applicable | | Provided by Associated Consultants: |
| | | Not Applicable eam Leader) Involved and Functions |
| Name of Senior Staff (Proj | ect Director/Coordinator, 10 | na – Assistant Project Manager |
| Description of Actual Serv Technology services at The the IT systems and overall n of Reference (TOR). | ices Provided by Your Staff NHMFC for the purpose of su etwork management. The Sco with any systems documentation | ter on Systems and Applications : IPC provides Information Systems pport, maintenance and enhancement of ope of Work is in accordance to the Terms ons, manuals, system architectures, of the |
| | | nis, manada, eyetett |
| systems covered by the proj production are running and r Account Management Syste • Mortgage Bank Rec • In-House Collection • Remittance Verificat • Mortgage Accountin • Foreclosure Adminis • Acquired Assets Adminis | ect. IPC ensures that the folio esponsive to NHMFC's requir | Ming I. L. systems of the running of the ements, namely: ystem (IHCMS) VMS) System (MACIS) for: n (FAMS) rstem (AAAMS) |

Relevant Services Carried Out Not Earlier Than 2008 That Best Illustrate Qualifications

| administration are in accorda by Your Staf | es: |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| tion Date Year): 11 Not Dordinator, T ctor, Joey Nor administration are in accorda by Your Staf lowing service | No of Staff-Months; Duration of Project: 12 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php13,688,000.00 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable Feam Leader) Involved and Functions ones – Project Manager n support services at the DBM Main Office for Iance to DBM's Conditions of Contract for the ff: es: |
| tion Date Year): 11 Not Dordinator, T ctor, Joey Nor administration are in accorda by Your Staf lowing service | 12 months + 12 months (renewable) + additional extension months Approx. Value of Services (in current PhP): Php13,688,000.00 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable Feam Leader) Involved and Functions nes – Project Manager n support services at the DBM Main Office for lance to DBM's Conditions of Contract for the ff: es: |
| Year): 11 Not Dordinator, T ctor, Joey Nor administration are in accorda by Your Staf lowing service | PhP): Php13,688,000.00 No of Months of Professional Staff Provided by Associated Consultants: Not Applicable Feam Leader) Involved and Functions ines – Project Manager In support services at the DBM Main Office for iance to DBM's Conditions of Contract for the ff: es: |
| Not Dordinator, T ctor, Joey Nor administratior are in accorda by Your Staf lowing service | Provided by Associated Consultants: Not Applicable Team Leader) Involved and Functions ones – Project Manager In support services at the DBM Main Office for lance to DBM's Conditions of Contract for the ff: es: |
| administration are in accorda by Your Staf | Team Leader) Involved and Functions ines – Project Manager n support services at the DBM Main Office for lance to DBM's Conditions of Contract for the ff: es: |
| dministration; overy; | |
| tation: and, | |
| rly known as t | ting DBM information systems: Budget Execution and Accountability |
| System (GMI | |
| System stem (IPCS) stem (PMIS) | MISHIS composed of the following |
| | System (BPMS n System (GN |

| Project Name: Netw for the DBM Integra (24 Months ++) | vork Management Servic ated Data and Voice Netv | vork Country: Philippines |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location within Country: NCR and all the Regional Offices of the DBM (Nationwide) | | nal Professional Staff Provided by Your Firm/Entity(Profiles): |
| | • | Project Manager, Network Administrator, System Administrator, Tech Support Specialist, Helpdesk Support |
| Name of Client: Dept. o | f Budget & Management (| DBM) No of Staff: 11 Consultants |
| Address: General Solano St. Malacańang, Manila | | the Duration of Project |
| Start Date (Month/Year June 2011 | r): Completion Da (Month/Year): | Approx. Value of Services (in current PhP): PHP 21,799,999.00 |
| June 2011 | On-going + Extension Mont | hs |
| Name of Associated Consultants, if any: Not Applicable | | No of Months of Professional Staff Provided by Associated Consultants: Not Applicable |
| Name of Senior Staff (F Performed: | Project Director/Coordina | ator, Team Leader) Involved and Functions |
| | r. – coordinates with all off | ices and agencies/supervises the on-site team |
| Narrative Description of Provides Network Manag Regional Offices. (Nation | gement Services to DBM H | lead Office Data Operation Center and all its |
| Description of Actual S | Services Provided by You | ır Staff: |
| network such as commu | <, data, voice and maintena planning, development, in nication. | ement Services to DBM i.e. admin of DBM's core ance of data center equipment and other activities nplementation and enhancement of voice and data |
| 2 Support Network schedui | k and Data Operation Cent | twork systems 24x7, by deploying at the DBM er (NDOC) manpower on designated time |
| | | twork Systems Corporation + ComNet + |

| Relevar | t Services Carried Ou That Best Illustrate (| t Not Earlier Than 2008 Qualifications |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 5) Project Name: Network Mar for Nestle's Integrated Data (12 Months) | agement Services and Voice Network | Country: Philippines |
| Location within Country: Main areas are National Capital R Region 4 with extendable coverage country needing support | legion, Region 3, ge to other areas in the | Professional Staff Provided by Your Firm/Entity(Profiles): Project Manager/Network Manager System Administrator, Network Engineers |
| Name of Client: Nestle Philippine | 25 | No of Staff: 4 Consultants |
| Address: Rockwell Center, 31 Pl Metro Manila | aza Drive, Makati City, | No of Staff-Months; Duration of Project: 12 staff-months |
| Start Date (Month/Year): Jan 2009 | Completion Date (Month/Year): Dec 2009 | Approx. Value of Services (in current PhP): PHP 1,510,445.18 |
| Name of Associated Consultan Not Applicable | ts, if any: | No of Months of Professional Staff Provided by Associated Consultants: Not Applicable |
| Name of Senior Staff (Project D Performed: | irector/Coordinator, T | eam Leader) Involved and Functions |
| Samuel Ragay – Oversees the m | anagement of the whole | Nestle Network |
| Narrative Description of Projec | | \wedge |
| Provides Enterprise Network Mar Regional Offices | agement Services to Ne | stle Philippines Head Office and identified |
| Description of Actual Services | | |
| Perform all necessary main necessary to keep the equi performance. | ntenance and repair s pment in good running | ervices and activities as are reasonably condition and at its optimum operational |
| Consultant's Na | me: Computer Network S | Systems Corporation (ComNet) |

Ri

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

(Not-Applicable)

On The Terms of References:

- 1.

 2.

 3.

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On the data, services, and facilities to be provided by the Procuring Entity:

- 1. 2.
- 3.
- 4.
- 5.

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

Included herewith is our response to answer the following requirements of the bid documents. We have segmented the response per section based on the items below.

| А. | Project Ma | nagement Approach |
|--------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | a. Dis ap | scuss the Consultant's Project Management Approach. Elaborate on how this proach can address the requirements of the DBM Software and Network Maintenance d Development project. |
| | b. ide de | entify and propose the consultants plans for the following software support and velopment and Network Management Requirements i. Change and Documentation Management ii. Risk Management iii. Issue Management iv. Quality Assurance Management |
| B. | Di | livery Methodology scuss how the consultant plans to deliver the requirements of the Software and etwork Maintenance and Development Project specifically for the following areas: |
| | | i. Software What is the consultant's proposed software development life cycle that will address the needs of the project based on the Terms of Reference? How does the consultant plan to deliver the needs of the existing, planned improvements, planned innovations of the DBM? (See Section VII. A. 2. General Scope of Services in the Terms of Reference) |
| | | ii. Network What is the consultant's proposed network infrastructure plan that will address the needs of the project based on the Terms of Reference? How does the consultant plan to deliver the needs of the existing, planned improvements, planned innovations of the DBM? (See Section VII. IB. 2) General Scope of Services in the Terms of Reference and Annexes) |

- A. Project Management Approach
- a Discuss the Consultant's Project Management Approach. Elaborate on how this approach can address the requirements of the DBM Software and Network Maintenance and Development project.

Our Understanding of your Needs

What sets the Department of Budget and Management apart from other government agencies is its centrality to the workings of the government. The nature of its function gives it a role that allows it to have influence in the operation of most, if not all, sectors of the government, including those in other branches. Given this pivotal role of the DBM, it is of utmost importance that the agency be able to rely on a reliable and trustworthy partner in the maintenance of its information technology infrastructure. As the DBM aims to achieve greater efficiency with the use of technology as an indispensible tool, it is becoming more apparent that a provider who can maintain and manage both its software systems and network infrastructure is essential. Over and above this technical capability, the provider must also be able to display the capability and wherewithal to be a true partner to the DBM. One who is able to understand, appreciate and at times even anticipate its needs and be capable of advising the DBM leadership on technology matters.

In this sense, experience and a proven track record are of utmost importance in a partner. The provider should be cognizant to the needs of the DBM and able to respond properly and appropriately. As the future does not wait for anyone, there is no better time than now to move the DBM's technology infrastructure to a phase of transformation into one that is reliable, efficient, nimble and technology-savvy.

Incuventure Partners Corporation (IPC) can not only claim to have a robust understanding of the DBM's systems, organization and operations, it has also proven time and time again its capability to provide best-of-class services. As a perfect complement to its somewhat insider view of the DBM, IPC can also provide a technology-savvy perspective in addressing the DBM's needs as it is primarily a technology service provider that continuously bestows cutting-edge solutions to its DBMs.

Beyond just a provider who can service the needs of the organization, IPC shall be a proactive barner who not only is supremely cognizant of the DBM's current and future needs but is also continuously on the lookout for opportunities to further the DBM as a model of success through IT. Beyond just achieving operational efficiency, the DBM shall serve as a banner model for all agencies of the government. It shall be a testament on what the future of good governance could be and the benefits it can bring the country. In this sense, the DBM also needs to be more visible and accessible not only to its government peers, but also to the rest of the country. This involves greater transparency to and participation of the citizens in the different aspects of the agency's mandate. This should provide a means to create a positive outlook of the nation not only towards the DBM, but to the government as a whole.

Now more than ever, the DBM needs a partner who can immediately move into action in executing its technology plans and at the same time assist it in refining this plan. Now more than ever, the DBM needs, a partner who has proven its reliability and capability in enabling the DBM to fully capitalize on technology. It will be nothing short of catastrophic if all the success and momentum of the recent years, under the new leadership of the organization, go to waste should a new partner be unable to match what has already been accomplished. This is not the time to risk getting blown off course.

IPC fully understands what it takes to fulfill the demands of the project. It realizes that with the myrad things that need to be accomplished idedicated teams must be assigned to ensure that all aspects are taken cared of Follthis. IPC process to divide its resources into distinct teams working together for the common goal of progress of DBM.

- Business Continuity
- Business Process Management
- Capacity Building and Change Management
- System Development
- Cyber Security

Furthermore, the members of the team shall also form part of a committee that have specific forwardlooking goals, namely:

- GIFMIS Committee
- Budget Intelligence Committee (OPIF / FE / MFO)

These groups, of course, are merely the initial setup identified by IPC to be needed currently and can easily be modified to accommodate whatever future need may arise. They shall also be working in close conjunction with their DBM counterparts who may be assigned to ensure seamless cooperation and coordination. Aside from the proposed team composition, IPC also proposes other plans concepts that shall more than sufficiently address the goals of the DBM for its technology roadmap.

IPC is a company that works in the spirit of magis. It is this spirit of excellence that IPC is able to provide its DBMs with IT solutions that are not just present-oriented but are also forward-looking. The services that the company provides are not merely geared to servicing what is presently needed but rather, takes into consideration how these technologies would prove to be beneficial/advantageous to the DBMs in the long run.

This is not IPC's first time working with DBM. IPC, having worked in DBM for six years, will ensure that DBM is provided with quicker services. The company's excellent track record in DBM is proof of the company's knowledge on DBM's business operations therefore, providing IPC with a holistic understanding of the institution. IPC sees DBM as a whole and not just in an IT perspective. Having familiarized itself with DBM, IPC then will be able to immediately provide the right technologies for the institution. Hence, IPC provides BETTER services.

Finally, Incuventure Partners Corporation delivers the right solutions because the company is made up of the right people. The IPC team advocates innovation and are driven by the belief that through this Information Technology can be a transformative force in the country.

IPC guarantees that as a partner, it will not only provide DBM with high-end technologies to make their business operations more reliable and efficient, but its spirit of excellence will drive DBM to become the country's beacon for good governance.

Our Proposed Project Management Approach for the DBM Project

IPC has been providing Service and Maintenance services for the Department of Budger Management for six (6) years therefore. IPC has come to know and fully understand the different systems and business operations within the institution. Furthermore, DBM is need of a partner that will be able to immediately respond to the needs of DBM especially during unpredictable circumstances which only IPC, a partner that has a comprehensive and holistic view of the institution, can provide.

IPC presents the following technical properties in line with the following objectives

- 1 To deliver full support to the DBM software and network systems in terms of system maintenance and development
- 2 To ensure the interoperability of all the systems within the institution to help make efficient the specific functions of the different units of the DBM
- To ensure fast and reliable data information transfer and communication by maximizing connectivity within the DBM network.

- 4 To increase and make more efficient data/information transfer from DBM to external sources and vice versa.
- 5. To establish a positive attitude towards innovation and improvement to the DBM systems
- 6. To ensure business continuity despite threats and unpredictable circumstances during normal operations.
- To provide quick, efficient and reliable services to the DBM to accommodate the ever changing trends in technology and public service.
- To establish and pave the way for a cloud based infrastructure for an integrated Budget System.
- To empower the different DBM units in the fulfillment not only of their basic function, but their institution's mandate as well.

Recommendations for a Successful Project Delivery

To be able to fully address the requirements for the Terms of Reference of having a single organization to address both the Software Support & Development and Network Management Requirements of the DBM, **Incuventure Partners Corporation (IPC)** and **Computer Network Systems Corporation (ComNet)** have decided to create a Joint Venture partnership. IPC's distinct experience in systems support and maintenance of fiscal government systems and expertise in the development of financial systems is the seamless complement to ComNet's decades long experience in network infrastructure management.





To make information technology the driving force in the advancement of the DBM, innovative and cutting edge technologies must be provided to the institution and this is what IPC delivers. However, the task is huge and the things to be done many. Therefore, IPC proposes that its resources be divided into teams or "task forces" to make sure that all aspects of the project be properly taken care of.

The Task Forces that IPC proposed are enumerated as follows:

- Business Continuity
- Business Process Reengineering
- Capacity Building and Change Management
- System Development
- Cyber Security

Also, aside from working on the immediate needs of the institution these teams will also be part of committees that are focused on future national goals:

- GIFMIS Committee
- Budget Intelligence Committee (OPIF / FE / MFO)

Aside from these task forces. IPC suggests that a working committee and stirring committee be formed. The working committee is tasked to meet twice a month and serves the purpose of reporting/overseeing the developments of certain tasks. The stirring committee in turn is required to meet once a month and is tasked to oversee and give reports on the progress of the project as a whole.

Business Continuity Committee

The business committee is tasked to ensure that all the systems and networks within the DBM are working properly. This is done on a day-to-day basis. Daily assessments of the different systems may be done to make sure that no service interruption however minimal will occur during operation hours.

Business Process Reengineering

The business process reengineering committee is tasked to determine what business operations in the DBM can be made more efficient. After which, the committee is then tasked to communicate and coordinate with their DBM counterparts on how to implement the changes or developments needed.

Capacity Building and Change Management

The CBP team determines the areas or units within the DBM where skills and capabilities of staff/employees can be improved. This provides DBM with employees that are well equipped to handle their responsibilities resulting in DBM having more efficient operations. Also, Capacity Building and Change Management is essential as it keeps the employees/staff up to date on the emerging trends in public service and information technology.

Capacity Building and Change Management also includes among its tasks, knowledge and technology transfer. This is essential to the IPC methodology. Any system that is designed or developed by IPC includes training of the DBM. User manuals and tools are also provided if new systems are developed. Proper Legal turnover is also assured.

System Development

The System Development team works hand in hand with the Business Process Reengineering team. Their main concern is the actual implementation of the system enhancements and developments as determined by the Business Process Reengineering team. This includes the design, development, testing and implementation of the new enhancements or development.

This team also provides the Capacity Building Team and Change Management with inputs on what specific skills are needed for the new system/program to be implemented.

Cyber Security

The Cyber Security team ensures that all DBM systems and networks are secured from any unwanted threats therefore, assuring that all operations of DBM will continue as usual despite the existence of unexpected circumstances.

Note that members of the task forces/committees mentioned above will also be forming committees who are focused on the attainment of future national goals such as the Government Integrated Financial MIS (GIFMIS) and Budget Intelligence. The GIFMIS and Budget Intelligence Committee serve as guiding/policy body and not necessarily an operational one.

GIFMIS Committee

The GIFMIS Committee aims to provide a way to make possible the long term vision of the government to make all financial institution of the Philippines coordinated by having a single-treasury system wherein different agencies can see the financial situation of the government in its entirety instead of each department agency having its own record of its finances. Therefore, the GIFMIS committee's primary task is ensuring the interoperability of the entire DBM system to make it ready for linking to the systems of all finance related agencies.

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Budget Intelligence Committee

The Budget Intelligence Committee's goal is to allow the DBM a more intelligent means of budget preparation instead of just relying on historical data as basis of proposing a budget. This entails looking at other factors such as operational performance. Forward Estimates (FE), forecasting economic and social impact of projects and budget items, etc.

On-Call 24 x 7

IPC shall be on call twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year for URGENT needs such as application/database fortification, troubleshooting and recovery and other urgent first level end-user assistance. IPC shall assign a main point of contact for high urgency requirements such as these.

Project Status Management and Reporting

Bi-monthly IT Working Committee Meetings

The Incuventure Project Team will conduct status meetings with a designated DBM working committee every two weeks or as needed within the project contract. Operational matters will be discussed and addressed in these sessions so as to ensure that all agreed upon deliverables will be achieved and if necessary, to re-assess/re-prioritize these targets accordingly based on urgency.

We recommend the working committee be composed of IT and Functional user department heads.

Monthly IT Steering Committee Meetings

The Incuventure Project Team will conduct status meetings with a designated DBM Steering committee once a month to provide a venue to update on project milestones achieved, discuss pertinent areas for consideration and provide guidance on strategic organizational initiatives and goals. Issues encountered and lessons learned may be able to provide profound insight in policy formulation that enhance/optimize the organization's business processes.

We recommend the Steering committee be composed of the Working Committee members and the Executive Committee of DBM.

Project Status Reports

N

All reports will be submitted to the DBM Information Systems Department Representative (Project Manager or Application Lead or Technical Lead). Apart from the Initial Assessment Report and the Migration Assessment Report, which will be submitted at the beginning of their respective activities, IPC shall submit monthly Statistics. SLA Metrics, and Status Report on the first Monday of every month. See below for details of each report.

| Title of Report | Report Description | May or May not include the following contents | Persons to Receive the Reports | Dates of Submission |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------|
| Project Endendement Status Report | This report will contain a summary of all enhancements being worked on This will commence a month after initial assessment has been conducted | Project name / Application name Enhancement category Enhancement type Enhancement number | ICTSS Representative | 5" day of every month |

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| | | Enhancement status | | |
|---------------------------------|-------------------------------------|--------------------------------------------------------|----------------|------------------------------------|
| | | Description of the | | |
| | | Description of the enhancement | | |
| Duchlam Logging | This will contain a | Ticket Number | ICTSS | 5" day of every |
| Problem Logging and Tracking | listing and report of | Application | Representative | month |
| | all issues logged via | Number | | |
| Report | | • Category of | • | 1 |
| | Tool (MANTIS). | Reported Issue | • | |
| | 1001 (147 111 10) | Priority | 4 • • | |
| | 1 | Assigned To | | |
| | | Status | 1 | · · · · · · |
| | | Status Summary | 1 | \ |
| | the second second | | ICTSS | 5 th day of every month |
| In-depth Profiles | This covers the monthly resolution | Application name where the | Representative | month / |
| of Reported and | , | problem was | | |
| Resolved | metrics per | detected | | |
| Problems | application. | Duck laws actogory | | |
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| | | problemSeverity of the | | |
| | | problem | | \ \ |
| | | D L G . Time | | |
| | This report will | | ICTSS | 5 th day of every |
| Statistical | | List of problems reported | Representative | month |
| Analysis of | contain metrics on which DBM can | List of problems | , | |
| Reported and | which DBM can evaluate IPC's | resolved | | |
| Resolved | performance in | Frequency | | |
| Problems | meeting the SLA | Description | | |
| | | Severity of the | | |
| | | problem caused | | $1 \qquad \sum XV$ |
| | 1 | Resolution | | X / X |
| | | Metrics on the | | |
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| | | meeting the SLAs | | 11 |
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- A Project Management Approach
- b. Identify and propose the consultants plans for the following software support and cevelopment and Network Management Requirements
 - i. Change and Documentation Management
 - ii. Risk Management
 - iii. Issue Management
 - iv. Quality Assurance Management

i. Change and Documentation Management (Common Process for both Software and Network Management)

Change is defined as an action, triggered by Request For Change (RFC) that alters the status of configuration item (CI). This includes any action that adds to, delete from, or modifies the IT environment

The objective of Change Management process is to provide mechanism for planning, managing, coordinating, monitoring and controlling the implementation of changes affecting the Customer Infrastructure. It ensures that there is a consistent process to facilitate proper control, appropriate evaluation and approval tools in placed to manage the change process. As a result, the deliverables and quality of the change is as expected

Ensure the approved changes benefit the business, and in parallel achieving service quality improvements, and a more efficient and effective day-to-day operations

Change Management covers the management of the lifecycle of Changes (including submission Change Request, Logging, Classification, Assessment, Scheduling, Approval, Implementation and Post Implementation review) for all components involved in the provision of IT Services

PROCESS OVERVIEW EXPLANATION

- 1. The process begins with the Requestor raising an RFC (Raise for Change) in the system. \downarrow t usually initiated by the Change Requester and followed by the Support Team who will raise the RFC.
- 2. Followed by the Change Approver granting the approval or disapproval of the change
- 3. Upon approval, the Change Implementer will deploy and test the change in UAT (if existed) and **PROD** environment
- Upon completion of change implementation, Change Implementer will test the change in both 4 environments
- As all RFC will be logged and recorded in the System, it is important that the system 5. maintained to ensure 24x7 availability

Retailed Change Management Process

Init ate and Classify

activity is the starting point for the Change Management process. In this activity the equisite information needed to create an RFC is collected and the RFC is identified as an Emerger 🙀 Routine, Major or Normal Change

> Collect Change Information - Identify the requirements for Change (System Network Maintenance or Problem-related

Petermine Change Type - Determine the Change Type

For Routine, Normal, Major proceed to assess IT Security Risk

For Emergency Change proceed to Handle Emergency Change

- c. Assess IT Security Risk Invoke IT Security Risk assessment (if necessary)
- d. Create RFC
 - Create the RFC
 - Proceed to Release Planning if further activities are required to plan and package the Change
 - If Release Planning is not required, proceed to Assess and Approve the RFC

Plan Release

Define the Change's release deployment phases (e.g. the deployment of new or upgrade software may need to be scheduled in multiple phases to various locations)

Confirm the scope of Change – software upgrade, network infrastructure that are needed for this Change. The scope also includes target locations affected and IT support process/procedures impacted

- a. PACKAGE AND TEST RELEASE
 - Package the components of the Change into a Release Unit. E-g an image of the IOS or OS software components and scripts may be created to enable automated distribution of the release
- b. COMPLETE RELEASE CHECKLIST
 - Complete the tasks in the Release Checklist to ensure that the necessary preparations and risk assessments have been performed
 - Proceed to Assess and Approve the RFC

Assess and Approve

The Change Approvers will perform an assessment and review of the RFC from both the IT and business perspectives to ensure that the RFC can be successfully implemented with a minimal impact to service while still meeting business requirements. The outcome of this activity represents a go or no-go decision for the RFC

- a. Schedule and Assign Change Schedule Change for implementation. Resolve any scheduling Conflicts with inputs from the Forward Schedule of Change and the Change Manager
- b. Approve Change Depending on the impact level of the Change, the responsible party (e.g. Change Approvers) will approve or reject the RFC, based on the impact apertisks of the proposed Change.

Implement Change

The goal of this step is to distribute the Change and implement the Change. If the implementation is not successful the rollback scenario will be performed. The Change will be deployed in UAT prior to deployment in PROD if the UAT environment exists. Pre-production validation by the Change Implementer is required prior to deployment in PROD

a Pre-Production Verification

Pre-production Verification is triggered

- After deployment in UAT is successful OR
- After deployment in OAT is successful. Or
 When UAT environment is not available, hence, the Change will be decloyed directly to PROD.

The Change Implementer performs a final verification that all oustanding items on the Release checklist and follow-up actions from the UAT Test have been duly completed. If there are outstanding items uncovered in the verification, the Change Requestor will be potified to complete those tasks before the deployment in PROD can proceed

b. Deploy Change

Distribute the built Change package to prepare for activation of the Change. Install and activate the Change

If other projects or groups are involved in the completion of tasks required to deploy the Change and Rollback, the Change Implementer must:

- Co-ordinate tasks with other Change Implementer (s)
- Understand the impact of co-requisite and prerequisite tasks
- Notify other areas regarding the tasks that must be completed
- Track the progress and completion of all related tasks
- c. Conduct Network Level-Test
 - Test/Validate Change implementation success at the network level
 - If test criteria are met, proceed to Update Change Record
 - If test fails, proceed to Perform Rollback

d. Conduct System and Application Test

- Test/Validate change implementation success at the Systems and Application level
- If test criteria are met, proceed to Update Change Record
- If test fails, proceed to Perform Rollback
- e. Update Change Record
 - Update the Change Record with information about the Change implementation
 - If Change in the UAT is successful, proceed to perform Pre-Production Verification in preparation for deployment in PROD
 - If Change in the PROD is successful, proceed to Close Change
 - If Change in UAT/PROD is unsuccessful and Rollback has been performed, proceed to Close Change. If the same Change is to be reattempted, a new RFC has to be initiated to handle it
 - If the Change is successful, update the Change information in related Incidents and Problems
 - Assign the Change back to the Requestor to close the Change

🕤 se Change

The purpose of this process step is to evaluate whether the Change had desired effect and met its objectives: whether the Change Requestor is content with the solution and with the ay the solution was implemented. If unexpected or undesirable side effects occur, these Id be evaluated. The information can be used to make recommendations for process vement

Validate Change Information - Validate if the Change record information is correct

 $oldsymbol{\Re}$ nduct Post Implementation Review - Conduct a Post Implementation Review PIR- with inputs from the Implementer (s) if the Change is not successful

Assess the cause of why the results are inadequate and proceed to Initiate Follow Up Actions

- c. Initiate Follow-up Actions Create a list of actions that have to be completed and execute follow-up actions e.g resolve technical gaps before another RFC is submitted again
- d. Update and Close Change Record Close the Change record

Emergency Change

Emergency change is an unforeseen and unplanned change situation that can arise when the business criticality of a Change requires immediate execution of the Change due to "Critical" or "High" priority incident

- a. Verbally Approve Change
 - The Change Approver(s) assesses and approves the Change verbally due to time constraints and the criticality of the change
 - The Change Requestor will document the verbal approval in an email to the Change Approver(s).
 - No reply back from the approvers is required
- b. Deploy Change
 - If UAT environment exist, deploy Change in UAT first
 - If UAT environment is not available or if testing is not required, deploy if PROD directly
 - Distribute the built Change package (Release Unit) to the target dis prepare for activation of the Change
 - Install and activate Change
- c. Conduct System and Application level test
 - Test/Validate change implementation success at the System and Application level
 - If test criteria are met, proceed to Update Change Record
 - If test fails, proceed to Perform Rollback
- d. Conduct Network Test
 - Test/Validate Change implementation success at the network veve
 - If test criteria are met, proceed to Update Change Record
 - If test fails, proceed to Perform Rollback •
- e. Perform Rollback
 - Perform Rollback if the Change is not successful
- f. Create Change Record
 - Create the Change Record restrospectively with the Change approva
 - Attach email record of the verbal approval in Change Record
 - Update Change Information into Incident and Problem Managemer
 - Proceed to Close Change

Evaluate Change Performance

process The purpose of this activity is to evaluate the performance of the Change Managemer activities against defined performance criteria and measures

- a. Review Change Management KPIs and Reports
 - Collect metrics and reports on performance of the Change Management process
 - Analyze the consolidated metrics

b. Conduct Review Meetings

· Conduct a fortnightly Change Advisory Board Meeting to review significant Changes completed in the past fortnight and upcoming Changes

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• At a monthly interval, review KPIs for the process effectiveness

c. Initiaté Improvement Plans

Software Support and Development Project Team

ii. **Risk Management**

The IPC Project Management team on-site follows standard Project Risk Management techniques for identifying, analysing, quantifying & mitigating the risks subsequent to which such risks are managed. Risk Analysis and Mitigation is an ongoing task throughout the Project.

During the Project Inception Process (PIP), the IPC Project Manager will conduct a risk analysis and review its results with the counterpart DBM Project Manager. The identified risks and strategies for their mitigation are agreed upon, documented and monitored. Blocking issues and/or improvements required should be identified at this stage and an Issues List set up and maintained.

A Risk Management Matrix is completed in the PIP as an initial benchmark and a Risks Log setup.

The Project Risks Matrix logs the following details for each identified risk:

- Initial risk score, calculated by low/medium/high risk importance
- Comments on issue, proposed solutions, or workarounds
- Mitigation actions to be taken to avoid the risk
- Contingency strategy actions that will reduce the possibility of occurrence and or the potential impact
- Impact Analysis the effect of realizing the risk, delay, cost etc.

Issue Management iii.

Burn Same 83.6

IPC Logis Issue

IFC Assesses issee

HC Fixes Issue

PC Texts losue with User

Page

Deploy Fox to Production

Issue management involves the process for the identification, analysis resolution, reporting, and escalation of the project's issues. Issues are generally problems that involve a significant choice between two or more alternatives for an event that is happening now. Projects should track, at a minimum, the nature of the issue, as well as the impact, priority, status, and resolution. The Issue Management Plan needs to clearly outline how, and with which parameters, issues are prioritized, assigned, communicated,

viewed, escalated, and resolved.

The following section illustrates IPC's proposed methodology for the reporting. prioritizing, and resolution of issues:

At a high-level, the following processes are involved:

Issues Management Process

Issue Reporting and Logging

A service request begins when a user reports an issue or requests an item for enhancement. IPC shall provide a multi-channel Helpdesk Facility to serve as primary contact point for user inquiries, requests and problems. Users can report their concerns/requests via the telephone hotline or manually filling-up a job request form.

To facilitate the documentation and logging of all requests serviced IPC shall provide a web-based Project Issue Ticket Tracking System (MANTIS) to track all reported issues and request and their subsequent resolution. All received user inquines, requests and problems shall be issued a Ticket Tracking Number, logged, reported and monitored in the Ticket Tracking System.

Ticket Classification

Support Tickets are categorized based on the following categories:

- A. Types of Support Requests
- B. Support Ticket Prioritization
- C. Business Importance

Types of Support Requests

A request type describes the nature of the request. Certain requests describe a defect in the application that needs to be corrected. Some requests may also be requests for additional and improved functionality or can be driven to changes brought about by new office orders.

The following describe each of the types in detail.

System Defects

Effort needed to fix application failures problems of any size or duration, where the application is not meeting the existing defined requirements. Some examples include code failure, field size changes, maintenance of hard coded data or tables embedded within a program, or an equipment failure. The terms, bugillor, breakfix are commonly used for this type of requests

Enhancement Requests

These are changes required to an application that is not within the original scope of the requirements or original application business logic. Enhancements can come from support tickets logged by users. These can also be changes to the system that will help users to be more productive in their work. Enhancements are categorized as Small Project enhancements and Large Project enhancements. All should be batched into a Release. They will have a separate workplan and timeline and will not overlap with support activities.

Small Project enhancements

These are composed of less than 5 enhancements requests. These are time critical work needed by the system. Timeline ideally would be 2-3 weeks plan and can be developed by one resource. Examples include a new regulatory or tax report.

Large Project enhancements

These are composed of 5 or more requests. These are issues which are important but not necessarily urgent. Ideal timeline for large projects would be a period of 2-6 months. Examples include continuous improvement requests from users

Data Related Requests

These are database related requests from the users, DBM IT Team or ASMs. These requests are by default priority 3 and will be handled by the DBA. All data related requests will need an approval from the requesting user and from the ASM before being migrated to production. These are ideally documented through hard copy form.

Procedural Requests

Effort directed to support general inquiries from the users on an application when no specific problem can be identified. These may result from improperly following procedures, human errors, and the like. These requests are by default priority.

Preventative Requests

On-going activities to reduce the long-term support costs, improve stability and availability for an application. (I.e. Improving documentation, introducing restart/recovery procedures, database tuning, etc.)

Support Ticket Prioritization

A ticket priority is set based on the criticality and impact of the ssue. The following table illustrates how tickets are assigned a priority number based on how the problem impacts the systems and business in general:

INITIAL DESCRIPTION PRIORITY (SEVERITY) A problem has made the application (or major component of 1 application) unusable or unavailable; no feasible workaround exists. A Priority 1 issue is described as follows: Complete System Loss on a single critical site. Complete loss of connectivity on multiple critical sites. Specific to Urgent Functions. Issues logged as P1 should be resolved on the same business day, still within the 4-hour SLA Resolution Time. A problem has made the application (or major component of 2 application) unusable or unavailable; no feasible workaround exists. A Priority 2 issue is described as follows: Partial System Loss on a single critical site. Complete loss of connectivity on multiple non-critical sites. Multiple users that cannot perform critical work and there is no workaround. VIP requests from Top level Management. Issue which will result in fines, penalties or legal consequences for the DBM. A problem has made the application (or major component of 3 application) unusable or unavailable; feasible workaround does exist. A Priority 3 issue is described as follows: Any Priority 2 issue that has a feasible workaround. Single user that cannot perform critical work and there is no workaround. Issue impacting time sensitive processing for a single user. A problem degrades system functionality; major functions of application (or major component of application) still work A problem does not degrade system functionality: major functions of application (or major component of application) still work Minor problem in the application (or major component of application) functionality Description of Priority 4 issue as follows Affects single non VIP user regarding a non-critical issue Issue for which a workaround is already in place or available Enhancement requests which will be treated under the Small

Project Arrangement process. Small projects involve one or two enhancement requests which will require a separate timeline commitment and is not treated as a support issue. Priority of these enhancements will be discussed separately in a small project arrangement meeting.

- Data Download requests
- Issues which are important but not urgent.

An issue is brought to our attention by the users which can improve 5 productivity and system performance but is not part of the original scope of the system business requirements. These can also be regulatory or legal requirements which are needed by the DBM. These requests are important but not urgent. They will form part of a Large Project Arrangement Process. These projects should have 5 or more enhancements requests and involve a separate work plan and timeline of 1 to 3 months depending on the size of the project. The priority and timing of the requests should be separately discussed in a Project Arrangement Meeting. This shall also include break fixes not categorized as Priority 1, 2, 3 or 4. This shall also include procedural issues

Priority Table

This table determines a problem's priority by taking into account both the severity of the functionality from the user's perspective and the importance of the functionality to the Department's day to day operations.

| S. T. Kanada and the state of the state of the state | Business In | nportance | and the second second second second | A constraint second determined on the second se | Infrastructure/ |
|------------------------------------------------------|---------------------|----------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Initial Priority | Process Critical | End User Critical | Process Important | End UserImportant | Reporting |
| (Severity) | Priority 1 | Priority 1 | Priority 2 | Priority 2 | Priority 3 |
| · · · · · · · · · · · · · · · · · · · | Priority 1 | Priority 2 | Priority2 | Priority 3 | Priority 3 |
| 3 | Priority 2 | Priority 3 | Priority 3 | Priority 3 | Priority 3 |
| 4 | Priority 3 | Priority 4 | Priority 4 | Priority 4 | Priority 4 |

Business Importance

The following The business importance of a request indicates what the problem is impacting table describe the different criteria for classifying the business importance of a teo

MRORTANCE

CODE

CRITERIA TYPE

The availability of the system is critical to the Organization's Process operations. It directly affects the current efforts and productivity of Critical: the system user, but not directly visible to the end beneficiary of the system output. Loss of the system for a period of time leads to nonrecoverable consequences Process Critical applications should be currently functioning and critical to the Organization's operations

User The availability of the system is critical to the Organization's End operations . It directly affects the end user beneficiary and affects Critical the Department's mandate to use the system. Loss of the system

| for a perio | i of time leads to non-recoverable consequences. End |
|-------------|-------------------------------------------------------------|
| User Critic | I applications should be currently functioning and critical |
| to the Orga | nization's operations. |
| | the Organization's |

ProcessThe availability of the system is critical to the Organization'sImportant:operationsIt directly affects the efforts and productivity of the 2
system user but is not directly visible to the end user beneficiary.
However, a period of downtime is perhaps recoverable.

End User The availability of the system is critical to the Organization's 3 Important: operations. It directly affects both the system user and the end user beneficiary. However, a period of downtime is perhaps recoverable.

Reporting: Provides information necessary to run the company, but a period of 4 downtime has only internal consequences.

| Infrastructure | Helps run the internals of the company. A period of downtime | 5 |
|----------------|--------------------------------------------------------------|---|
| | usually is recoverable. Example: A payroll system. | |

Prioritization

Based on it's type, priority, and business importance a support ticket is prioritized for resolution. The following is the proposed on how requests should be prioritized:

| RESOLUTION ¹ | DELIVERY | Communications 8 Updates | Resolution Target ² |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------|
| Priority 1 | Immediate execution, work continues until resolved | Every 1 hour | Within 4 Hours |
| Priority 2 | Immediate execution, work continues until resolved | Every 4 hours | Within 1 Day |
| Priority 3 | Execute after all priority 1 & 2 requests have been addressed. Request to be scheduled based on overall priority of all outstanding requests. | Twice a week | Within 7 Business Days |
| Priority 4 & 5 | Request to be scheduled based on overall priority/value of all outstanding requests and/or capacity. When service levels are impacted due to technologies on non- supported versions/releases. resolution time could be extended based on agreement betweer the Project Manager and ASM | Monthly | Based upon agreed upon timeline from Project Arrangement Meetings. |
| | | | |

Resolution is measured from problem ticket creation to ticket closure ² The Resolution time starts from the point the incident is reported to the IPC Team and logged into the Ticket Tracking Tool and continues until the incident is resolved and closed by IPC-Team in the Ticket Tracking Tool.

Support Metrics Renegotiation

These metrics may be revisited for every 4 months that the contract is in place for any possible revisions based on negotiation agreements between IPC and the DBM IT Team.

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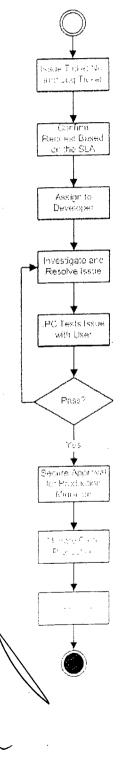
Resolution Management Process

The steps in resolving an issue vary depending on the Priority of the request. The following diagrams illustrate the resolution process and the group/team responsible:

Priority 1 & 2 Issue Resolution Process

The diagram below illustrates the Issue Resolution Process for Priority 1 and Priority 2 issues. The IPC Team shall be involved in all of the steps in the process while the NHFMC IT Team shall be responsible in the migration of the fix to production.

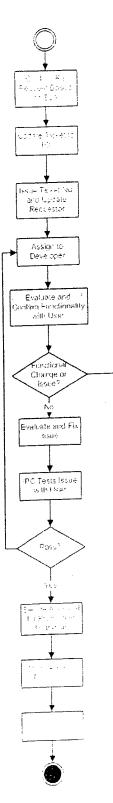
| Step | Priority 1 & 2 Resolution Steps | Responsible |
|------|---------------------------------|----------------------|
| 1 | Acknowledge ticket by issuing | IPC-Project Team |
| | ticket no and logging into the | • |
| | Ticket Tracking tool. | |
| 2 | Confirm priority 1 & 2 requests | IPC-PM and DBM IT |
| | based on the agreed upon SLA. | Team |
| 3 | Assign to appropriate developer | IPC-PM |
| | for issue resolution. | N |
| 4 | Investigate and resolve issue. | IPC-Project Team and |
| -1 | | DBM IT Team |
| 5 | Secure appropriate approval for | IPC-Project Team and |
| 5 | production migration. | DBM IT Team |
| 6 | Migrate fix to production | DBM IT Team |
| 7 | Close ticket in the Ticket | IPC-Project Team |
| , | Tracking Tool. Log time | |



Priority 3 Issue Resolution Process

The diagram below illustrates the Issue Resolution Process for Priority 3 issues. Through the course of the process, the IPC Project Team can further evaluate the issue to determine if there is an issue on functionality and if the issue should be changed to a Priority 4 issue.

| | the Stone | Responsible |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Step | Priority 3 Resolution Steps | |
| 1 | Confirm Priority 3 request based on | |
| | the agreed upon SLA. | ream |
| | Update ticket to P3. Create ticket no | IPC-PM and DBM IT |
| 2 | Update licket to F5. Oreate terror | Team |
| | and send update to requestor. Assign work to developer. Further | IPC-Project Team |
| 3 | Assign work to developer. Further | |
| | evaluate issue to determine if there is | |
| | an issue on functionality. Confirm | |
| | with user as regards to correct | |
| 1 | business process. | |
| 4 | Is there a functionality change or | IPC-PM |
| | issue? If YES, proceed to handling as | |
| | Priority 4 request. If none, proceed | <u></u> |
| | with step #5 and handle as P3. | Tion |
| 5 | Investigate and fix issue. Devise a | IPC-Project Team |
| | is a strange of the second strange of the se | |
| 6 | Require production migration | IPC-Project Team |
| 0 | approval. Migrate fix once it has | and DBM IT Team |
| | horough testing and reviews. | |
| | Secure appropriate approval for | IPC-Project Team |
| 7 | a section migration | |
| | production migration. Close ticket in the Ticket Tracking | IPC-Project Team |
| 8 | Close ticket in the licket fracking | |
| | Tool. Log time. | L |
| | | 1 |



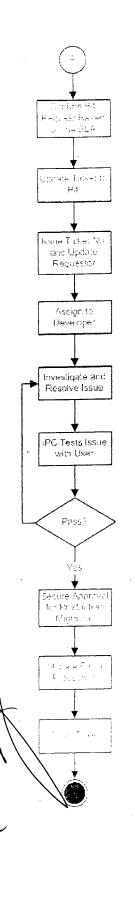
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Priority 4 Issue Resolution Process

The diagram below illustrates the Issue Resolution Process for Priority 4 issues. Through the course of the process, the IPC Project Team can further evaluate the issue to determine if there is an issue on functionality and if the issue should be changed to a Priority 4 issue. An issue can be tagged as a Priority 4 after evaluating a Priority 3 issue that it will require Functional changes.

| | Priority 4 Resolution Steps | Responsible |
|------|---------------------------------|-------------------|
| Step | | IDC DM and DBM IT |
| 1 | Confirm Priority 4 request | IPC-Five and DDia |
| | based on the agreed upon | Team |
| | SLA | |
| 2 | Update ticket to P4. Create | IPC-PM and DBM IT |
| - | ticket no and send update to | Team |
| | requestor | |
| 3 | Assign work to developer. | IPC-Project Team |
| Ŭ | Investigate and resolve. | |
| | Devise a workaround if | |
| | necessary | |
| 4 | Close ticket in the Ticket Trac | IPC-Project Team |
| -+ | Tool. Log time. | |
| | Tool, Log time. | |



. ...

Priority 5 Issue Resolution Process

Confirm (Request is Appropriate for Small or Large Project Update Troket to $P_{\bar{0}}$ Schedule and Conduct a Project Arrangement Meeting ÷ **Close** Ticket Schedule Resource Start Project Work Conduct Test and Pass Of Reviews. Ŷ Geurie Approvat Roc Production Migro: Pr ۷ $[f_{i},f_{i}]_{i\in I} \mapsto f_{i} \in [f_{i},f_{i}]$ up u ha ne <u>ل</u>ار... la £so prias hase

The diagram below illustrates the Issue Resolution Process for Priority 5 issues. This type of Issue shall be treated as a small project which will have to be developed using the standard project process.

| Step | Project Arrangement Process Steps (For P5 Break Fixes & Enhancement Requests) | Responsible |
|------|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1 | Confirm if request is appropriate for a small project request or a large project request based upon SLA. | Ti Team |
| 2 | Update priority status to P5 in the Ticket Tracking Tool as appropriate. | |
| 3 | arrangement meeting to discuss initial | |
| 4 | Close ticket in the Ticket Tracking Tool. Log time | |
| 5 | Schedule resources, start project work, complete testing and pass all QI reviews | and Digivi II realin |
| 6 | Require production migration approval and prepare for project release | IPC-Project Team and DBM IT Team |
| 7 | Migrate and release project to production | IPC-Project Team and DBM IT Veam |

Quality Assurance Management iii.

Quality Assurance is a systematic approach consisting of processes, procedures, techniques, and standards for ensuring the:

- Quality of project deliverables created by the project team
- Application of best practices and techniques that minimize risks to project quality, schedule, and budget
- Delivery of consistent results in terms of quality, schedule, and budget across multiple projects
- Comprehension of stakeholder expectations, with a clearly outlined approach to meet those expectations

Development of a Quality Assurance Management plan

We will be creating a Quality Assurance Management Plan at the beginning of the project. This plan will describe the organization, methodology, procedures, and measurement techniques used to ensure that all deliverables and work performed meet or exceed the predefined technical, functional, and contractual requirements (i.e., quality verification criteria) and the sponsoring organization's expectations. This plan is prepared with the project planning activities and is updated for changes during the life of the project.

Project specifics such as the schedule of project quality reviews (peer reviews and SQA reviews), DBM expectations for the project, and project team quality responsibility assignments are added to complete the document. The project-level quality metrics are an important addition to this deliverable.

Network Management Project Team

ii. Risk Management

Managing Information Technology risks is a structured process that involves a series of activities designed to:

- c Identify risks
- Assess risks
- Mitigate risks
- Develop response plans
- c Business Continuity Planning

The prevention, preparedness, response and recovery (PPRR) model is a comprehensive approach to risk management when responding to a setback, incident or disaster. PPRR steps

- Prevention take actions to reduce or eliminate the likelihood or effects of an incident.
- Preparedness take steps before an incident to ensure effective response and recovery.
- Response contain, control or minimise the impacts of an incident. Learn more about
- Recovery take steps to minimise disruption and recovery times.

| | B 1 | Key Internal Control |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Objective | Risks | Proactive tickets review |
| Establish a sustainable effort to qualify incident(s) as problem through the timely review of reported incident(s) and proactive identification of potential incident(s), so as to improve the availability and reliability of the IT Services. | Incident(s) may be overlooked during a "spike" situation. | provide the additional check if reactive ticket review did not captured the overlooked incident during the "spike" situation. |
| | | |
| To minimize business impact due to disruption of IT Services by promptly identifying the root cause of the problem. | a) Time taken to identify the root cause is longer than expected.b) Cannot find root cause | a) SMEs to ensure timely progress of the problem control activities, and due technical and management escalation. b) Technical escalation to external vendors to pool expertise and resources. c) Managerial escalation to ensure appropriate management and support. |
| To achieve availability and reliability of the IT Service through implementation of tested permanent solution to problems. | a)Time taken to implement the solution is longer than expected. h) No permanent solution. | c) SMEs to ensure timely progress of the error control activities, and due technical and management escalation. d) Technical escalation to external vendors to pool expertise and resources. e) Managerial escalation to ensure appropriate management involvement and support f) Implement workaround if |

| | | there is no permanent |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | solution. |
| Establish a reliable platform crucial for Service Desk and Technical Support to perform their roles efficiently, effectively and consistently. Ensure problem data are recorded, securely maintained, is available for service improvement analysis and any audit related purposes upon data extraction. | due to physical equipment | a) Data Retention Policy to safeguard those essential detailed data being kept within the needed time frame b) Backup & Restoration Process to ensure: a) Those essential data are properly backed up on timely basis. b) Data on the backup are retrievable as and when needed. |
| Improve service quality by increasing problems resolution rate through the application of the known solutions in the Knowledgebase Ensure service excellence and increased user's productivity is achieved through the improved resolution timing by maintaining consistent quality in handling problem resolution. Establish a single source to help Service Desk and Technical Support to perform their roles more efficiently and effectively as a form of quality | a) Unavailability of information b) Outdated information | Operations processes to ensure proper maintenance and regular review of the Knowledgebase. |
| service excellence practice. Improve the current environment and efficiency of business operations by utilising standardised methodologies and procedures for handling changes. | Changes facing conflicting schedules. | Change calendar tools are available in the Change Management to facilitate changes and avoid conflicts. |

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iii. Issue Management

Issue Management is composed of the following:

- A. Incident Management
 - B. Problem Management

A. Incident Management

The purpose of this document is to describe the Incident Management process based on the accepted industry practices. It is intended to be a reference and it identifies the roles of the staff providing support to the Incident Management process

This process provides the framework for the standards and procedures required to manage incidents

IT Incident refers to an unplanned interruption and reduction in the quality of an IT Services that requires immediate attention and resolution

The main goal of the Incident Management process is to restore normal services operation of the customer as quickly as possible with the least possible impact on the business, thus ensuring that the best possible levels of service quality and availability are maintained.

The Incident Management is designed to achieve the following objectives:

- a. All IT incidents are logged and recorded with accurate and sufficient information for the support team to perform the resolution in a timely and efficient manner
- b. Investigation and resolution of all IT Incidents are performed in an effective and efficient manner and on a consistent basis
- c. The resolutions of all IT Incidents are properly maintained in a central knowledgebase to accelerate the investigation process of any future similar incident occurences
- d. Close monitoring of the resolution of the IT Incidents are perforemd to ensure that the response and resolution timing of the incidents are in consistent with the priorities required as well as with the Service Level Agreement

Process Overview Explanation

- a. The process start with a Customer notifying the Helpdesk of any IT related incident wich they encounter that cause disruption of an IT services or it can be from the event management
- b. Helpdesk shall then log the incident and create an Incident Ticket, gather all the required information and shall perform the initial troubleshooting and try to resolve the issues
- c. If the incident is goes beyond the capabilities of the Helpdesk, it will then be estellated to other Support Group (including Vendor) to draw upon their expertise to resolve the incident and meet the SLA level
- d. Upon service recovery the Helpdesk or the Support Engineer who resolved the incident will perform the incident closure with the approval of the Customer. An email shall be sent to Customer informing the closure
- e. All incident shall be logged and recorded in the IT Service Management Systems, hence it is important that the management system is maintained to ensure 24x7 availability
- f. The main goal of the Helpdesk is to ensure Customer's concern on any IT related incident is address promptly, effectively, efficiently, thus satisfying the Customer's need
- g. Support Satisfaction Poll feedback shall be conducted on a regular basis to enable continuous improvement on the service level
- h. The solution to the incidents shall be maintained in the Knowledgebase of efficient troubleshooting
- i. Critical incidents that have a significant business impact to customer will be escalated and handled by the IT Incident Response Team
- j The IT Operations Head is responsible for evaluating and improving the performance of the Incident Management process, conducts process review meetings and initiates improvement plan

Detailed Incident Management Process

Notification

Notification are either coming from the Customer when they encounter any IT related issues that cause disruptions to their business or coming from the Event Management tools

- a. Phone
- b. Email
- c. Event Management Tools

Log and Creation of Incident Ticket

Upon receiving the Customer's complain, the NOE shall log and create an Incident ticket and need to fill-in the required information such as:

- a. Contact Name or Contact Person
- b. Location
- c. Contact Number
- d. Incident Description Description of the incident must be complete and specific as possible for the Support Team to pinpoint and tackle the issue effectively

Classification and Prioritization

Helpdesk are required to classify and rate the priority of the incident based on the following criteria:

| Priority Code | Description |
|---------------|----------------------------------------------------------------------------|
| Critical | Incident leading to unavailability of the IT services |
| | Entire or segment of network is down |
| | Typically impacting all or majority of users |
| | Unavailability of the Customer's core business operations |
| | Note: Customer need to define their core business operation or services |
| | that has a big impact on their Business |
| | Opsite support must be activated |
| Major | Incident that affect productivity of a workgroup of users with minimal |
| | or no impact to the business |
| | Group of users that having an intermittent connection on IT services |
| | Note: |
| | This type of incident is a non-core business operation of the |
| | Customer |
| | Priority is to analyze the data and resolve remotely or onsite |
| Minor | Incident that affect a single user's productivity |
| | IT services is operational and no impact to productivity |
| | Lower priority network issues |
| r | |

First Level of Troubleshooting

Hendesk shall diagnose and provide the initial troubleshooting and attempt to resolve within their capabilities or by applying suggested solutions to the known issues which are found in the knowledgebase.

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When the incident is beyond the capability of the Helpdesk to handle, the incident shall be escalated to the next level support with relevant details on the troubleshooting attempts documented as reference for the respective Support Group

Escalation

Escalation is for the purpose of matching the Incident to the appropriate technical competency This standard establishes the criteria for escalating to other levels

Technical Escalation Matrix

| Level 1 Support | Level 2 Support | Level 3 Support | Level 4 | / |
|-----------------|---------------------------------------------------|------------------------------------|-------------------|---------|
| Helpdesk | Systems Administrator/Network Administrator | Specialized Expert or Team Lead | Vendor Support | Product |

Next Level of Troubleshooting

The assigned Support Group shall troubleshoot base on their expertise and resolve the incident to ensure the impact on the Customer's productivity are minimized. The respective Level Support shall ensure the incident is properly resolved in the expected time frame or SLA.

The next level of Support Team consists of:

- a. Level 2/3 Support
- b. Level 4 (Vendor Product Support)

Resolution and Closing of Incident Ticket

- This activity takes action necessary to resolve the Incident and restore the service to committed levels of delivery
- Upon service recovery, the Helpdesk or whoever resolved the incident will perform incident closure
- Closing of incident requires verification of the solution and seeking agreement with the Customer to close the incident ticket
- If otherwise, the incident will need to stay open, investigated, triggering the required troubleshoot cycle until permanent solution is found for the Customer to give the green light to close it satisfactorily
- If a Change is required to implement the Resolution, raise a "Change Request Ticket". See "Change Management"
- For any incident that have a significant impact and for which the root cause is unknown, the incident will fall on the problem management and requires raising of Problem Ticket. See "Problem Management"

B. Problem Management

Problem is define as one or more incidents of identical symptoms that cause significant business impact on a reasonable size of the user population where the root cause is unknown and there is no permanent solution available at the point in time.

The objectives of Problem Management include:

- a. To investigate the problem thoroughly and to identify the root cause of the problem
- b. To initiate relevant controls and apply solution to contain and correct the problem
- c To formulate preventive measures for the purpose of proactively eliminating potential underlying , risks and errors.

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This SOP ensures that there is a proper resolution in place for the IT related problems reported with the least negative impact on either the business or the user, at a cost effective price. Therefore it is important to formulate a Problem Management process to ensure the goal of the process is being achieved in a structured manner

This SOP is designed to achieve the following objectives:

- a. All IT problems are logged and recorded with accurate and sufficient information for the Subject Matter Expert(s) (SME) to investigate in an efficient manner.
- b. The implemented solution for the IT problems is properly maintained in the IT Service Management (ITSM) system to facilitate traceability for any future references.
- Close monitoring of the IT problems is performed to ensure the problems are resolved permanently.

PROCESS OVERVIEW EXPLANATION

- a. The process begins with tickets review by Problem Manager and the Subject Matter Expert(s). This attempts to qualify any incident(s) to be addressed by Problem Management and tickets identified will be processed by Problem and Error Control.
- b. Problem Control focuses on problem identification, problem classification and problem investigation to determine the root cause of the incident(s) while Error Control focuses on error assessment, error resolution and error closure to implement the solution.
- c. As all the problems will be logged and recorded in the IT Service Management System, it is important that the system is maintained to ensure 24 x 7 availability.
- d. The solutions to the incidents and problems should be maintained in the Knowledgebase for training, monitoring and efficient troubleshooting. The solution to correct the root cause is implemented through raising a Change Request.

Supervision and Monitoring

Supervision

- a. All operational activities performed by IT staff shall be reviewed by their immediate supervisors to ensure accuracy, timeliness, authorisation and compliance to the operating policies and procedures.
- b. Instances of error or omission noted by the supervisor shall be promptly investigated to ensure that the underlying root cause is identified and rectified to avoid recurrence.

Monitoring

- Risk management processes are embedded in the SOP. All the significant operational risks shall be identified and treated, and subject to monitoring.
- Managers and supervisors shall continuously monitor for any changes in regulatory requirements or corporate policies affecting IT services or products as well as IT operations related to problem.

c. Managers and supervisors shall be continuously alerted on the following red-flags (nonexhaustive) pertaining to the IT Problem Management process:-

- Any actions which lead to security violation.
- Any unprofessional business conduct.
- If any of the above red flags are noted, staff shall report to his immediate supervisor.

Continuous monitoring of the training provided to IT staff helps ensure that the training practices are aligned with the technology standards and that the staff are equipped with the right knowledge and competencies to fulfil their roles more effectively.

Reports \

The following aports are designed for routine monitoring by the Service Delivery Manager.-L. Daily Service Review Report (DSR Report)

- Monthly ticket detail Report й
- Monthly ticket analysis Report iii.
- Monthly Problem Management Report iv.

Internal Controls

Controls over information systems are grouped into two broad categories - IT General controls and Application controls. The controls applied to all IT service activities are known as IT General controls. Both general and application controls are needed to ensure complete and accurate information processing.

General Controls

IT General Controls refers to controls over the acquisition, implementation, delivery and support of IT systems and services to achieve the control objectives of confidentiality, integrity and availability. General controls minimize risk to the overall functions of the IT systems and infrastructure and includes controls over physical security, systems and data backup and recovery, secure access, systems change, logging and monitoring of audit trails, application program development as well as systems implementation.

Application Controls

Application controls refers to controls established to address application-level risks and may be in the form of online controls embedded into the systems, offline manual controls, or a combination of both. These controls are designed to ensure the completeness and accuracy of transaction authorization, processing and validation.

Specific IT Controls Below are the main IT-related controls to be administered by the IT support personnel:-

- Formal logging of any IT-related problems into the ITSM System prior to the evaluation of 1. the problems.
- Critical or sensitive data shall be treated with care. 11.
- The rights to make changes to the Knowledgebase shall be limited to only a few 111. authorised persons.
- Activities of the privileged login account shall be monitored and reviewed independently IV. by authorised supervising management.
- All essential audit trails that will aid in future detection of anomaly or inpestigation shall be V. turned on and prevented from any form of editing.
- Formal practices should be in place to control the allocation of access rights to the IT VI. systems and the granting of user accounts with much emphasis put in the granting of privileged access to ensure user accountability is in place.

| B. Proje | ect | Delivery Methodology | |
|----------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 6 | а. | Discuss how the consultant plans to deliver the requirements of the Software and Network Maintenance and Development Project specifically for the following areas: | |
| | İ | Software What is the consultant's proposed software development life cycle that will address the needs of the project based on the Terms of Reference? How does the consultant plan to deliver the needs of the existing, planned improvements, planned innovations of the DBM? (See Section VII. A. 2. General Scope of Services in the Terms of Reference) | \ |

Support and Maintenance of IT Systems

Initial Assessment

This phase involves a thorough understanding of the DBM's IT objectives and targets for the year or the next 2 years. The initial assessment will be conducted during the first two months of the project. This also involves an assessment of DBM's existing systems, in order to give the project team a better understanding of the current environment. These systems include the following:

- Budget Preparation Management System (BPMS)
- Government Manpower Information System (GMIS)
- Electronic Budget Releasing System (eBudget)
- Foreign Assisted Projects System (FAPS)
- Electronic Transparency and Accountability Initiatives for Lump-sum Funds System (eTAILS)
- Document Management System (DMS)
- Manpower Management Information System (MMIS)
- Index of Payment Computerized System (IPCS)
- Property Monitoring Information System (PMIS)

Initial assessment shall include the following activities:

- Compile all pending issues, user-reported bugs, and user-requested enhancements
- Detailed testing of the functionalities of the Applications
- Performance of the existing application and database servers
- Provide a Systems Architecture and Design Plan
- Software Performance Audit Planning
- Octavely contract of the second
Support and Maintenance Proper

This phase covers the actual provision of support and maintenance of the system. This includes bug tiking, enhancement, testing, deployment and other issues which are deemed as part of the scope. The vhole engagement includes provisioning as the DBM's IT Consultant to provide insight on the necessary requirements that the agency needs to take into consideration when developing or launching a new system. IT consulting services of IPC include the areas of BPM. SOA and enablement of systems for cloud based applications. IPC will also provide periodic Software Performance Audit activities which will the included in the planning during the Initial assessment phase.

Escalation Management Process

The section is the Escalation Process for the Support and Maintenance Engagement. The purpose of the process is to raise an issue, action or concern to a higher-level of management for resolution, particularly when resolution cannot be reached at the project level. The project should always strive to make decisions and address items at the lowest level possible, however when a resolution cannot be reached, the item should be escalated to ensure a decision is made before it causes impacts to the project.

The following are the proposed escalation levels.

Normal Business Hours:

| ormal Business Hours: | | How To Access |
|-----------------------|---------------------------------------------------------|------------------------------------------------------------------------------|
| Escalation Level | Service Provider Support Help Desk | Phone (Priorities 1 & 2) Email / Request Form (Priorities 3 and lower) |
| 2 | IPC Project Manager IPC Account Manager DBM ICTSS | Phone Phone Phone |

Outside Business Hours (for Priority 1)

| Outside Business Hours (for Priority 1) | |
|------------------------------------------------------------------------------------------------------|--------|
| Escalation LevelService ProviderHow ToIPC Project ManagerPhoneIPC Account ManagerPhoneDBM ICTSSPhone | Access |

The final escalation procedure with the names and contact numbers shall be established during project kickoff.

Application & System Enhancements

IPC along with DBM will be identifying the different enhancements needed by the applications systems listed in the TOR. Incuventure will be coordinating with DBM's Steering Committee, it's functional users and ICTSS Division for proper identification, prioritization and scheduling.

The Incuventure Project Team will make sure that any new policies of DBM will be properly assessed and implemented to the systems identified in the TOR. hnd

All of the enhancements implemented by the IPC to the DBM systems will also be supported maintained during the period of engagement.

Portal for increased collaboration, Transparency and Accountability:

IPC sees it essential that for DBM to continuously provide good government service. efficient and fast communication between its different branches is imperative.

A Portal is proposed to be used to achieve this purpose. It aims to provide faster access to information hence, making necessary data readily available to DBM and its branches. It also provides a way for the DBM to increase the information that it can share with its branches and vice versa.

Aside from increasing the collaboration between the different branches of the DBM, the use of Portal will also make the Department of Budget Management more visible to the people, encouraging a more participative citizenry. Ultimately, the Portal not only assures efficient information access/sharing but it also aims to achieve more Transparency and Accountability.

In this sense, the use of a portal becomes an indispensible tool to make the DBM the model institution of how government institutions should work.

Web Services, Java and PHP Technologies for Inter-operability

Fast and reliable communication and information dissemination between the DBM branches is indeed important but, how information is accessed and disseminated within a certain branch is also a matter that should be taken into consideration. Hence, the inter-operability of all the systems used by the DBM is essential.

IPC with its team of developers well versed in web services, JAVA and PHP technologies will be able to ensure that all of the systems used by the DBM are able to work together. Hence, the inter-operability of the different systems makes it more reliable as errors/changes become easier to detect/implement precisely because the systems can communicate with each other. This also allows for the seamless use of systems by the different DBM units making it easier for them to do their specific functions. The inter-operability of IPC provided systems ensures that it can give full operational support to the DBM for the development and maintenance of their systems.

Cloud Components for Reliable and Scalable Systems:

Security

DBM having its function as central to the government is in need of systems that are reliable. However, the emerging trends in public service and technology are also factors that dictate the growth of an institution. Therefore, more than just the reliability of its systems, what the DBM needs, and what IPC can provide, is a technology that is not just reliable but also scalable.

Cloud computing is an emerging trend in Information Technology and is also a way to increase capacity or add capabilities without having to invest much in additional IT costs. Cloud components guarantee fast execution/implementation as there is no need for high initial costs and procurement of licenses/certificates. Adding capabilities/capacity is also made easier and cheaper as it eliminates the need to hire/train new IT professionals to operate the system. Cloud computing can easily be turned on and off, hence saving operation costs when the system is not needed. A cloud based system also allows IT personal to dedicate more of their time on other mission-critical tasks rather than just system maintenance. Cloud computing also provides a cheaper way to back up files, hence this assures that all systems won't have to worry about losing their files.

Also the use of cloud components can pave the way to make all the budget-related applications of the DBM to be integrated to a purely cloud based infrastructure.

DBM, being the institution that handles the management of the government's resources needs a partner that will be able to provide adequate security to prevent any unwanted access to its confidential data

bases specially now when recent attacks on government sites are happening (i.e. China Attack). IPC with its knowledge and expertise on up to date technologies can provide DBM with this service. With IPC, business continuity will be ensured amidst unexpected and unwanted threats. In fact, IPC was key to helping DBM evade the attacks done on their data base systems recently, even if the company is not the current network provider of DBM and the responsibility is beyond theirs. This is proof that IPC is always ready to provide the needed solutions even in unprecedented circumstances.

Operational Efficiency

The right partner for DBM is one who has sufficient knowledge on how the institution works. Hence, a proven track record is important. In this sense, IPC believes that it has worked a sufficient length of time for it to know how DBM operates. Therefore, IPC's knowledge on DBM's operations allows it to design their systems to make DBM's business processes more efficient. Also, IPC uses a global standard, Business Process Management Notation (BPMN), to make a visual documentation on the different business operations. This simpler and clearer way of documenting different business process makes the IT system design process easier and the resulting system effective and efficient.

Also, if DBM allows that BPMN be used for the documentation of their operations IPC is willing to take up the responsibility to ensure that proper knowledge transfer about what, why and how BMPN works be made to their DBM counterparts.

Service Oriented Architecture (SOA)

Ultimately, the technical properties proposed by IPC conform to the principle and methodologies of a Service Oriented Architecture (SOA). Rather than figuring out how different systems used by different units are to communicate, service oriented architecture provides a layer which all systems connect to. This layer is able to make visible services needed by one system to another system. Hence, any changes/enhancements needed only entail changes to the layer not on the individual systems of each unit.

In this sense, the IT solutions that IPC offers guarantee interoperable services that do not just ensure efficient delivery of government service but also eliminate the tedious process of future integration, expansion, and addition of capabilities.

IT as a Transformative Force

IPC is all about more than just providing IT solutions, it is a company that supports and works for innovation because IPC believes that this is what drives Information Technology to become a transformative force in the country.

DBM having finally stabilized and fixed issues in its Information Systems has to take the next step and become the epitome of what and how government service should be. IPC, with its innovative mind set, proactive attitude and years of experience with DBM can help DBM achieve its goal. The T solutions that IPC provides will ensure not just efficient business operations but also greater transparency to adhere to DBM's vision of good governance.

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Software Development Lifecycle Methodology

For all Planned Improvements and Planned Innovations. IPC will utilize the following software lifecycle methodology. The coverage of the developments that will be covered by our proposal shall be based on the mutually agreed upon coverage at the beginning of the project and will be based on the capacity of the resources identified in the bid documents. As per the Terms of Reference, the development of these modules or subsystems may include the following:

Planned Improvements

- GMIS
- PMIS
- eBudget System
- FAPs
- eTAILS (Phase 1)
- Security Module
- Online Submission of Budget Proposal (OSBP)

Planned Innovations

- Government Integrated Financial Management System (GIFMIS).
 - National Budget Execution System (NBES).
 - GIFMIS Portal. home portal for all GIFMIS Track 1 systems
 - GMIS and Government Human Resources Information System Synchronization
 - (GMIS+GHRIS)
 - Truly Cloud Based Infrastructure of Integrated Budget System.
- Electronic Library System (eLibrary).
- Open Budget Data Initiative (OBDI).

A. Requirements Gathering

In this phase, IPC will engage itself in project kick-off to discuss pre-implementation agreements with the project team (the DBM and IPC), availability of FTLs and the Subject Matter Experts (SMEs) for the requirements gathering on the detailed process and architecture, submission of sample documents and forms used, detailing the project plan and schedule, as well as determining the pre-requisite list for installation, integration and set-up of the system. Our main deliverable for this phase includes documents such as the Work Breakdown Schedule (WBS).

B. Functional Design

Due to the unique nature of the requirements of the DBM, the functional design efforts of IPC are unique as it shall cover both vertical and horizontal functional design.

The vertical functional design concerns the individual system and sub-systems themselves, which on their own require in-depth understanding of the Systems Analyst to ensure that they meet the established vision. As the Systems Analysts dig deeper into the functional components, the information they gather are focused more on a department's function. The problem is that the components are not supposed to

work in solation. To address this, the horizontal functional design efforts may be led by the Subject Matter Expert who shall also act as a business analyst to oversee that the Value Chain of the System is clearly defined at this stage and throughout the project lifecycle. The Value Chain is where component subsystems must work as a network of value-creating activities which goes beyond the concept of simply automating the existing Rather, the Solution design must integrate the business processes across departments of The Business Analyst shall bring together the component subsystems ocesses DBM.

into one System, ensuring that linkages or the interactions across the value chains can be readily supported by the Solution.

With the Subject Matter Expert's lead, the 4C's envisioned by IPC can be achieved. These are consistency, coherence, continuity, and completeness of the Solution.

Both activities shall result to the development of a unified Functional Specifications Document.

C. Technical Design

This phase includes the detailed system analysis and design of the System. IPC will produce flow chart and database design. This will provide the DBM a bird's eye-view of the System's functionalities, look and feel, usability and integrity. This phase shall produce the signed off technical specification document (TSD). Major development efforts shall not commence unless these documents have been properly reviewed and signed off by the DBM.

This stage covers the detailed technical design of the System. Based from the user requirements gathered, the technical architect will have to produce the documents that describe in details the functionalities of the system. The technology and development approach to be used. Since Java is the tool of development, Object-Oriented Analysis and Design will be followed for this effort.

For promptly and effective completion of this stage, IPC requires that the DBM commits to reviews and signoffs. In addition, if IPC is required to rectify the inaccurate data received, it is handled through the Change Management Process. Any additional effort required will be resolved via a Project Change Request.

D. System Development and Internal Testing

This stage covers the development of the proposed solution based on the completed System Design. Subsequent Unit, Integration, System and Functional testing to be conducted by IPC Test Analystic Technical and Functional Teams are also covered during this stage. QA shall also be undertaken at this stage.

Our main activities in this phase will include:

- Programming Application Codes
- Architecting the Integration Points
- Configuring technologies used
- Formulate Test Scripts or Test Cases

Prior to the start of this stage, IPC requires that the DBM commits to the following:

- Provide IPC access to the DBM's current network infrastructure.
- Provide access to the development environments of the current systems that the DBM uses
- While integration efforts are commonly perceived to happen at the final assembly of the parts of a system. IPC's methodology for the system integration involves almost every aspect of the project and reaches from the very beginning into and through the maintenance phase of the Solution's life cycle. The activity shall be led by the Technical Manager which also includes requirements definition. functional analysis. synthesis, careful interface definition and correct life cycle integration. In addition to the activities associated with systems engineering, he shall also be responsible for the correct employment of other activities such as configuration management, design, risk management, and testing are essential ensuring all the pieces fit together during integration

Testing goes hand in hand with integration because it is through testing that the systems analysts and the development team determine whether or not the assemblies, subsystems, and systems operate as they should after integrating them. Testing and integration are part of the development process. Testing is also used to assure developers that the integrated product is properly functional.

Even during the development phase, the integrated modules that fail testing are sent back for debugging and rework. When tests fail, the test results are analyzed to determine the cause of failure. The components that make up the module being tested are then sent back for debugging and recoding by the developers. If there appears to be a problem with the design, and not with the coding, the module is sent back to design for resolution of the SME. When the problem appears to be solved, the integration is repeated and the module is tested again. After rework, all lower level integration and test cycles should be repeated before repeating the higher-level integration. This process if further elaborated in the diagram below:

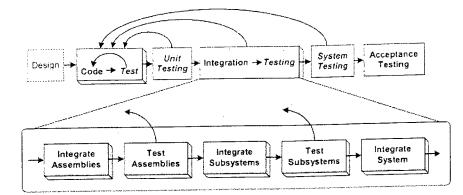


Figure 1 System Integration Process

Moreover, integration is iterative and progressive, with each level of integration building from and on top of the previous level of integration. The next diagram further elaborates on this strategy. Components are integrated into assemblies, and the assemblies are tested for functionality. Successful testing is followed by the integration of subsystems, which are also tested for correct functionality. Finally, the subsystems are integrated into the complete Solution which is then tested for functionality.

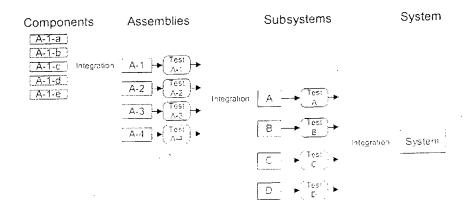


Figure 2 Iterative, Progressive Nature of Integration

nely and effective completion of this stage. IPC requires that the DBM commits to the following

vailability of the DBM's project team to validate the screen interface, validation rules and workflow even prior to UAT.

Avalability of the DBM's Infrastructure Technical Support Team

The main deliverables of the technical team includes Test Scripts or Test Cases. Physical Database Model and Unit Test Results.

This stage is considered complete when the System has been installed and setup in the QA and Demo Environments.

Providing the necessary access needed when deploying to the Demo Environment.

- Availability of "production-like" test data that can be used in testing.

E. User Acceptance Test

This phase covers the guided and intensive review by the DBM of the System whether it conforms to the specifications agreed upon. Afterwards, IPC will do revisions covered in the specifications that were not sufficiently met in the Development Phase.

Assigned testers of the DBM are to conduct User Acceptance Testing (UAT) on the System. The Testers will perform functional and integration tests to ensure that the System functions defined in the FSD are met. Testers may come from any or all of the following: Functional Team Members, Systems Quality Assurance, Technical Team and Project Stakeholders.

Any issues/concerns found during this stage are recorded and reviewed accordingly.

The technical team, specifically the Business/System Analyst will do the following:

Provide the DBM a copy of the UAT Plan template and sample test cases.

- Review and assess issues/concerns Bug Tracker (BT) Organize, prioritize and document accordingly the fixes through the BT or ASRF.
- Discuss and agree with the DBM the resolutions initially determined.
- Prepare the sign-off document. Rework/debug based on the reported problem/s in BT.

This stage is considered complete when the User Acceptance Certificate has been signed by the DBM For timely and effective completion of this stage, IPC requires that the DBM commits to the following

- Finalize the UAT Plan and User Acceptance Criteria
- Prepare UAT test cases
- Conduct formal UAT activity
- Steering committee will meet to review and classify problem areas
- Log all issues / concerns found using the BT System or by accomplishing the ASRF on a timely
- Sign the Change Request forms based on the agreement during the discussion of IPC resolutions
- Sign the User Acceptance Certificate before porting fixes to Production Environment

F. Stress Testing

This activity is used to determine the stability of the System given the volumetrics provided by DBM. It involves testing beyond normal operational capacity, often to a breaking point, in order to observe the results.

G. Integration Testing

This stage covers testing the interfaces between System components and the external systems it designed to interface. This stage ensures that all components work with each other correctly and int as designed prior to conducting the User Acceptance Testing.

An absolute essential to the Integration Testing is complete knowledge of all interfaces. This includes interfaces between components, assemblies, subsystems, and between the system and other systems it will need to work with.

H. Production Deployment

This stage covers live implementation on pilot environment set by the DBM. Our main activities include:

- Migration application objects to the web and application server
- Migrate database to the Production Environment

We are expected to produce the following deliverables:

- Turnover of source codes from IPC to the DBM
- Application and Web Server Configuration
- Database Server Configuration
- Application Deployment Guide

This stage is considered complete when the system has been setup to the Production Environment.

Post Implementation Activities:

Knowledge and Technology Transfer

Knowledge, documentation and technology transfer is fundamental in the IPC methodology. Any system developed, enhanced or supported by IPC always includes the proper documentation turnover and training to the DBM. This does not only include technical training but also user training for proper change management.

IPC will review all the technical and user training we have conducted during last year's project and assess the level of indoctrination to provide an optimal level of learning.

For new systems, IPC will provide DBM complete and current user manuals and job aids, and conduct end-user training workshops on the proper use of the Applications at the DBM Main Office. This shall include formal and legal turnover of all documentation and source codes.

IPC will further assist in the formation of the DBM in-house Project Team by identifying relevant qualifications and skill sets, eventually allowing the agency to form their own Application Support Managers (ASM). These ASMs shall eventually be responsible for conducting trainings, creating enhancement requests, and managing user requirements and complaints.

| | В. | | | livery Methodology | |
|---|----|---|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| | | а | Di: Ne | scuss how the consultant plans to deliver the requirements of the Softwar etwork Maintenance and Development Project specifically for the following areas: | e and |
| | | | ii. | Network What is the consultant's proposed network infrastructure plan that will addre needs of the project based on the Terms of Reference? How does the cons plan to deliver the needs of the existing, planned improvements, planned innov of the DBM? (See Section VII. B. 2. General Scope of Services in the Ter Reference and Annexes) | ations |
| Ł | | | | | Y |

Consultant Transition

There will be none or just minimal impact on the operation since the current DBM network is being managed by the same network management service Consultant.

Network Design and Implementation

We shall execute an assessment of the current network infrastructure to check for vulnerabilities and areas for improvement, and where changes are necessary, shall consult with appropriate DBM units to produce an improved design.

Network Reconfiguration

Based on the findings of the assessment of the current network infrastructure as discussed in previous section (b), we shall initiate a reconfiguration of the DBM network infrastructure according to the approved Network Design. We shall endeavor to continue maintenance of existing systems until all operations, data processes, etc. are fully and successfully migrated to the new systems, and even beyond, as needed.

System Migration

We shall also undertake to manage all aspects relating to the migration of the systems.

Network Installation

We shall handle all the actual network installation, deployment, and maintenance as required by DBM including the relocation and reconfiguration as reasonably required by circumstances

Hardware Requirements Analysis and Definition

As part of the Network Design, we shall provide a comprehensive Hardware Requirements Analysis that will determine network-pertinent hardware that needs to be serviced, retired, or procured and shall make ourselves available for consultation on hardware, peripherals, and related software specifications when the need arises.

Network and Asset Management

We shall manage and under ICTSS supervision, be the administrator of the network and elated assets and services of the DBM such as the ISP. PABX. CCTV Servers (Data Center). among others.

Rationalized Network Access Plan

We as the Consultant, in coordination and consultation with the appropriate DBM units shall recommend and implement a plan, as approved, for varying levels of access to the DBM network (e.g. Guest, DBM Staff, DBM Staff 2, Senior Official, VIP Guest, etc.)

Access Point Prevalence and Signal Ubiquity. We shall ensure at all times that access to the network where allowed is common throughout the DBM offices.

Regular Connectivity Audit

We as the Consultant shall endeavor to regularly conduct an audit or automated log of the network connectivity, signal ubiquity, bandwidth usage, data uploads and downloads, and other necessary metrics.

Network Security Guarantee

We shall undertake to provide measures as reasonably possible to guarantee network security and integrity.

Network Improvement Roadmap

As a DBM partner, we shall coordinate with the appropriate DBM units in mapping out a strategic roadmap for the improvement of the DBM network infrastructure. Strategic goals shall be taken into consideration on any changes that shall be applied to the DBM network bearing in mind compatibility, flexibility, and portability and other similar factors.

Network Equipment Maintenance

We shall exercise great care and diligence in maintaining all equipment entrusted to our care.

Preventive Maintenance and Troubleshooting

We shall exert all efforts against any issues arising from the network, its access, and usage and in the event that problems arise, we commit to exercise vigilance and urgency in their resolution. We shall undertake all remedial measures in a timely manner.

Network Contingency Measures

We shall provision and put in place contingency measures to anticipate critical issues that may compromise the network, its access, and usage. Back-up systems in terms of network access and data storage shall also be provided.

User Support

A range of user support services that are necessarily involved or related to network systems shall be provided.

Capacity Building

Alpdesk shall at all times cooperate and coordinate with appropriate DBM units in facilitating the set of all relevant features of the network and network-related applications.

Documentation and Technology Transfer

We shall endeavor to employ a detailed and transparent routine of documenting methodologies, issues solutions, best practices and other information that is critical prospective educational and

instructional media. A detailed documentation as required by the ICTSSS shall be turned over to them at the end of every twelve-month period and as required by circumstances.

Systems Coordination

We shall guarantee a seamless and effective coordination between the units in charge of the network infrastructure and software systems.

Network Partner

As DBM partner, we shall take sole responsibility of all processes related to the maintenance and development of the DBM network infrastructure and other ICT-related matters and as enumerated in Annex 6 of the Terms of Reference. This is so that the DBM units can devote all their time, resources, and competence to the fulfillment of the government mandate.

Planned Improvements

Worldwide Interoperability for Microwave Access (WiMAX) Initiative

We as DBM's partner will employ all efforts to help DBM, and its regional offices, will be ready to meet WiMAX standards by regular consultation with appropriate DBM units and principals.

Regional Network Infrastructure Strengthening

As the Consultant, we shall undertake to do regular updating of the equipment and systems in the regional offices in order to guarantee greater and continuous synergy with the central office.

We shall also assist DBM on all other improvements that may arise on the course of the engagement.

Planned Innovations

Tele and Videoconferencing

As an expert in network and telephony technology, we being DBM's pattner shall provide consultancy and assistance in designing and implementing a Tele and Videoconferencing facility to help DBM save costs associated with travel.

Digital Fax System

As DBM's consultant, we shall provide assistance in designing, procuring and implementing a Digital Fax System-a system which receives messages sent to assigned numbers, converts it into digital format; and deliver's it to particular e-mail addresses in order to help DBM save cost on telephone lines, bills, fax paper and other cost incidental to it.

We shall also assist DBM in all other innovations deemed necessary that may a ise over the course of the engagement.

TPF 5. Team Composition and Task Projects

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| Name | Position | Task |
|---------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manny Caintic | Subject Expert for Consultation | To be available for consultation on matters relating to software ar network maintenance and development which are beyond and or complement the technical knowledge of those assigned to the DB He is also a consultant for fiscal policy matters. |

| Name | Position | Task |
|----------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flores, Arvin M. | Overall Project Manager | To be responsible for all matters and commitments relating to DBM applications and all ICT pertinent-matters |
| | | To be responsible for all matters and commitments relating to DBM applications and all ICT pertinent-matters |
| Esmero, Anthony D. | Systems Security Officer | Ensure system security, including but not limited to periodic penetration testing (network, web, applications). |
| | | Should be able to implement the controls prescribed under Information Security Management Systems (ISMS) standards (IS027001) |
| Natividad, Delria D. | Business Analyst/ Documentation Specialist/ QA | Ensure that the needs of end-users and business process owners (which brought about the need for the software/ application) are translated into requirements, specifications, and use-cases for the developers to be able to produce the desired software and applications (fulfillment of intent of use or the context of the requirement). |
| | | System testing, functional testing, and user interface testing; and User Acceptance and Testing, Script for End-User Testing. Documentation for both systems |

| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | Assist in resolving issues regarding priority of work requests |
|------------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------|
| | | Ensure availability of logistical requirements of the Project (Software Maintenance Component) |
| | | Ensure the availability of persons knowledgeable on DBM systems and procedures |
| | | Work closely/hand-in-hand with concerned DBM Project Manager |
| | | Systems Analysis, Design, and Documentation of all existing systems |
| | | Perform Systems Designs for enhancement and innovations (development projects) |
| Mariquit, John Anthony | Database/System Administrator | Day to Day application and database server administration |
| | • | Installing and maintaining database management software |
| | | Perform upgrades and data migration |
| | | Manage Oracle Automatic Storage Management |
| | | Apply one-off patches, patch set, and critical patch updates |
| | | Backup and Recovery |
| | Maintain and Enhance existing systems: (On-site) | |
| Anastacio, Joselyn C. | Developer 1 | |
| Alonzo, Jeffrey L. | Developer 2 | Primary End-User Support |
| Chan, Nelson O. | Developer 3 | |
| Janerol, Maricar B. | Developer 4 | Continuing Enhancements Implementation |
| Puguon, Jory | Developer 5 | |
| Papio, Agapita D. | Developer 6 | Initiate defect correction measures to solve problems of the |
| Sobrecaray, Jerome M. | Developer 7 | Applications detected through monitoring or reported through t established Helpdesk |

| | | A m |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Conduct training sessions and orientations as needed including knowledge and technology transfer and also provide necessary documentations |
| Majini, Amerkhan L. Pecaoco, Valentino P Vargas, Marc A. | Development of New Systems (Planned and Priority Improvement): Developer 8 Developer 9 Developer 10 | Development of priority improvements, innovations and major enhancements |
| Regencia, Allan R. Familar, Gladys T. Cabriana, Katherine H. Angulo, Giancarlo C. Oblenida, Lowiegie A. Paa, Jillaine E. | Developer 11New Possible Unidentified (Contingency): Developer 12Developer 12Developer 13Developer 14Developer 15Developer 16 | Development of additional priority improvements/new requirements |
| De Los Santos Jr., Roberto R. | Network Manager and Regional Coordination Head | Initiate the contact and coordination with all offices and agencies involved in the network maintenance project Assist in resolving issues regarding priority of work requests Provide requirements and information needed by Service Consultant Ensure that logistical requirements of the projects are met Ensure the availability of persons knowledgeable on DBM systems and procedure and provide available system documentation Approve architecture and interface decisions Review the status of the project and assess the team performance Recommend issuance of certificate of acceptance Adjust project scope of work and/or coverage as necessary |
| | | Provide ICT infrastructure and hardware recommendations |

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| | | based on business process requirements and software specifications |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Samala, Liberato | System Administrator 1 – MCSE/LINUX | Analyzing system logs and identifying potential issues with computer systems |
| Manapil, Melquiades La Madrid, Ian | System Administrator 2-Linux System Administrator 3-MCSA | Introducing and integrating new technologies into existing data center environments |
| | | Performing routine audits of systems and software |
| | | Performing backups Applying operating system updates, patches, and configuration changes / Installing and configuring new hardware and software |
| | | Adding, removing, or updating user account information, resetting passwords, etc. |
| | | Answering technical queries / Responsibility for security |
| | | Responsibility for documenting the configuration of the system |
| | | Troubleshooting any reported problems /System performance tuning |
| | | Ensuring that the network infrastructure is up and running |
| Bacarro, Jayson D. Esta, Sharon Joy R. Jimenez, Michael | Network Administrator 1 Network Administrator 2 Network Administrator 3 | Maintains network infrastructure such as switches, routers and firewalls and diagnoses problems with these or with the behavior of network-attached computers Monitors the performance of the network and troubleshoots any problem such as slow performance or network crashes |
| | | Works with individual users who are having network problems |
| | | Develop, install and maintain emergency systems to back up the main network server |

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| | | Keeps records of all users' problems and errors as well as the steps taken to solve the problems Control user access to network including the setup of passwords and access levels |
|----------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Francisco, Raymond P. Magabo, Hyacinth F. Manuel, Albert | Desktop/Tech Support 1 Desktop/Tech Support 2 Desktop/Tech Support 3 | Serve as liaison between the Service consultant and DBM clients Solve hardware and software issues for DBM clients Educate DBM users on hardware and software procedures Provide feedback about DBM clients needs Consult and/or conduct research about how product/software works Install, configure, and upgrade hardware and Software |

 \checkmark

| Name | Position | Task |
|------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Perea, Elmer B. | Telephone Operator | Customer service and answer all IP-PBX incoming calls, direct calls to appropriate places, provide enough information to the calling persons, etc. Act as receptionist or information clerks |
| Jacob, John Raymond C. | Helpdesk Support | Primary contact or point for user inquiries, requests and problems; routing and dispatching of appropriate technical concerns. |

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Propose | d Position: <u>Sub</u> | oject Matter Exp | pert for Consulta | ation | |
|------------------|----------------------------------------------------|----------------------------------------------------|---------------------------------------------------------|---------------------------------------------|---------------------------------------------------------|
| Name of | Firm: Incuvent | ture Partners C | orporation | | |
| Name of | Staff: Emman | uel Rey R. Cain | itic | | |
| Professi | on: <u>Bachelor of</u> | f Science in Col | mputer Science | | |
| Date of E | Birth: <u>December</u> | r 19, 1976 | | | |
| Years wi | th Firm/Entity: | 12 | ······ | Nationalit | y: <u>Filipino</u> |
| Members | ship in Professi | ional Societies | s: <u>N/A</u> | | |
| Detailed | Tasks Assigne | d: | | | · |
| • | maintenance a | and developmer | on on matters re nt which are bey assigned to the | lating to network ond or can comp DBM | and software lement the |
| Key Quali | fications: | | | | |
| • | More than 16 y Extensive exp chief solutions | /ears technical operience in the architect of a | boutique IT | e I.T. industry space having bee | n the founder and that has been a IT Finance that |

- Thorough understanding of IT requirements, policies and procedures of the government finance sector having been the hands-on project director for IPC's government clients for the past six (6) years;
- Knowledgeable in cutting edge technologies that include Service Oriented Architectures. BPMN-driven design, Business Analytics, Open Government and Big Data;
- Established ability to successfully work with technical and business teams. within an organization and even between different companies or government agencies:
- Solid interpersonal skills highlighting an ability to explain complex IT related issues in a non-technical manner;
- Ability to communicate with users and stakeholders at all levels and inform them
 as to the most efficient and valuable use of information systems.

Education:

| School | Course | Years Enrolled & Graduated |
|------------------------------------|----------------------------------------------------------------------------------|-------------------------------|
| Ateneo de Manila University | Bachelor of Science in Physics Bachelor of Science in Computer Engineering | 1997 1998 |
| University of Asia and the Pacific | Strategic Business Economics Program (Masteral Program) | 2011 |

Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Corporation (IPC) Chairman and CEO Chief Consulting and Solutions Architect April 2001 – present

As Chief Consulting and Solutions Architect, I have direct control of the solution set in the following projects:

| Client and Year | Project Name | Description of the Project |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| United Coconut Planters Bank (UCPB), 2012 | Trust Banking Solution | Ground up development and Implementation of a fully- integrated, straight-thru system for Trust Banking |
| United Coconut Planters Bank (UCPB), 2012 | Trade Finance System | Development and Implementation of a Trade Finance System for the bank. Migration and Integration of |
| United Nations Conference on Trade And Development (UNCTAD) for the Bureau of The Treasury (BTr), 2012 | Debt Management and Financial Analysis System version 6 | BTr's DMFAS 2.3 data to 6.0 as well as integration of IMAS-B onto to DMFAS. |
| Philippine Dealing System for the Bureau of The Treasury (BTr). 2012 | Bond Exchange System | Development and Implementation of the Continuous Bond Switch for prospective Bond Swaps by the BTr. |
| National Home Mongage Finance Corporation (NHMFC) | Computerization of Securitization Process Project | Implementation of integrated solution for asset selection. cashflow analysis, pricing, structuring and flotation of asset-backed securities, and servicing to noteholders. |
| Home Development | Treasury System. | Implementation of Misys TM |

| Mutual Fund. 2009-2011 | Asset-Liability Management, and Enterprise Risk Management | products (Opics [™] Plus and Almonde [™]), and developmen of Fund Sourcing System whic covers Bond Flotation. Borrowing and Securitization. |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Implemented Asset-Liability Management and Enterprise Risk Management systems for the PAG-IBIG Fund. |
| Philippine Dealing System, 2011 | Corporate Bond Auction System | Development and Implementation of Bond Auctic System for Corporate Bond Market. |
| National Home Mortgage Finance Corporation (NHMFC), 2008-2010 | Reassessment, Enhancement and Optimization of the Mortgage Accounting and Collection Information System (MACIS) Project | Design and development of enhancements and new functionalities of the NHMFC Loans Management System. |
| Philippine Dealing System for the Bureau of The Treasury (BTr), 2008 | 2. Government Securities Auction System | Development and deployment of an auction system and treasury direct and small investors program for the Bureau of The Treasury. |
| MEDICard Philippines, Inc., 2008-2009 | Online Settlement System | Design, development and maintenance of automated Healthcare services |
| National Home Mortgage Finance Corporation (NHMFC), 2009 | Borrower Service Card System | Develop a card system for NHMFC borrowers use from payment, inquiry and others. |
| Department of Budget and Management, 2006-2012 | Maintenance of the e-Budget and existing DBM Information Systems 2007 – 2012 (Renewed Four Times) | Provide support to the users of the e-Budget and other system of the DBM. Maintain the information systems of DBM. Develop client-requested mino enhancements to the systems. |
| MERALCO | Enterprise Content Management System | ECMS is an on-demand, internet-based document and web-content management system. It handles the workflow and storage/archiving of various Meralco documents across multiple departments; and it also support the updating and management of web, content. |
| Department of Budget and Management. 2008 | e-Budget Roll-out to Regional Offices | Implemented the eBudget System to Regional Offices: Assisted DBM Personnel durin the training and provided technical support to each Regional office after the training. |
| Professional Regulation Commission | Office Systems Automation (OSA) II | Development, enhancement and conversion of the Asset Management Information System, Office Performance Appraisal System and the Electronic Cash Management Systems |

| Department of Interior and Local Government | Portal and Enterprise Content Management System | IPC's Dynamique CMS was customized according to the client's needs. Custom templates were created according to the client's specifications. |
|------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| St. Luke's Medical Center | Smart-card System | Design and development and provision of technology requirements of the SLMC Smart Card System. |
| St. Luke's Medical Center | Healthcare Information System and New Ancillary Reports Management System | Technical and strategic advisory on IT plans and infrastructure. Development team for the development of the Healthcare Information System. |

Capex Credit Corporation (C3) Chief Information and Technology Officer November 2002 – January 2006

Online Loan Application System – led the development of an online consumer, appliance and mortgage loans application system to handle the PhP 500 million loan portfolio of Capex Credit Corporation. The system enables C3 to process in real-time the loan applications of its customers as well consolidate billing and collection.

Treasury System – spearheaded the treasury management system for C3 to effectively manage its funds coming from various high-net-worth individuals, rural and thrift banks and other corporations seeking alternative securities.

Loan Consolidation and Securitization System – developed the software that will manage the consolidation and securitization of C3 consumer and mortgage loans. This enables the Philippine financial market to avail of low-risk financial instruments.

Ateneo de Manila University Instructor Department of Information and Computer Science June 2002 – October 2002

Enterprise Development – lecturer on enterprise development concepts. Taught university students about enterprise application integration, Java, J2EE, Microsoft, .NET and SOAP.

Digital Strategists Inc. Chief Technology Officer and eBusiness Director Nov. 2000 – April 2002

Online Banking – led the development of a Web-based and EJB-driven online banking system allowing IslaBank customers to query account balances. do fund transfers, pay bills and manage portfolio.

General Ledger System – provided technical guidance and created the software architecture of an CB-driven general ledger and accounting system that is compliant with the Philippine Central Bark in ew reports standards.

Ponds Online Survey Management System – led the development of a Web-based CRM system which will enable Ponds brand management to gather and collate customer profiles. The brand managers can conduct questions designed to provide them with more knowledge of their customers' behavior.

Monde Nissin Online HR System – technical lead in the team in the development of a Webbased and EJB-driven recruitment system enabling the HR department to conduct recruitment from the Monde Nissin Philippines Website.

Securetrade Corporation (formerly Telos-Filinvest Inc.) Director of ePayment Development June 1999 – Nov. 2000

SecureTrade Electronic Payment Switch (STEPS) – was chief architect and project manager of the STEPS, the core product of SecureTrade's business.

STEPS is a message-based platform connecting a network of banks to provide both intra- and inter-bank settlement of funds. The said network is currently composed of several local banks and a settlement bank. STEPS' solution of transferring funds electronically across banks locally and within the region offers a more efficient and reliable payment alternative for e-commerce in Asia.

LightHouse Collection System through UCPB - led a 5-man team in the design, development and implementation of an online system to be used by Lighthouse Pte. Ltd. to facilitate its collection of housing loan amortization. This system was designed to enable all of United Coconut Planter's Bank's branches throughout the country to receive and post automatically Lighthouse customer payments all the way to the latter's transaction database.

VAT Bill Presentment and Payment System - designed the Value-Added Tax Bill Presentment and Payment System proposed to the Bureau of Internal Revenue. This is SecureTrade's first attempt to deliver a Business to Government e-commerce solution to the country.

Unilever Philippines Inc. Systems Analyst June 1998 – June 1999

AZTEC Migration – chief coordinator for Unilever Philippines for the implementation of Project AZTEC, Unilever Worldwide Infrastructure Project using enhanced Windows NT 4.0 to standardize all Unilever Companies' network administration.

ERIC to PMS – led a Unilever project which phased out non-Y2K compliant software ERIC used for purchasing consumable materials and shifted to Y2K compliant AS/400 application, Plant Maintenance System (PMS).

Production Variance Report System – led the development of a system responsible for the automation of a monthly report comparing actual usage of materials with standard. From two weeks of Manual report generation, automated generation of report only lasts for 20 seconds in a submitted job in AS/400.

Inventory Accuracy Report System – led the development of a system responsible for calculating the percent deviation between Cycle Count Posting and Book Quantity in BPCS.

Circuit Solutions Inc. Associate Hardware Engineer June 1997 – March 1998

Caller ID - designed and built an Intel 87C51 Microcontroller Based Caller-ID Internate Module for use in Bayan Telecommunications Co. telephone lines.

Office of Senator Mercado Senate of the Philippines Legislative Staff (Senate Committee on Environment) March 1997 – June 1997

Clean Air Act - was part of the team which drafted and prepared for reading the Clean Air Act sponsored by Sen. Orlando S Mercado.

Legislative Research - conducted a series of Research in aid of Legislation on various private and government companies with anomalous Environmental Compliance Certificates.

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

10 APRIL 2013 Date: Dav/Month/Yea [Signature of staff member]

Full name of staff member: _____ Emmanuel Rey R. Caintic

Noted by:

Dave John A. Macias Full name and Signature of authorized representative of the firm:



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Tabayog Street | April 12, 2013 | |
| At the request of the Department of | City | |
| Budget and Management, | Mandaluyong City | |
| Malacanang Manila | | |
| | Country | |
| | Philippines | |
| l certify t | hat on the above date, I examined | |
| Name | Age Sex Citizenship | |
| Emmanuel Rey R. Caintic | 36 Male Filipino | |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. | |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. | |
| CLASS C | Persons having diseases or defects that do not come under Class A or B | |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION | |
| | | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
 - 2. Significant physical examination
 - 3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 tABAYOG manda huyong ST. (Print full Name, License No., PTR) City Jano 10 289 8230 RÖSAYI #3. 104357 1ano AND E. PALERIO MA. 209 Fs. 106857 M.D. Signature of Examining Physician



TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Posi | tion: Overall <u>Project Manager</u> | |
|-----------------|--------------------------------------|-----------------------|
| Name of Firm: | Incuventure Partners Corporation | |
| Name of Staff: | Arvin M. Flores | |
| Profession | Bachelor of Arts in Anthropology | |
| Date of Birth: | November 9, 1974 | |
| Years with Firm | n/Entity: 2.7 years | Nationality: Filipino |
| Membership in | Professional Societies: NA | |
| Detailed Tasks | Assigned | |

To be responsible for all matters and commitments relating to DBM applications and all ICT pertinent-matters

• To carry out the functions and responsibilities of the Technical Manager and/or Hardware Manager when the latter two are unable to fulfill the same for whatever reason.

Key Qualifications:

- Experienced Project Manager in the support, maintenance, development and deployment of complex mission-critical applications relating to software development and project management in the Department of Budget and Management
- More than ten (10) years cumulative working experience in the support, maintenance, development and deployment of applications relating to software development and project management
- Experienced in the development of budget, accounting and financial management applications, accounting patterns and e-Government application development
- Efficient in report preparation/writing
- Effective trainer and business communicator

Education:

| School | Course | Years Enrolled & Graduated |
|----------------------------------|-------------------------------------|-------------------------------|
| University of the Philippines | Bachelor of Arts in Anthropology | 1991-1998 |

Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Corporation September 2010 to present Project Manager

- Project Manager
 - o Department of Budget and Management (DBM), Malacanang, Manila
 - Heads the Support, Maintenance and Development team for the following systems:
 - eBudget a web-based application for budget execution which can also facilitate the processing of releasing documents and generating management reports. It can also interface with other DBM internal applications.
 - eTAILS Electronic Transparency and Accountability Initiative for Lump-Sum System. This web-based system covers the budget execution process, namely Creation and Printing of Special Allotment Release Order (SARO), Creation and Printing of the Notice of Cash Allocation (NCA), Management Reports, Year-end Processing and Reference File Maintenance

(http://www.gmanews.tv/story/226919/nation/real-time-info-on-solons-pork-now-available-online)

- FAPS Foreign Assisted Projects, a client-server application that serves as a responsibility center that will administer the Project ID System and posting of release documents in the ledger within the system. It includes the Project Component/Category breakdown in the budget preparation phases.
- GMIS Government Manpower Information System, provides total number of filled and unfilled positions of the national government for the actual, adjusted and proposed budget years to Staffing.
- BPMS Budget Preparation Management System. an automated application used in preparing the annual National Expenditure Program (NEP) and some supporting tables in the Budget Expenditure and Sources of Financing (BESF). This is the main source of reference/data files of the eBudget System.
- Help Desk support
- and other DBM internal systems and applications



- Bank of the Philippine Islands (BPI), Main, Paseo. Makati
 - Local project manager of the New Zealand-based IT services company. Fronde (<u>www.fronde.com</u>). Also provided hands-on technical support to the client.
 - BPI ExpressLink Mobile a recently launched BankAnywherepowered Java, Android and iPhone applications for corporate executives
- Philippine Dealing Exchange Corporation (PDEx), PDS Group, Enterprise Building, Paseo, Makati
 - Project managed the Support and Maintenance and the development of the following systems:
 - Securities Auction System a system for managing end-toend concerns of Fixed Income securities auction by the Department of Finance, Bureau of the Treasury. From setting up securities to be auctioned to bidding process to postauction analysis, reporting and settlement. It is implemented as a web-based application.
 - Continuous Switch Auction a web-based system that will soon be used by the Bureau of the Treasury to exchange maturing bonds via tender offer in which new securities are offered instead of cash.
 Where bondholders exchange their existing bonds for new securities to extend maturities and reduce the government's outstanding domestic debt payments
 - Corporate SAS the commercial version of SAS administered by PDEx for top corporations
- Participates in project planning, budgeting, and requirement analysis
- Participates on some bidding activities for potential new projects
- Tested ability to deliver high-quality IT systems and value-added services onschedule and on- or under-budget
- Manages multiple private and government contracts in different locations
- Provides stakeholders with project status and recommend project enhancements
- Has excellent interpersonal skills in communications, client relations, and negotiation
- Unofficial member of the Government Integrated Financial Management Information System (GIFMIS) Project Implementation Unit Committee (<u>http://ph.news.yahoo.com/aquino-orders-coa-dbm-dof-automate-fihancial-systems-</u>070604415.html)
- Directly reports to the Chief Financial/Operations Officer and sometimes to the Chief
 of Business Development and Chief Executive Officer

SPi Global (www.spi-global.com), Paranaque City 2008-2010 Technology Solutions - Publishing

- Technical Lead/Supervisor
 - Managed three specialized teams located in Paranaque. Laguna and Dumaguete: XML. SPiCE and Workflow Management System (WMS)
 - BlackBerry-issued to handle client queries and concerns 24/7
 - Managed schedules and priorities
 - Submitted weekly status reports to internal clients.

- Attended and facilitated meetings and brain-storming
- Reconciled production requests with technical realities and capabilities C
- Resolved conflicts and handed-out disciplinary action
- Motivated members by pep-talk and by practicing transparency
- \circ Networked with other departments based on client need and specialized requirements
- Initiated documentation and source code repository С
- Created risk registry and treatment of team assets
- c Entertained and created project presentation for foreign clients during audits and site visits
- Facilitated meetings with foreign clients using WebEx, Skype or teleconferencing
- Reported to the Assistant Director, Technology Solutions Group, Publishing

SPi Global (www.spi-global.com), Paranaque City 2007-2008 Business Process Re-engineering – Publishing

- Senior XML Specialist
 - Provided inputs to the other XML specialists
 - Studied existing workflows for process improvement
 - Consultant, development of an in-house SPi Copy-Editing tool
- Reported to the Business Process Re-engineering manager

SPi Global (www.spi-global.com), Paranaque City 2005-2007

Application Development - Publishing

- Senior XML Specialist
 - Mentored the other XML specialists
 - Managed new project startups
- Team Leader
 - Monitored and managed the software engineers' workload and deliverables
 - o Scheduled and prioritized software development requests
 - o Submitted weekly status reports
 - Regularly met with production
 - Team Leader, OpenEdit development team
- Reported to the Software Development manager

SPI Publisher Services, Inc., Paranaque City

2000-2005

Application Development - Publishing

- XML Specialist
 - Almost the same job description as an SGML specialist but the emphasis is .÷. now on XML
 - 3B2 Typesetting Template Developer
 - $\sqrt{1}$ Developed templates or electronic set of rules for each title of each project
 - based on the client's layout/style specification Kitomated image loading and sizing
 - Creased typeset page output per operator

- Member, word-based copy-editing tool development team
- Reported to the Application Development manager

SPI Technologies, Inc., Paranaque City 1997-2000

Project Startup and Development / Markup Group

- SGML Specialist
 - Handled new incoming projects, request-for-proposal (RFP) projects and existing projects with major requirement changes
 - o Studied and researched on client requirements
 - Created initial workflow including pilot testing
 - Trained the pioneer production batch
 - Implemented initial live production roll-out then turned-over the project to the assigned Project Officer
- Project Trainer
 - Taught Basic SGML/HTML/XML
 - Taught DTD and XML Schemas to everyone involved in the project
- Member, Pre-press Group
 - o Reviewed and evaluated publishing applications like 3B2, Author Editor, etc.

SPI Technologies, Inc., Paranaque City 1996-1997 SGML Consultancy Group

- Project Officer Trainee
 - Training was cut short because of the full-time, 6-month SGML Specialization Training
- SGML Specialist Trainee
 - o Studied and researched everything and anything about SGML
 - Studied different documents (article, books, newspapers, magazines, etc.) and tagged them based on structure using Document Type Definitions (DTD)
 - o Studied W3C standard DTDs like DocBook, Open E-Book, etc.
 - Created original DTDs using various document types
 - Studied character encodings like ASCII, UTF-8 and character entities (used for characters/symbols not available on the keyboard)
 - o Reviewed parsers and validators
 - ο Reviewed SGML applications like Rules Builder, Near&Far, ΦmniMark
 - Studied HTML and the Internet

Saztec Philippines, Inc., Paranaque City March 6, 1995-1996 SGCS4 - General Conversion

- Document Analyst
 - Analyzed client document type (article, laws, book, etc.) and structure (titles, tables, equations, paragraphs, etc.)
 - Coded documents using Standard Generalized Markup Language (SGML is the precursor of HTML and XML) tags
 - Extracted data from microfilms and micro fiches
 - : Proof-read documents

- Functioned as a Quality Assurance checker
- Temporary Lead Document Analyst
 - e Handled all project instructions, communications and updates for a major project
 - Analyzed client instructions to be able to relay it accurately and promptly to С production
- Member. 1995 ISO certification documentation team
 - c Tasked to review. proof-read and update all company-wide documentations

Languages:

| OralReadingWrittenEnglishExcellentExcellentExcellentFilipinoGoodExcellentExcellent | | | | |
|------------------------------------------------------------------------------------|----------|-----------|-----------|-----------|
| | | Oral | Reading | Written |
| Filipino Good Excellent Excellent | English | Excellent | Excellent | Excellent |
| | Filipino | Good | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

[Signature of staff member]

Full name of staff member:

Date

Arvin M. Flores

Noted by:

Full name and Signature of authorized representative of the firm: Dave John A. Macias



J.

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Management, Malacanang Manila | City Mandaluyong City |
| | Country Philippines |
| l certify t | hat on the above date, I examined |
| Name Flores, Arvin M | Age Sex Citizenship 38 Male Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| MEDI | CAL RECORDS / EVALUATIONS |
| Pertinent medical history Significant physical examination Chest X-ray report: (for ages 1 | |
| • | 1/2 |



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address 424 TABAYOG St. mada hugong city. Examining Physician (Print Full Name, License No., PTR) 2898230 ALENO MA təş All 104357 1 an's 3141 TALENIC HU. M.D. 104887 Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Systems Security Officer | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| | | |
| Name of Firm: Incuventure Partners Corporation | | |
| Name of Staff: Anthony D. Esmero | | |
| Profession: Bachelor of Science in Computer Science | | |
| Date of Birth: November 29, 1986 | | |
| Years with Firm/Entity: Ø A= Nationality: Filipino | | |
| Membership in Professional Societies: <u>N/A</u> | | |
| Detailed Tasks Assigned: | | |
| Ensure system security, including but not limited to periodic penetration testing (network, web, applications) Should be able to implement the controls prescribed under Information Security | | |

 Should be able to implement the controls prescribed under mornaus Management Systems (ISMS) standards (ISO27001)

Key Qualifications:

- College graduate of Bachelor of Science in Computer Science (2009)
- More than four (4) years relevant IT working experience
- As Deputy Information Security Management Rep, implemented and maintained the Information Security Management System (ISMS) in the implementation and practice of ISO 27001 (Information Security Management System)

| School | Address | Course | Years Enrolled 8 Graduated |
|-------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------|-------------------------------|
| Informatics International College Diliman | 29 North Ave. EDSA Diliman. Quezon city. 1104 Metro Manila | Bachelor of Science in Computer Science | 2009 V |

Certifications (as required in the TOR)

N/A

Employment Record:

Team Leader Developer / Deputy Information Security Management Rep. Maritime Clinic For International Seafarers, Inc. 2009 – Present

Key responsibilities and accountabilities:

Team Leader Developer

- Lead the software and development team in projects
- Oversee projects and give advice to development team members on topics regarding software development
- Directly report to the IT Manager on all software development tasks and projects
- Take part in meetings and product evaluations for 3rd-party systems and suppliers
- Develop and maintain software modules and systems
- Integrate 3rd-party systems with in-house systems
- Prepare software documentation such as diagrams, ERDs, etc.
- Interview clients and users in order to gather data and requirements
- Train users on the usage of released software modules and projects

Accomplishments:

 Completed numerous systems for the company, including an Electronic Health Records System, a Financial System with Accounting, Purchasing, Invoicing, and Stock Control sub-systems, a Payroll and Human Resources Information System, various internal systems and tools for the IT Department, interfacing projects for Xray, ECG, Treadmill and Laboratory machines, and interfacing for SMS systems.

Deputy Information Security Management Rep.

- Maintain and Support the Information Security Managemen System (ISMS) in the implementation and practice of ISO 27001 (Information Security Management System)
 - Prepare necessary reports and forms related to the implementation of ISMS
- Take part in activities regarding the formulation and revision ISMS guidelines and related documents
- Assist the ISMR in evaluating change requests that can possibly affect the implementation of ISMS

Accomplishments:

Participate in the successful audit and implementation of ISMS

 \sum Participate in the successful Surveillance Audits for ISMS

Software Developer

Key responsibilities and accountabilities:

Develop and maintain software modules and systems

- Prepare software documentation such as diagrams, ERDs, etc.
- Interview clients and users in order to gather data and requirements
- Train users on the usage of released software modules and projects

Junior Software Engineer Synermaxx Corp

Key responsibilities and accountabilities:

- Develop and maintain software modules and systems
- Prepare software documentation such as diagrams, ERDs, etc.
- Interview clients and users in order to gather data and requirements
- Train users on the usage of released software modules and projects

Accomplishments:

• Completed and successfully launched a commercial online eLearning system currently used by Informatics Diliman, Cainta and Fairview

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me. my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | Date: | 12/AFF/2413 | |
|--------------------------------------------------------------------------------|-------|-----------------|-----|
| [Signature of staff member] | | Daý/Monthl/Year | |
| | | | 2 |
| | | | |
| Full name of staff member: Anthony D. Esmero | | | : ; |
| | | | |
| Noted by: Full name and Signature of authorized representative of the firm: | Dave | John A. Macias | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Incuventure Partners Corporation

In

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Management Malacanang Manila | City Mandaluyong City |
| | Country Philippines |
| I certify t | hat on the above date, I examined |
| Name | Age Sex Citizenship |
| Esmero, Anthony D. | 26 Male Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |

MEDICAL RECORDS / EVALUATIONS

1. Pertinent medical history

2. Significant physical examination

3. Chest X-ray report: (for ages 11 years and above)



| 4. Laboratory Examination:: a. Blood serology (for age b. Urine (for ages 1 year c. Stool (for ages 1 year d. Other examination(s), 5. Remarks | and above) and above) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Examining Physician (Print Full Name, License No., PTR) 2034/RN F. VALERIO KO. 2899230 (U.) Ko. 104357 | Address 424 JARG 4406 Sr. mandalmyong city |
| | eoselvo P. Valerio Mg. U. P. 106357 Signature of Examining Physician |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: System/ Business/ Requirements Analyst and Documentation |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Specialist |
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Delria D. Natividad |
| Profession: Bachelor of Science in Accountancy |
| Date of Birth: March 5, 1986 |
| Years with Firm/Entity: Ø |
| Membership in Professional Societies: <u>N/A</u> |
| Detailed Tasks Assigned: |
| Ensure that the needs of end- users and business process owners (which brought about the need for the software/ application) are translated into requirements, specifications, and use-cases for the developers to be able to produce the desired software and applications (fulfillment of intent of use or the context of the requirement) Preliminary user testing (black box testing) Documentation for both systems Work with the Hardware Manager to provide ICT infrastructure and hardware specifications |
| Key Qualifications: Graduate of Bachelor of Science in Accountancy 5 years experience in business processes acting as: Accounting In-Charge Accounting Assistant Associate Business Advisor Acted as Senior System Implement/Analyst that is duly in charge in the implementation of the computerized accounting system to clients as well as with the daily performance of preliminary user testing for related application system and in the monitoring of the status of the system utilization and assists concerns of the clients |

Education:

| School Central Luzon State University | Course | | | · | Year Graduated |
|----------------------------------------------------|-----------------------|----------|---------|------|----------------|
| | Bachelor Accountan | of cy | Science | in : | 2008 |

Certifications (as required in the TOR)

N/A

Employment Record:

Senior System Implement/Analyst G Cross Systems & Process, Inc. (Alliance Firm of Alas, Oplas & Co., CPAs) October 2011 – Present

Key responsibilities and accountabilities:

- Implements the computerized accounting system to clients
- In charge in daily performance of preliminary user testing for related application system
- Monitors the status of the system utilization and assists concerns of the clients
- Provides management advisory services in relation to the accounting information system
- Conducts a demo of functions of the accounting system to prospective client
- Trains clients' system users on how to use the accounting system
- Provides supports to IT/programmer in developing and improving new ideas/concepts related to accounting system
- Reviews financial reports generated from the system if there are inconsistencies in vouchers vs reports, or vice versa, and General ledgers vs Subsidiary Ledgers
- Supervises and assists the Junior System Analysts in implementing accounting system
- Helps and assists outsourcing group in vouchering transactions in the system and preparation of financial reports of a client

Accounting-In-Charge

BSU & Compliance Consulting, Inc. (Alliance Firm of Alas, Oplas & Co., CPAs) April 2011 – September 2011 Kay responsibilities and accountabilities:

Key responsibilities and accountabilities:

BSU & Compliance Consulting. Inc.

- Prepares Billing and Check Voucher
- Prepares the Monthly BIR compliances such as 1601-C, 1601-E and 2550M/2550Q
- Follow-up Collections to Clients

Additional Works (Records, Reports & Update System Consulting, Inc.)

• Same functions above

Accounting-In-Charge Records, Reports & Update System Consulting, Inc (Alliance Firm of Alas, Oplas & Co., CPAs)

October 2010 – March 2011

Key responsibilities and accountabilities:

- Evaluates the Client's general set-up upon implementation of the system
- Assesses the accounting system process of a client and recommends solutions on how to improve it and how the accounting information be helpful and effective to the client's operation
- Helps System Development Group in implementing the Computerized Accounting System and trains Client's system users on how to utilize the different features of the system
- Monitors the status of the accounting system utilization after implementation and address the system user's encountered problem while using the system
- Helps client on how to adapt with the accounting system in its accounting information system
- Assists system programmer in continue improving the different modules and features of the system and in developing customized modules
- Checks the accuracy and completeness of the different reports generated from the system

Accounting Assistant

Citadel Holdings, Inc. August – September 2010

Key responsibilities and accountabilities:

- Prepares Account Payable Voucher and Check Voucher
- Prepares the details/schedules of Output Vat Return

Associate Business Advisor

Alas Group Consulting Company (Alliance Firm of Alas, Oplas & Co. CPAs) April 28. 2008 – July 2010

Key responsibilities and accountabilities:

- Evaluates the Client's general set-up upon implementation of the system
- Assesses the accounting system process of a client and recommends solutions on how to improve it and how the accounting information be helpful and effective to the client's operation
- Helps System Development Group in implementing the Computerized Accounting System and trains Client's system users on how to utilize the different features of the system
- Monitors the status of the accounting system utilization after implementation and address the system user's encountered problem while using the system
- Helps client on how to adapt with the accounting system in its accounting information system
- Assists system programmer in continue improving the different modules and features of the system and in developing customized modules
- Checks the accuracy and completeness of the different reports generated from the system

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| Isnaturdad | Date: <u>/2/April/2013</u> |
|------------------------------------------|-------------------------------------------------------|
| [Signature of staff member] | Date: <u>/2/April/2013</u> Day/Month/Year |
| | |
| | |
| | |
| Full name of staff member: | Delria Natividad |
| | |
| | |
| Noted by: | |
| Full name and Signature of authorized re | epresentative of the firm: <u>Dave John A. Macias</u> |
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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

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MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Management | City Mandaluyong City |
| Malacanang Manila | Country Philippines |
| l certifv t | hat on the above date, I examined |
| Name Natividad, Delria D. | Age Sex Citizenship 27 Female Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| MED | ICAL RECORDS / EVALUATIONS |
| Pertinent medical history Significant physical examinati Chest X-ray report: (for ages 1 | on L1 years and above) |



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TARAYOG mandaluymg (Print Full Name, License No., PTR) St. Wan ? MALERIO HO. 2898230 city Li). No. 104357 ROSALIRA P. VALERIO .50. Ke. 104357 Li: _M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Tech | nical Manager (S | oftware Maintenance and | d Development) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventur | e Partners Corpo | oration | |
| Name of Staff: Terence S | Gamboa | | |
| Profession: Bachelor of S | Science Major in | Management Information | Systems |
| Date of Birth: December | 13. 1975 | | |
| Years with Firm/Entity: | 8 years | Nat | ionality: <u>Filipino</u> |
| Membership in Professio | onal Societies: | N/A | |
| Detailed Tasks Assigned | 1: | | |
| Work closely/hand Systems Analysis, Perform Systems Key Qualifications: Graduate of BS N Over 15 years expendencement, de Experienced in pr | lanagement Infor perience in the IT ployment, suppor oject management | t and maintenance nt including technical ma | g systems s (development projects) lication development, nagement of istomization, |
| implementation, c | peration, and su | pport of large-scale natio | |
| School | Address | Course | Years Enrolled & Gradyared |
| Ateneo de Manila University | Katipunan. Quezon City | Bachelor of Science. Major in Management Information Systems | 1993-1995 |
| | | | Ru |

Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Corporation 2005 – present Chief Technology Officer

DETAILED PROJECT EXPERIENCES

2005 - Present

Chief Technology Officer (multiple projects)

- defined and headed proof of concepts for solution architectures for various projects using different architectures (client-server, desktop web, web services, embedded devices), technology platforms (Groovy/Java, C., PHP, .NET, PL/SQL), and database backends (Oracle, MySQL, MS SQL, Sybase, IBM
- technical oversight of the issues on various application development and support and maintenance projects
- technical oversight of the initial understanding of the DBM eBudget system when IPC took over support duties from the previous provider
- technical oversight of the enhancement and performance tuning of the NHMFC's systems
- assisted and consulted in addressing various project management including risk management, issue resolution, project planning

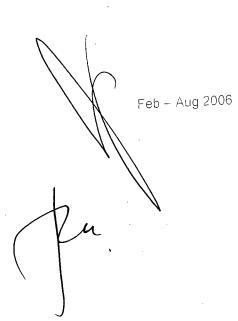
Senior Project Manager

- Ideal Solutions, Inc. (Guam) Speed Bingo Game System
- Overall supervision of the development and technical implementation.
- Periodic progress evaluation and review of progress
- Oversight of its network implementation and disaster recovery planning.

Senior Project Manager

- ACRES Management System
- An online system that handles the management of Special Purpose Asset Vehicle (SPV) accounts and assets.

Jun – Aug 2006



Dec 2005 - Feb 2006

Senior Project Manager

- Numbers International, Inc. Cuatro[™] Gaming System (offshore)
- Overall supervision of the development and technical implementation.
- Periodic progress evaluation and review of progress reports
- Oversight of its network implementation and disaster recovery planning.

Mar – Sep 2005

Project Manager

- A loan processing system for a sub-prime lending company.
- Organized and planned testing and performance tuning.
- Served as key technical resource; researched and resolved issues.

Accenture Aug 1997 – Feb 2005 Manager

Mar 2004 - Mar 2005

Team Lead - eCommerce Develop and Maintain Team • Alliance of Dow and Accenture

- Arranged and owned projects from business-project study phase to implementation phase
- Managed budgets and ensured that project is on schedule $\sqrt{}$
- Identified resources to be aligned to multiple projects at the same time
- Conducted regular meetings with onshore counterparts and Process Lead to discuss demand and identify work opportunities for Manila
- Conducted regular meetings with each team member to discuss issues, goals and expectations
- Arranged for knowledge transfers and trainings needed by the team
- Provided regular status reports to project management and onshore counterparts
- Provided evaluations to team members

Application Specialist/Lead Developer

- ProFume Fumiguide Enhancements
- Worked with the business partner to determine requirements and identified and corrected flaws in the code which did complex mathematical calculations
- Created the project workplan, and supervised and assigned
- modules to the team members

Jan – May 2003

Jul - Oct 2001

Developer

- e-Epoxy website
- Developed a tool which automatically generated the content of the site's product detail pages. The innovative solution resulted in the reduction of 75% of the effort had the content pages been created manually.

Jun 2001 - May 2003

Mar - Apr 2003

Nov 2000 - Jan 2001

Developer

eJump Team

- Responsible for designing, coding, and testing web applications as well as supporting the clients eCommerce and Intranet websites. Applications ran on Microsoft Windows server system and used the following technologies: ASP, Javascript, HTML, VBScript, SQL, PL/SQL Stored Procedures and Oracle Pro*C..
- Provided 12x7 application support to critical applications

Developer

Global Prolinx Duplicate Eraser

 Reverse-engineered an existing application, the source code of which was lost. The resulting application created from this effort was 50% faster than the original application.

Lead Developer

- Global Emissions Inventory Project
- Coordinating with client, technical and implementation teams to move a Research and Development supported application into the Alliance
- Designed. developed, tested and implemented ASP-based website enhancements and C batch jobs.

Training:

Project Managément Training Ateneo de Manila University December 17-18. 20-21 2010

Team Development Workshop AESOD Manila. Philippines July 2003

Implementing Business Solutions School Pheasant Run

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| Adamber | | Date: <u>11/04/13</u> |
|------------------------------------------------------|-----------------------------|-----------------------|
| [Signature of staff member] | | Day/Month/Year |
| Full name of staff member: | Terence S. Ga | mboa |
| | | |
| Noted by: Full name and Signature of authorized i | representative of the firm: | Dave John A. Macias |
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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Mangement, | City Mandaluyong City |
| Malacanang Manila | Country Philippines |
| I certify | that on the above date, I examined |
| Name Gamboa, Terence S. | Age Sex Citizenship 37 Male Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| MED | DICAL RECORDS / EVALUATIONS |
| Pertinent medical history Significant physical examinat Chest X-ray report: (for ages | ion 11 years and above) |
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4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician (Print Full Name, License No., PTR) 424 TABAYOG Manda Lujong ST. th 2898230 Ar. Ko. 104357 Waro LING P. ELLERIO MU. U. Ko. 10435? Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Database / System Administrator | <u> </u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Name of Firm: Incuventure Partners Corporation | |
| Name of Staff: John Anthony M. Mariquit | |
| Profession: Bachelor of Science in Computer Science | <u> </u> |
| Date of Birth: April 30, 1974 | |
| Years with Firm/Entity: <u>1.2 years</u> Nationality: Filipino | |
| Membership in Professional Societies | |
| Detailed Tasks Assigned: | |
| Primary End-User Support Continuing Enhancements Implementation Initiate defect correction measures to solve problems of the Applications | 1 |

- Initiate defect correction measures to solve problems of the Applications detected through monitoring or reported through the established Helpdesk
 Conduct training applications and arientations as peeded including knowledge a
- Conduct training sessions and orientations as needed including knowledge and technology transfer and also provide necessary documentations

Key Qualifications:

- Graduated with a Bachelor of Science in Computer Science from the University of the Philippines
- Has twenty-one (21) years of extensive experience in the IT Industry with highly proficient technical skills ranging from database design and architecture, database administration, application development, project management, systems integration, experiential UNIX & Red Hat Linux administration and advanced network implementation
- Has been an Oracle Database expert for at least ten (10) years and has least five (5) years hands-on experience as an Oracle Database and System Administrator.
- He is currently the Oracle Database Administrator of Incuventure Partners Corporation for the Department of Budget and Management Project.
- He is an Oracle Certified Professional (OCP) for Database and a Mordsoft Certified Professional for MS SQL Server.
- Has at least five (5) years thorough experiential knowledge in Red Hat Linux. Configuration. Administration and Management

Interpharma Asia Ltd (based in Hongkong and Manila) 2003 - 2003 Database Systems Architect

- Optimization and Stabilization for Oracle Discoverer infrastructure
- Optimization and Stabilization of Oracle Database on Solaris
- Patch maintenance of Oracle Database
- Upgrade of production database from 32-bit Oracle 8i to 64-bit Oracle 9i
- Reduced data loading and backup runtimes, resulting to 400% increase in performance/production
- Documentation of database schema

One Hundred Services Inc. 1999-2003

Manager e-Commerce Solutions

- Managed teams for application development, system administration and database administration of E-YellowPages system
- Implementation of CCM practices
- Created processes and systems for escalation, problem tracking/resolution
- Mentorship and training of support staff
- Database schema design, and application authorship for E-YellowPages
- Designed and implemented a brand-able prepaid dial-up system, contributing to business revenue

Various Companies/clientele

1991-1999 Consultant Systems Analyst and Developer

- Pioneered barcode technologies used by Philippine Air Lines and Uniwide Sales
- Application development, such as bank CA/SA transaction, AR/AP/GL modules for several companies, etc.

| | | Oral | Reading | Written |
|-----|----------|---------------|-----------|-----------|
| | English | Excellent | Excellent | Excellent |
| H 1 | Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| [Signature of staff member] | | Date: | 14 XPR 2019 Day/Month/Year | |
|------------------------------------------|--------------------------|----------------|-------------------------------|---|
| Full name of staff member: | John Anthony M. M | ariquit | $\Lambda \square$ | |
| Noted by: | | A | han, | |
| Full name and Signature of authorized re | presentative of the firm | n: <u>Pa</u> v | ve John A. Macias | |
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CERTIFIED

PROFESSIONAL

OBVCTE.

THIS CERTIFIES THAT

John Anthony Mariquit

IS RECOGNIZED BY THE ORACLE CERTIFICATION PROGRAM AS AN

Oracle8i Certified Professional Database Administrator

November 25, 2002 Date

Senior Vice President, Oracle Corporation



Incuventure Partners Corporation

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 3 | 013 | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| At the request of the Department of Budget an Management, Malacanang Manila | City Mandaluyo | ong City | | |
| | Country Philippines | 5 | | |
| l certify t | hat on the at | oove date, l exa | | |
| Name | Age | Sex | Citizenship | \setminus |
| Mariquit, John Anthony M. | 39 | Male | Filipino | |
| CLASS A | afflicted contagious trachoma, favus blast | with epilepsy diseases as: ringworm, sca omycosis, lepro | son who had been insan or loathsome or o tubercolosis, venereal Ip, nail or beard, actin sy, yaws, amebiasis, leish aarago nomiasis. | dangerous disease, omycosis, |
| CLASS B | If not Class impair thei be a public | r ability to earn | aving diseases or defects a living as to make ther | s that will n likely to |
| CLASS C | Persons ha Class A or B | | r defects that do not co | nve under |
| CLASS D | IN GOOD PI | HYSICAL AND M | IENTAL CONDITION | |
| MEDI | CAL RECORDS | S / EVALUATION | <u>IS</u> | |

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)

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| | c. Stool (for ages 1 year a d. Other examination(s), 5. Remarks | ind above) if necessary | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|------|
| | Examiping Physician (Print Full Name, License No., PTR) War Rossillar P. Vallerio HD. 289 8230 (Uc. Xo. 104351 | Address 424 TAB4406 monda luying | ST. city | |
| | | 05.4040 44: | e of Examining Physici | M.D. |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------|
| Proposed Position: On | -site Developer 1 | | |
| Name of Firm: Incuvent | ure Partners Corpora | tion | |
| Name of Staff: Joselyn | | | |
| Profession: Bachelor of | | | |
| Date of Birth: January | 28. 1972 | | |
| Years with Firm/Entity: | 5 years | Nationality: | Filipino |
| Membership in Profess | sional Societies: <u>N//</u> | Δ | |
| Detailed Tasks Assign | ed: | | |
| Conduct train technology tr Key Qualifications: A graduate More than existing IT sy 12 years pro- | of B.S. Computer Sci 96 B.S. Computer Sci 16 years experience 95 years and end – use 96 years experience | e in computer program er support and maintenar e using Powerbuilder 5, | ming, enhancement of |
| experience i | n using SQL on Orac | | |
| School | Address | Course | Years Enrolled & Graduated |
| Philippine Christian University | Taft Avenue. Manila | B.S Computer Science | 1989 to 1998 |
| | | | J. |

Certifications (as required in the TOR)

N/A

Employment Record:

INCUVENTURE PARTNERS CORPORATION

Sept 18, 2007 to Present PowerBuilder Programmer/Developer

Client/s Handled:

Department of Budget and Management (DBM)

- Include in National Budget Preparation.
- Programming and problem solving of existing systems.
- Maintenance of all Internal Applications and report.

- Performed system investigation and evaluate user requirements. Design program to meet specifications, to adhere to prescribed standards, to
- eliminate problem and to increase operational efficiency. Responsible in programming all the modules.
- > Applications maintained were developed/maintained using Powerbuilder 9,
- 10, and 11 and SQL on an Oracle database backend

MARIWASA SIAM CERAMICS INC.

Mar 2001 - Sept 2007 SR. MIS- EDP Officer

- RESPONSIBILITIES:
 - >In-house Systems Developer
 - In-charge in General Accounting systems
 - In-charge in maintaining systems.
 - MS SQL Database Administration
 - Systems / Network Support.
 - System improvement and design
 - ERIC Systems (Enterprise Resource Information and Control)
 - Accounting Systems. And other systems that the end user need
 - SQL script writer
 - ISO-9001:2000 Working Committee
- ✤ ACCOMPLISHMENT:
 - Created Programs using PowerBuilder 5.0 and 7.0
 - **Production Module**
 - Product Engineering and Costing (PEC). Technical Data Sheet (TDS).
 - Manufacturing Order

Product Structure (formula). Enterprise Resource Planning (ERP)

Master Production Schedule Material Requirements Planning (MRP)

Inventory Module

Physical Count Data Entry and Variance Analysis. Material Request Monitoring. Stocks adjustment. Delivery Receipt Monitoring

 Accounting Module General Ledger details Monitoring. Budget Monitoring. Subsidiary Monitoring, Manufacturing Expense Monitoring. Fixed Cost Allocation Monitoring

Corporate HR Department

Daily Paid Payroll System. Attendance Monitoring (DTR),

Human Resource Information Systems Program for Bank Text files (BPI, PCIB)

Created Programs using Microsoft Access97 & 2000

> Payroll Program Confidential Payroll Systems XSPAT Payroll Systems

Program for Bank Text files (BPI, PCIB) WithHolding Tax Program

Point Of Sales-POS Meal subsidy benefit and canteen billing

MERCANTILE SECURITIES CORP. (MSC)

Feb 1999 - Oct 2000 EDP ASSISTANT

- ✤ RESPONSIBILITIES:
 - Network Administrator
 - Systems / Network Support / Troubleshooting / Setup Network (#AN) & WAN) Configured PC's and Server/ Install Software and Give access to a user.
 - Software and Hardware Maintenance
 - SBA Software Stocks exchange
 - Safe keeping confidential classified documents. Coordinate with the purchasing department for the need. upgrade and purchase of domputer
 - related hardware machines and software. Supervision. Assisting and Training of all users on basis and advance
 - Performed hardware and operating system upgrades and maintenance on software usage.
 - PC's. Server and workstations

- * ACCOMPLISHMENTS:
 - Update all Programs for Y2K.
 - Systems and Computer hardware maintenance.

G.G. SPORTSWEAR MFG. CORP.

Jan 1997 - Jan 1999 EDP /AMINISTRATOR,

- ✤ RESPONSIBILITIES:
 - Systems / Network Support / Trouble shooting
 - Network Administrator
 - Server Backup
 - Software and Hardware Maintenance
 - Responsible for Maintaining LAN, Inside-Plant lay- outing of routers and Network Hub, troubleshooting computer hardware problems on IBM PC's and
 - compatibles.
- ✤ ACCOMPLISHMENT:
 - Systems and Computer hardware maintenance.

INCOGNITO INC. May 1994 - Dec 1996 EDP ASSISTANT

- RESPONSIBILITIES:
 - Systems / Network Support / Trouble shooting
 - In charge of data transmission thru Modem to the Main office. In charge to report all problems in computers File Server back-up.

 - Computer hardware maintenance.
 - Users support
- ✤ ACCOMPLISHMENT:
 - Computer hardware maintenance. Computer users support

| La | anguages: | | | |
|----|-----------|----------|---------|---------|
| | Language | Speaking | Reading | Writing |
| | English | Good | Good | Good |
| | Filipino | Good | Good | Good |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

[Signature of staff member] Full name of staff member: ______ Joselyn C. Anastacio Noted by: Full name and Signature of authorized representative of the firm Dave John A. Macias



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| At the request of the Department of Budget and Management Malacanang Manila | City Mandaluyong City | |
| | Country Philippines | |
| I certify t | hat on the above date, I examined | |
| Name Anastacio, Joselyn C. | Age Sex Citizenship | |
| Anastacio, soscificion | 41 Female Filipino | |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinom cosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. | |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. | |
| CLASS C | Persons having diseases or defects that do not come under Class A or B | |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION | |
| MED 1. Pertinent medical history | ICAL RECORDS / EVALUATIONS | |

2. Significant physical examination

••••••

3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Examining Physician Address 424 TABAYOG ST mada wyng c'ty 81. (Print Full Name, License No., PTR) Naro A valekie mo. 2892230 ROŠALI 4. 106351 and Ĵθŧ. TALEXIC MP. 104857 M.D. **Signature of Examining Physician**

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Positio | on: <u>On-site Developer</u> | 2 | |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: In | cuventure Partners C | Corporation | |
| Name of Staff: Je | effrey L. Alonzo | | |
| Profession: Bach | nelor of Science in Co | omputer Science | |
| Date of Birth: | January 01, 1976 | | · |
| Years with Firm/E | Entity: | s A < Nat | ionality: <u>Filipino</u> |
| Membership in P | rofessional Societie | s: <u>N/A</u> | |
| Detailed Tasks A | ssigned: | | |
| Initiate through Conduct | monitoring or reporte t training sessions ar ogy transfer and also | • | including knowledge and |
| More t program Proficie Sybase Proficiel JavaSci SSMS(E) | han 8 years tech nming/developing, ma nt in MS SQL Server Certified Professiona ncy on: Microsoft V ript and VBScript, Ad Basic to Novice) | intenance, and enhancen 2005 and PostGreSQL I-PowerBuilder 10.0 Profe isual Basic 6.0, Turbo C | e I.T. industry involving nent of existing IT systems essional (PB10P) e++, C#, Nava SE, HTML, B Artisan(Basic), Microsoft |
| Education: | | | |
| School | Address | Course | Years Enrolled & Graduated |
| San Sebastian College | Recoletos. Cavite City | Bachelor of Science Majo Computer Science | r in 2001-2004 |
| Certifications (as | required in the TOR) | | |

Employment Record:

July 2012 - May 2013 Powerbuilder Developer - Prime@ Technology Specialists, Inc. Client (Financial Company in Makati)

- Support, Enhancement and Maintenance of existing client-server application using Powerbuilder 9 w/ PFC, MS SQL Server 2005 and PostGreSQL.
- Development of new app modules using Powerbuilder 9 w/ PFC, MS SQL Server 2005 and PostGreSQL.

July 2011 – June 2012 Powerbuilder Developer - Information Professionals Phils. Inc. Client (Globe Telecoms, Mandaluyong City, Metro Manila)

- Support, Enhancement and Maintenance of an Integrated Sales Information Management and Planning System, a client-server application system that handles mobile telephone sales transactions data using Powerbuilder 10.5 w/ PFC and MS SQL Server 2008.
- Support, Enhancement and Maintenance of an Integrated Report Generator for Broadband Subscriptions, a client-server application system using Powerbuilder 10.5 w/ PFC and MS SQL Server 2008.
- Support, Enhancement and Maintenance of an Integrated Report Generator for Specific Client's Customers, a client-server application system using Powerbuilder 10.5 w/ Kodigo
- Framework and MS SQL Server 2008.
- Development of new app modules using PB10.5 with SQL SERVER 2008 as database.
- Modify existing Pivots and VBA Macro in Excel

July 2010 - June 2011 Service Desk Specialist - Phil-Data Business Systems Client (Fluor Corporation – Alabang, Muntinlupa City)

- Troubleshot and resolved computer hardware, Operating system, Lotus Notes issues.
- Coordinated with other IT teams to resolve Server issues.
- Assisted in Basic IT Asset Management.

October 2006 - June 2010 Technical Support Representative /SME(Inbound) - Etelecare Global Solutions

- As a TSR, troubleshot and resolved computer hardware or Operating system issues.
- As a Subject Matter Expert (SME), analyzed agents' troubleshooting and parts replacement request.
- Also served as a part-time trainer for newly hires.

June 2004 - March 2006

IT College Instructor - Cavite State University Cavite City Campus

- Taught Computer Science and Information Technology topics (e.g. Computer Programming 101, System Analysis).
- Technical Adviser for IT students during their research study.
- Developed software applications using Powerbuilder 9 and Microsoft Access as part of automating manual process. Programs developed and were a Employee Information System and an Automated Personal Data Sheet for

Government Employees, which then combined into one application.

Past Applications Developed (including Prototypes)

Java SE

- Project Name: Generic Employee Information System Back-End: MySgl/ Microsoft Access Environment: Windows 2000/XP/7 PowerBuilder 7.0/8.0/9.0/10.0
- Project Name: Employee Information System Back-End: Sybase Adaptive Server Anywhere Environment: Windows 2000/XP/7
- Project Name: Product Managing System Back-End: Sybase Adaptive Server Anywhere Environment: Windows 2000/XP/7
- Project Name: Kanji Level 4 Reviewer User : Generic client/ applicable for Japanese language learners Back-End: Microsoft Access Environment: Windows 2000/XP

System Summary: This is a small custom-made system for Japanese language enthusiasts that may assist in learning and be familiar with the Kanji (Chinese characters) used in everyday Japanese vocabulary.

Project Name: State University Employee Information System Back-End: Microsoft Access Environment: Windows 2000/XP

System Summary: The Systems back-end is shared via network. Any interested user from a state university especially from a Human Resource department can find the system convenience and stores information needed in the Personal Data Sheet that is usually being filled up by contractual, temporary and permanent employees every six months and annually. Necessary queries and reports are available upon request.

- Project Name: GradeMaTE (Grade Managing Tool for Educators) Back End: Sybase Adaptive Server Anywhere Environment: Windows 2000
 - System Summary: This project is a system proposal for the San Sebastian College-Recoletos de Cavite Grading System. It contains à complete detail of the processes involved in acquiring, computing, and generating the students' grades. This project is a partial fulfillment of the requirement for the Degree of Bachelor of Science, Major in Computer Science.
- Project Name: Accounts Payable Subsidiary System Back-End: Microsoft Access Environment: Windows 98/2000

System Summary: The System is running in a network environment which provides its users, the Accounting Department, easy acceds to information necessary for accounts payable transactions of suppliers V and for easy generation of reports.

Achievements:

Special Recognition Award for the Software Project GradeMate: Grade Managing Tool for Educators

- Written on PowerBuilder 7.0 using Sybase Adaptive Server 6.0 as database
- Developed from July 2003 to March 2004

Training:

On-the-Job Training using PowerBuilder 7.0/8.0 and Sybase Adaptive Server 6.0/12.0 in San Sebastian College de Cavite. Hands-on experience in maintenance of the Student Enroliment System as well as developing a module Grading System for the institution

Java Programming training course held at Computer Networking Careek & Training Center. España Manila

Certifications

Sysbase Certified Professional - Power Builder 10.0 Professional (PB10P) Japanese Language Proficiency Test (JLPT) Level 3 - Passer

- Dell Certified Associate in Desktop and Portables

Group Affiliations (Including Online Groups)

- Powerbuilder Users (LinkedIn)
- PB_Developer(LinkedIn)
- PowerObject(Yahoo Groups)

Languages:

| | Speaking | Reading | Writing |
|----------|-----------|-----------|----------------------------------------------------------------------------------------------------------------|
| Language | Speaking | | |
| English | Good | Good | Good |
| | Excellent | Excellent | Excellent |
| Filipino | | | i and in the second |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me. my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

[Signature of staff mer Noted by:

ی۔ جب Full name and Signature of authorized representative of the firm:

Dave John A. Macias

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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tabayog Street | April 12, 2013 |
| At the request of the Department of Budget and Management Malacanang Manila | City Mandaluyong City |
| | Country Philippines |
| l certify t | hat on the above date, I examined |
| Name Alonzo, Jeffrey L. | Age Sex Citizenship 37 Male Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| <u>S</u> MED | ICAL RECORDS / EVALUATIONS |
| Pertinent medical history Significant physical examination Chest X-ray report: (for ages 1 | on L1 years and above) |

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Incuventure Partners Corporation

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address **Examining Physician** 424 THBAYOG manda myng St. (Print Full Name, License No., PTR) city Javo to e stater de 289 2230 ЭĮ. 8. 10/25 au's 44\$A °. TALERIO HO. M.D. \ 101337 Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| مى مى تەرىپى بەرىپىيە ئىلىپى بىيەن مىكىپى يىلىپ بەرىپى مىكىپى بىلىپ بەرىپى مەرىپى بەرىپى بەرىپى بەرىپى بەرىپى ب | | · · | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Proposed Position: On-s | | | |
| Name of Firm: Incuventur | <u>e Partners Corpc</u> | pration | |
| Name of Staff: Nelson O. | Chan | | |
| Profession: B.S. Comput | er Science | | |
| Date of Birth: August 31. | 1975 | | |
| Years with Firm/Entity: | 3 years | Nationality: | Filipino |
| Membership in Professio | onal Societies: <u>1</u> | NA | |
| Initiate defect of detected throu Conduct training technology training Key Qualifications: B.S. Compute Thirteen (13) maintenance More than 6 years | ser Support nancements Imple correction measur gh monitoring or r ng sessions and c nsfer and also pro- er Science specia years cumulative and enhancemer years cumulative | ementation res to solve problems of th reported through the estab prientations as needed incl ovide necessary document wide necessary document experience in computer pri experience in SQL using C werbuilder 12 that run on th | ogy rogramming, Dracle and Powerbuilder |
| Education: | | | h |
| School | Address | Course | Years Enrolled & Graduated |
| De La Salle University | Taft Avenue. Manila | B.S Computer Science specialization in Computer Technology | 1992 to 1996 |

Certifications (as required in the TOR)

N/A

Employment Record:

| Company: | Incuventure Partners Corporation Tycoon Center, Pasig City |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project: | Department of Budget and Management Database Maintenance |
| Date: Position: Tasks: | January 2010 - Present Senior Programmer Analyst Support, maintain and enhance the existing system using Powerbuilder 9, 10, and 11 running on an Oracle database backend. Developed Powerbuilder 12 applications that run on the .NET Framework |
| Location: | General Solano St., Marina |
| Company: | Global American Staffing (Global Consulting Group) 479 Turnpike Street, Suite #7, South Easton, MA 02375 USA |
| Project: Date: Position: Tasks: Location: | IOWA Foundation for Medical Care December 2007 – December 2009 Senior Programmer Analyst Create report using Powerbuilder and Cognos. West Des Moines, IA, USA |
| Company: | Information Professionals Inc. Sampaloc, Manila |
| Project: Date: Position: Tasks: | Globe Telecommunications August 2006 – September 2007 Senior Programmer Analyst Supported and Enhanced AMAX System. Create report for marketing department using Powerbuilder. Crystal Reports and MS SQL. Mandaluyong City |
| Location: | |
| Company: | Avala Makati City |
| Project: Date: Position: Tasks: Location: | Universal Robina Corporation January 2006 – August 2006 Senior Programmer Analyst Created a fixed monthly system that monitors the allowances and expenses of each sales person in URC. Enhanced and Converted Inventory System to web based application. |
| | |

| | Company: | SNU Commercial |
|--------|---------------------|------------------------------------------------------------------------------------|
| | | Project 6. Quezon City |
| | Project: | General Ledger Accounting System October 2005 – December 2005 |
| , | Date: | Senior Programmer Analyst |
| | Position: Tasks: | Created an accounting system that will generate reports such |
| | Idsks. | as balance sheet and income statement. |
| | Location: | Project 6. Quezon City |
| | | |
| | Company: | Fans Digital Imaging Greenhills |
| | Draiget | Payroll and Inventory System |
| | Project: Date: | May 2004 – September 2004 |
| | Position: | Senior Programmer Analyst |
| | Tasks: | Created Payroll and Inventory system |
| х - | Location: | Greenhills |
| | Company | Software Laboratories Inc. |
| | Company: | Avala Makati |
| | Project: | American International Underwrites (AIU), Philippines |
| , | Date: | July 2003 – January 2004 |
| | Position: | Senior Programmer Analyst Maintained and Enhanced Pegasus System which computes |
| | Tasks: | payment of Insurance in a particular period. |
| | Location: | PBCom Tower, Ayala, Makati |
| | Location | |
| | Company: | Data Matrix Inc. |
| | | Ortigas, Pasig City Land Transportation Office (LTO) |
| | Project: | April 2003 – June 2003 |
| | Date: Position: | |
| | Tasks: | Programmer Analyst Developed and Maintained Motor Vehicle Registration System |
| | | Module |
| | Location: | East Avenue, Quezon City |
| | Campany | Total Quality Systems |
| | Company: | Ortigas Pasig City |
| | Project: | Department of Health (DOH) $1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 / 1 $ |
| | Date: | January 2002 – June 2002 |
| | Position: | Programmer Analyst Maintained and Deployed Hospital Systems to regions. |
| | Tasks: | Rizal Avenue. Manila |
| | Location: | |
| | Company: | Cytronics International Inc. |
| | | Makati City |
| | Project: | Motivasion Asia Philippines V June 2001 – December 2001 |
| 1 | Date: | |
| | | |
| , | Position: | Programmer Analyst |
| | Tasks: | Developed Redemption Systems |
| | Location: | Makati City |
| | | |
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| Company: Project: Date: Position: Tasks: Location: | RCG IT Philippines Salcedo St. Makati City Land Transportation Office (LTO) February 2000 – December 2000 Programmer Analyst Developed and Document Motor Vehicle Registration System Module. Quezon City |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Company: | SoftTech Advantage Inc. Salcedo St., Makati City |
| Project: Date: Position: Tasks: Location: | University of Batangas October 1998 – February 2000 Programmer Analyst Developed Enrollment System Batangas City |
| Company: Project: Date: | SoftTech Advantage Inc. Salcedo St., Makati City Philippine Commercial and International Bank July 1997 – September 1998 Programmer Analyst |
| Position: Tasks: Location: | Developed Banking System Salcedo St., Makati City |

Training:

American Institute for English Proficiency Training – 2007 Sybase Powerbuilder / Jaguar Training – 2000

Languages:

| Languade | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| Language | Good | Good | Good |
| English | Excellent | Excellent | Excellent |
| Filipino | Fair | Fair | Fair |

Medical Certificate

(see attached)

Certification and Commitment:

I. the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me. my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

Date: 11 | 04 | 2013 Day/Month/Year

Vulsa Ma

[Signature of staff member]

Full name of staff member: Nelson O. Chan

Noted by: Full name and Signature of authorized representative of the firm: Dave John A. Macias



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Management | City Mandaluyong City |
| Malacanang Manila | Country Philippines |
| l certify t | hat on the above date, Lexamined |
| Name Chan, Nelson O. | Age Sex Citizenship |
| | 37 Male Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| MEDI | CAL RECORDS / ÉVALUATIONS |
| Pertinent medical history Significant physical examination Chest X-ray report: (for ages 1 | |
| | |



| 4. Laboratory Examination:: a. Blood serology (for age b. Urine (for ages 1 year a c. Stool (for ages 1 year a | and above) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| d. Other examination(s), | if necessary |
| 5. Remarks | |
| | |
| | |
| Examining Physician | Address |
| (Print Full Name, License No., PTR) | |
| Wars | 424 TABAYDG St. mada huyng city |
| 2041 20 1. 741 EDIC 195, 289 9230 | mada hughe and |
| Vie # 105857 | |
| | |
| | Varis |
| | KOZATIR F. VALKRIG MU. (45) Ko. 101357 |
| | Signature of Examining Physician |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| roposed Position: On-site Develo | | |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| ame of Firm: Incuventure Partner | s Corporation | |
| ame of Staff: Maricar B. Janerol | | |
| rofession: Bachelor of Science in | Information and Computer Sc | nence |
| ate of Birth: February 24, 1977 | | |
| ears with Firm/Entity: 2 years | Nationality: Filipin | 10 |
| Nembership in Professional Soci | eties: <u>N/A</u> | |
| etailed Tasks Assigned: | | |
| detected through monito | nts Implementation measures to solve problems of pring or reported through the es ns and orientations as needed also provide necessary docum | including knowledge and |
| 16 years cumulative example and enhance and enhance 12 years experience in | of Science in Information and C operience in software compute ancement of existing IT system Powerbuilder 6.5, MS SQL Se ment using Powerbuilder 9, 10 ng applications that use SQL c | ns erver 97 |
| Education: | | |
| School | Course | Years Enrolled & Graduated |
| St. Paul College of Manila | Bachelor of Science in Information and Computer Science | 1993-1997 |
| | | K |
| | |) |

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Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Corporation April 2010 – Present PowerBuilder Developer/Consultant

- Assigned in Department of Budget and Management for the development, implementation and maintenance of TAILS (Transparency and Accountability Initiative for Lumpsum
- Provide support to users, problem-solving and determining resolution
- Modifies computer programs and job control statements to correct errors and meet the
- needs of the users Provides data and reports as requested by users
- Conducts and/or attends meetings to obtain and/or disseminate information regarding
- assigned projects, programs, and systems Prepare operating manuals of well documented and clear instructions as needed to ensure . adequate understanding by end users
- The National Teachers College Dec 2008 – March 2010 PowerBuilder Developer/Consultant
 - Assigned in the development, implementation and maintenance of High School and Elementary Grading System
 - Provided trainings and system support to users
 - Provided technical and user's manual

ABM Computech Enterprises, Inc.

Aug 2001 - June 2006 Product Development Engineer

- Worked with a team of co-programmers that developed and enhanced E by Epicor. Platinum for Windows, MAS 500 Financial Applications using Powerbuilder 6.5, MS SQL
- Developed, implemented and maintained application systems to meet client requirements
- Analyzed, debugged and edit stored procedures, triggers and views. Respond to customer/client requests or events as they occur, developed solutions to
- problems utilizing formal education and judgment. Conducted demos, prepared technical documentation and systems manual.
- - Provided on-site support and training

Accomplishment

Request and Authorization for Official Travel – International Rice Research Institute (IRRI) Fixed Asset Management System - Mapua Institute of Technology. Toyota Auto Parts

- Hospital Billing System Central Luzon Doctor's Hospital

- Cash Advance System Duty Free Philippines
- Invoice Matching. Cash Receipt Entry Robinsons Group of Companies
- Landed Costing Diversion Industries Inc (Guess). Bataan2020
 - AR Billing System Messe and Handel

Trainings/Seminars Attended:

| ٠ | Crystal Report | August 16. 2003 ABM Computech Inc. – Conference Room |
|---|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| e | Visual Basic | September 6, 2003 ABM Computech Inc. – Conference Room |
| • | PFW Customization Workbench MS SQL Reporting Services | July 24, 2004 ABM Computech Inc. – Conference Room July 24, 2004 ABM Computech Inc. – Conference Room |

Robinsons Retail Group 2004 - 2006 Product Development Engineer

- Analyzed, designed and construct application systems
 - Responsible for the fixation of the errors in data by utilizing the GUI interface of
- application and SQL scripting
- Provided maintenance and support to business clients ٠

International Rice Research Institute

2002 - 2006

Product Development Engineer

- Assigned in the development, implementation and maintenance of the travel system of
- the company Analyzed, designed and construct application systems
- Developed solutions to problems and respond to user's requests
- Presented application programmes to the Management for review
- Prepared technical documentations and systems manual

Central Luzon Doctor's Hospital

2001 - 2002

Powerbuilder Developer

Assigned in the development, implementation and maintenance of hospital's system

billing

- Conducted user interviews, trainings and on-site support
- Prepared technical documentations and systems manual

Information Professional Inc.

Jan 2001 – July 2001

Application Support Specialist

- Supervised Land Transportation Office (LTO) employees concerning the use of the automated driver's license processing system
 - Assisted user's with their queries and problems regarding the system
- Monitored system performance and documented system problem and errors

Exclusive Systems Inc. Aug 1997 - April 2000 Programmer

- Assigned in the development, implementation and maintenance of Workflow Management System for San Miguel Properties Phils, using Powerbuilder 6.5
- Conducted user interviews for information gathering
- Designed and analyzed the application to meet user requirements
- Prepared technical documentation and systems manual

Languages:

| Writing | Writin | Reading | Speaking | Language |
|---------|-----------|-----------|-----------|----------|
| | Good | Good | Good | English |
| ent | Excellent | Excellent | Excellent | Filipino |
| | Excelle | Excellent | Excellent | Filipino |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| [Signature of staff member] | Date: | 11 04 20 Day/Month/Yea | |
|-----------------------------|-----------|---------------------------|--|
| | | | |

Full name of staff member: Maricar B. Janerol Noted by: FOI name and Signature of authorized representative of the firm Dave John A. Macias



1/L

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 201 | 3 | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| At the request of the Department of Budget and Management Malacanang Manila | City Mandaluyon | g City | | |
| | Country Philippines . | | | |
| L certify t | hat on the abo | ve date. I exar | nined | |
| Name | Age | Sex | Citizenship | |
| Janerol, Maricar B. | 36 | Female | Filipino | |
| CLASS A | afflicted w contagious trachoma, r favus blastor | ith epilepsy diseases as: ingworm, sca nycosis, lepro | son who had been insa or loathsome or tubercolosis, venere lp, nail or beard, act sy, yaws, amebiasis, lei arago nomiasis. | dangerous al disease, inomycosis, |
| CLASS B | If not Class impair their be a public c | ability to earn | aving diseases or defea a living as to make th | em likely to |
| CLASS C | Persons havi Class A or B | ng diseases o | r defects that do not o | come under |
| | | | | |

MEDICAL RECORDS / EVALUATIONS

1. Pertinent medical history

2. Significant physical examination

3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 4124 TAB 4406 manda mymg (Print Aull Name, License No., PTR) St. Wars 0+ P. VALERIO MO. 103ANRO 2898230 164357 . and 195 P. # 41.68.10 MD. M.D. Ko. 104357 Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: O | nsite Developer 5 | | |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Name of Firm: Incuven | ture Partners Corp | poration | |
| Name of Staff: Jory Cu | ulhi Puguon | · · · · · · · · · · · · · · · · · · · | |
| Profession: <u>Bachelor o</u> | f Science in Inform | nation Technology | |
| Date of Birth: October | 26, 1985 | | <u> </u> |
| Years with Firm/Entity | : | Nationality: Filipino | |
| Membership in Profes | sional Societies: | None | |
| Detailed Tasks Assign | ed: | | |
| Initiate defect control through monitorial Conduct training technology trans Bachelor of Sci | ng or reported thro g sessions and ori fer and also provid Key C ence in Informatio | to solve problems of the A ugh the established Helpde ientations as needed includ le necessary documentation Qualifications: on Technology | sk ding knowledge and s |
| of existing l | T Systems. | computer programming a ., MySQL, Oracle DB | |
| | E | ducation: | |
| School | Address | Course | Years Enrolled & Graduated |
| Saint Mary's University | Byombong. Nueva Vizcaya | Bachelor of Science in Information Technology | 2005 - 2009 Rev |
| Nueva Vizcaya State University | Byombong. Nueva Vizcaya | Bachelor of Science in Agricultural Engineering | 2003 – 2004 (Second Semester) |

Nueva Vizcaya State University Byombong, Nueva Vizcaya

Bachelor of Science in Civil Engineering 2003 – 2004 (First Semester)

Employment Record:

Programmer (ASP, .Net, MS SQL, Oracle DB)

December 2011 – Present Development Bank of the Philippines Makati City

Web Developer / Programmer (PHP, MySQL)

June 2011 – November 2011 HotStop Mobile Philippines, Inc. Makati City

Computer Business & Programming

April 2008 – May 2011 Hugabi Computers Bayumbong, Nueva Vizcaya

Web Designer and Programmer

On – The – Field – Training (Thesis) Saint Mary's University Grade School Department System Developed: Student Online Election

Web Designer and Programmer

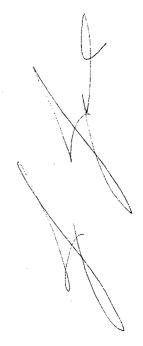
On-the-Job-Training DWRV Radio Veritas Bayumbong, Nueva Vizcaya

IT Staff and Computer Technician Local Government Unit, Bayombong Bayumbong, Nueva Vizcaya

SEMINARS / TRAININGS ATTENDED

Seminar on Macromedia Flash January 28. 2006 Saint Mary's University Bayombong, Nueva Vizcaya

Database Management Interactive Seminar December 1, 2006 CAP Building, SOlanno, Nueva Vizcaya



2006 Regional IT Congress IT in Education

IT in Education December 6, 2006 Saint Mary's University Bayombong, Nueva Vizcaya

2nd Regional IT Fair March 13-14, 2008 Saint Mary's University

Bayombong, Nueva Vizcaya

SCITE 2010

February 2-5, 2010 Saint Mary's University Bayombong, Nueva Vizcaya



Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| formet. | Date | 16 - 4 - 2013 |
|-----------------------------|-------|----------------|
| [Signature of staff member] | Date: | Day/Month/Year |

Full name of staff member: ______ Jory C. Puguon______

Noted by: Full name and Signature of authorized representative of the firm: <u>Dave John A. Macias</u>



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date | | | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Tabayog Street | April 12, 2013 | | | |
| At the request of the Department of | City | | | |
| Budget and Management, | Mandaluyong City | | | |
| Malacanang Manila | | | | |
| , | Country | | | |
| | Philippines | | | |
| l certify t | hat on the abo | | | |
| Name | Age | Sex | Citizenship | |
| Puguan, Jory C. | 27 | Male | Filipino | |
| | | | rson who had been insar | dàngarauc |
| CLASS A | contagious trachoma, r favus blastor | ingworm, sc mycosis, lepre | or loathsome or tubercolosis, venerea alp, nail or beard, acti osy, yaws, amebiasis, leis parago nomiasis. | al disease, nomycosis, |
| CLASS A CLASS B | contagious trachoma, r favus blastor filiarisis, schi | diseases as ingworm, sc mycosis, lepro istosomiasis, A: Persons h ability to ear | tubercolosis, venerea alp, nail or beard, acti osy, yaws, amebiasis, leis | al disease, nomycosis, shmaniasis, ts p that wil |
| | contagious trachoma, r favus blastor filiarisis, schi If not Class impair their be a public c | diseases as ingworm, sc mycosis, lepro istosomiasis, A: Persons h ability to ear harge. | tubercolosis, venerea alp, nail or beard, acti osy, yaws, amebiasis, leis parago nomiasis. aving diseases or defec | al disease, nomycosis, shmaniasis, tsythat will en likely to |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician sr. city 424 TABAYOG manda huyorg (Print FUI Name, License No., PTR) 2898230 80. 104357 ans RO P. VALENO NO. Ko. 108357 M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position | : <u>On-site Develope</u> | r 6 | |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Name of Firm: Inc | uventure Partners C | Corporation | |
| Name of Staff: Aga | apita D. Papio | | |
| Profession: Bache | lor of Science in Co | omputer Engineering | |
| Date of Birth: Mar | ch 24, 1976 | | |
| Years with Firm/Er | ntity: <u>6 years</u> | Nationality | Filipino |
| Membership in Pro | ofessional Societie | es: <u>N/A</u> | |
| Detailed Tasks As | signed: | | } |
| Continui Initiate d through Conduct | monitoring or report training sessions ar | mplementation asures to solve problems of the ed through the established He nd orientations as needed inclu provide necessary document | Ipdesk uding knowledge and |
| More that More that Budget at projects operation Experient 10, 11 | e of Bachelor of Scie in 13 years technica in 5 years experience and Management ma which involve the de n and support of larg iced developing and | ence in Computer Engineering Il experience in the I.T. industr ce as the Technical Lead of the anaging responsibility over dev evelopment, customization, im ge scale nation-wide IT Systen I maintaining applications using SQL on an Oracle database | y e Department of velopment teams on plementation, ns |
| Education: | | | |
| School | Address | Course | Years Enrolled & Graduated |
| Batangas State University | Batangas City | Bachelor of Science in Computer Engineering | 1992-1997 . |
| <u></u> | | | |

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Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Coporation January 2007 – present Technical Lead

Project Name : DBM Software Maintenance Environment : Powebuilder 9.0, 10, 11 Oracle 10G, Windows XP/VISTA Applications : Tight VNC Viewer, Toad for Oracle 9.0

Job Responsibilities:

- > Provides services to DBM such as:
 - Maintenance of 3 Admin Systems used by Payroll, Human Resource, and Accounting Department and 6 Budget Preparations applications used by DBM Bureaus and their respective coverages
 - Budget Preparation support from database initialization to consolidation
 of the final printouts of budget preparation documents
 - Technical assessment and recommendations to existing internal applications
 - Documentation of all internal applications including functional requirements, entity relationship diagrams, data dictionary, user's manual and installation guide
 - Representation to other government agencies regarding data issues and processes involving DBM
 - Attends to job requests, issues and concerns of users located in DBM Central Office and all Regional Offices
 - Provide client support and technical issue resolution via phone, email and other electronic medium
 - Configuration of client's workstation with a client-server setup
 - Identify and correct or advise, on operational issues involving policies and business rules
 - Provide training to clients in the use of systems and applications
 - System analysis, evaluation and assessment
 - Responsible in tracking and planning deliverables
 - Production support
 - Responsible to user account and profile

Glove Telecom Inc. June 2006 – December 2006 Powerbuilder Developer

Project Name : Central Receipting(CERIS) Maintenance Environment : Powebuilder 6.0. Sybase . Windows 2000 Applications : Microsoft Access. Visual Basic Job Responsibilities:

- Provides services to ISG Project CERIS such as:
 - Script optimization of Stored Procedures as datasource of Powerbuilder data windows for Data Extraction
 - Development of Control Reports for SAP Server
 - Data Reconciliation from local files transmitted by business centers to uploaded data to transaction tables in CERIS Poduction server
 - Conversion of Transmit Module of CERIS System from network drive mapping to FTP procedure
 - Dynamic updates of CERIS reference tables
 - Development of Skip Batch Processing application that tracks skip sequence no. of files from directories of a remote server
 - Program Enhancements of DSCR application, a receipting system for Globe cashiers
 - Program Enhancements of MMS application, an inventory system for Globe MM users
 - Attend the user's System Service Request

Global Tek Inc. July 2001 – July 2003 Business Objects Developer

Project Name : Business Objects Reports Environment : Windows XP, Business Objects Reporter, Oracle

Job Responsibilities:

- Perform system requirement analysis and translating them into technical applications
- Responsible for determining specifications, maintenance, development, modification and expansion of new and existing financial, material management, cost management and inventory control systems
- Development of enterprise-wide data model. Coordinate and guide all business units in defining and implementing standards for master files, databases, data dictionaries, interfaces, and operational and warehouse data. Assist in developing and implementing company wide goals of improved data quality, integrity, timeliness, security and accuracy.
- Install, test and document database software, provide technical support, assist with software product evaluation
- Installation configuration, troubleshooting and testing of both PC and Network based system software
- Programming and problem solving of new and existing systems.

Software Ventures International – Global Services Corporation

July 1999 – July 2001 Offshore Consultant

Project Name : Morgan Stanley Dean Witter Offshore Consultancy Environment : Sybase : Windows '98 Applications : Business Objects Reporter/Designer/Supervisor

Job Responsibilities:

- Responsible for the report writing initiative for the Human Resource Department of Morgan Stanley Dean Witter in Hong Kong. Tokyo. London and New York locations.
- Gather user requirements and specifications, create data model and schema, design demo applications for user acceptance.
- Responsible for data extraction, data checking and presentation.
- Install, test and document database software, provide technical support, assist with software product evaluation
- Deployment of new released version of reporting softwares and security files
- Programming and problem solving of new and existing systems.
- Responsible for user training and documentation.

Globe Telecom Inc.

July 1997 – July 1999 IT Consultant

Environment : UNIX, Sybase , Windows '98, Sybase Applications :Visual Basic, Powerbuilder, Oracle Forms, Developer 2000 Job Responsibilities:

- IT support in system conversion and modification by assisting department users in resolving system modules issues and problems.
- Responsible in application debugging, modification and turn-over to user for acceptance.
- Development of applications integrated to the existing supported applications.
- Responsible for data extraction and operational data marts.
- > Handle user training, user complaints and documentation

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Nedical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me. my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

staff member] [Signature

Date: $\frac{11}{24}$ /213 Day/Month/Year

Full name of staff member: Agapita D. Papio

Noted by:

Full name and Signature of authorized representative of the firm: Dave John A. Macias



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| City | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mandaluyong City | 1 |
| Country Philippines | V. |
| hat on the above date, I examined | |
| AgeSexCitizenship37FemaleFilipino | an anna a sta airte an sta airte |
| Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. | X. |
| If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. | |
| Persons having diseases or defects that do not come under Class A or B | |
| IN GOOD PHYSICAL AND MENTAL CONDITION | |
| ICAL RECORDS / EVALUATIONS | |
| on 1 years and above) | |
| | Philippines nat on the above date, I examined Age Sex Gitizenship 37 Female Filipino Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniatis, filiarisis, schistosomiasis, parago nomiasis. If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. Persons having diseases or defects that do not come under Class A or B IN GOOD PHYSICAL AND MENTAL CONDITION ICAL RECORDS / EVALUATIONS |



Incuventure Partners Corporation

| b Urine (for ages 1 year c. Stool (for ages 1 year | and above) |
|-------------------------------------------------------|---------------------------------------|
| d. Other examination(s), | if necessary |
| 5. Remarks | |
| | |
| | · · · · · · · · · · · · · · · · · · · |
| Examining Physician | Address |
| (Print Full Name, License No., PTR) | UNU TRISAYOG St. |
| $\langle u h ro$ | 424 TABAYOG St. mada huyong city |
| ROTANED P. VALERIO MU. 2898230 | maraa huyong |
| - 1043's7 | L |
| | , lavo |
| · · · | ROSALINO P. VALERIO HO. |
| | M.D. |
| | Signature of Examining Physician |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: On-site Developer 7 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Jerome M. Sobrecaray |
| Profession: Bachelor of Science in Computer Science |
| Date of Birth: March 03, 1971 |
| Years with Firm/Entity: 1.7 years Nationality: Filipino |
| Membership in Professional Societies: <u>NA</u> |
| Detailed Tasks Assigned: |
| Primary End-User Support Continuing Enhancements Implementation Initiate defect correction measures to solve problems of the Applications detected through monitoring or reported through the established Helpdesk Conduct training sessions and orientations as needed including knowledge and technology transfer and also provide necessary documentations |
| Key Qualifications: Bachelor of Science in Computer Science 19 years cumulative experience in computer programming and maintenance and enhancement of existing IT systems 6 years experience in Powerbuilder (7, 8, 9, 10, 11) and MS SQL |
| |
| Education: |

| School | Address | Course | Years Emolled & Graduated |
|-------------------------|-----------|-----------------------|------------------------------|
| AMA Computer College | Cebu City | B.S. Computer Science | 1989-1994 |
| il | | : | |

Certifications (as required in the TOR)

N/A

Employment Record:

INCUVENTURE PARTNERS CORPORATION April 1, 2011 to Present PowerBuilder Programmer/Developer

Client/s Handled:

Department of Budget and Management (DBM)

- Included in National Budget Preparation.
 - Programming and problem solving of existing systems.
 - > Maintenance of all Internal Applications and report.
 - User Support
 - Performed system investigation and evaluate user requirements.
 - Design program to meet specifications, to adhere to prescribed standards. to eliminate problem and to increase operational efficiency.
 - Responsible in programming all the modules.

Schenker Philippines, Inc.

Application Developer

March 2009 - March 2011

- Setup and install Warehouse Management Systems on new customer accounts, including user configuration on MS-SQL.
- Develop enhancements and provide support on existing systems like Warehouse Management System, Human Resources Information System and Purchase Order System using PowerBuilder 8 as front-end and MS SQL as back-end.
- Provide support on the web-based Oracle Transport Management System.
- Provide technical support on hardware and network issues.

Surigao Medical Center

Programmer October 2007 - February 2009

- Design, develop, test and implement additional programs and reports using PowerBuilder 7 in support of the hospital's Information System.
- Conduct user training and provide technical support on software. hardware and network issues.

Freelance Programmer

September 2003-October 2007

Developed and installed the following programs using Power Builder 7 & 10:

- Hospital Information System, Surigao Medical Center Surigao City
- Warehouse Inventory for Jollibee Surigao Surigao City
- Bread Deliveries Monitoring and Billing for Pan de Pidro Mandaluyong City
- Sales and Inventory for AS Enterprises Surigao City
- Billing, Cashier and Lot Inventory for Surigao Memorial Park Inc.-Surigao City
- Billing, Sales, and Deliveries & Bottles Tracking System for Golden Dew Purified Water- Surigao City
- Sales and Inventory for ACE Plastiks Surigao City

Data Central Consulting

Systems Programmer February 2002 - August 2003

- Develop programs using PowerBuilder 7 for Integrated Hospital Information System which includes admitting, medical records, billing, inventory and accounting.
- Develop programs on Doctor's Clinic System which include management bf patients' records, billing and inventory of supplies.
- Install system on computers of clients and conduct user orientation.

Capitol Medical Center

Computer Programmer November 1999 – February 2002

- Design, develop, test, implement and maintain application programs in PowerBuilder 7.
- Develop, test, implement and maintain COBOL programs.
- Revised COBOL programs in Cashiering and Inventory & Patient Charging System into Year 2000 compliant programs.
- Provide training and technical support on software, hardware and network issues.

Westpoint Industrial Mills, Inc.

Computer Engineer March 1996 – June 1999

- Develop, test, implement and maintain application programs using FoxBase.
- Created programs on requisition issuances tracking. maintenance tracking of equipments and boiler engines daily monitoring.
- Provide maintenance on computers and assist/train users of computers and applications.
- Operate, program, and monitor the Building Automation System Robinsons Galleria mall.

Miranda Family Hospital

Computer Operator/ Programmer June 1994 – December 1995

- Develop, test, implement and maintain application programs on sales and expenses monitoring using dBase III+.
- Encode, index and back-up daily transactions.
- Generate daily and monthly reports.
- Service computer needs of the company management and staff.

Languages:

| Language | Speaking | Reading | Writing | |
|----------|-----------|-----------|-----------|--|
| English | Good | Good | Good | |
| Filipino | Excellent | Excellent | Excellent | |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | [Signature of staff member] | Da | ate: <u>41/4/2013</u> Day/Month/Year |
|-----------|----------------------------------------|----------------------|-----------------------------------------|
| \langle | Full name of staff member Noted by: | Jerome M. Sobrecaray | Ve John A. Macias |
| | 2 | | |



Incuventure Partners Corporation

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date | | | |
|--------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Tabayog Street | April 12, 20 | 13 | | 2 |
| At the request of the Department of | City | · | | |
| Budget and Management Malacanang Manila | Mandaluyo | ng City | | H. |
| | Country | | | |
| | Philippines | | | |
| l certify t | hat on the abo | ove date, l exa | mined | |
| Name | Age | Sex | Citizenship | |
| Sobrecaray, Jerome M. | 42 | Male | Filipino | |
| CLASS A | afflicted v contagious trachoma, favus blasto | vith epilepsy diseases as: ringworm, sca omycosis, lepro | rson who had been in: or loathsome or tubercolosis, vener alp, nail or beard, a osy, yaws, amebiasis, l oarago nomiasis. | dangerous real disease, ctinomycosis, |
| CLASS B | If not Class impair their be a public | ability to ear | aving diseases or def n a living as to make t | ects that will hem likely to |
| CLASS C | Persons hav Class A or B | ring diseases o | or defects that do not | come under |
| CLASS D | IN GOOD PH | IYSICAL AND N | 1ENTAL CONDITION | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TABAYOG pravaa huyong · 87. (Print Full Name, License No., PTR) oi'f 289 2230 un e. raterio du. 10) Ko: 104357 and TALENE MD. rosal M.D.\ 104357 Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Posi | tion: Planned and Priority | y Improvement Developer | 8 |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Name of Firm: | Incuventure Partners Co | orporation | |
| Name of Staff: | Amerkhan L. Majini | | |
| Profession: | Bachelor of Science in C | omputer Science | |
| Date of Birth: | January 27, 1979 | | |
| Years with Firm | n/Entity: | Nationality: Filip | pino |
| Membership in | Professional Societies: | N/A | |
| Detailed Tasks | Assigned: | | |
| Develop enhance | | improvements, innova | ations and major |
| Ten (10) Senior S Senior B Senior S VBA and Gamble) Program | graduate of Bachelor of So years relevant IT working oftware Specialist at Infon Susiness Analyst II at Digite oftware Developer at Asia d VB Programmer at Custo | nax System Solutions and el Phil. Inc. an Business Solutions Inc. omer Touchpoint Resource netcity, Inc. | Services In |
| Education: | · · · · · · · · · · · · · · · · · · · | | |
| School | Address | Course | Years Enrolled & Graduated |
| STI College - Zamboanga | Unicon Bldg Governor Lim Ave. cor. General | Bachelor of Science in Computer Science | 2001 |

Certifications (as required in the TOR)

N/A

Employment Record:

Senior Software Specialist Infomax System Solutions and Services Inc. February 2008 – December 2012

Key responsibilities and accountabilities:

- Maintained and developed some function of Infomax capturing software. And also
 developed new software for Infomax.
- Furnished and provide the software (InfoCapture, Infoview thick and Infoview web).
- Fixing error encountered by Clients and QA.
- Furnished Ingestion software of Infomax.
- Furnished Licensing software of Infomax.
- Developed and documented enterprise system architecture for Infomax software.
- Analyze and provide a time frame for new enhancement
- Make yearly report for every enhancement and errors encountered by clients and QA.
- Holding the yearly budget for the development department.
- Assist technical support in any errors/problem encountered by clients that cannot be resolved by CS(Infomax Customer Support).
- Developed web document tracking.
- Developed web document viewer using ActiveX component.
- Administration, Registration, Check-In, Check-Out of documents and Report document tracking.

This web system is to track the document borrowed by the employee: **PDF to Tiff Conversion**

This function will convert PDF format into Image Tiff format.

OCR Doubtful

This function will identify character captured by OCR(Optical Character Recognition) if it is Doubtful or Not (this function will base only on the words written on the image).

Auto Rotate

Auto rotate function will automatically rotate image/document on how people read it (this function will base only on the words written on the image).

age Splitter

This function directly split the tiff image depending on how you split it.

Text Masking

Text masking get only the portion of words that been captured by the OCR. Depending on the settings you defined for getting the words.

Email

This function will send email by using Infoview viewer of Infocapture.

Import and Export Template

This function will import and export the document template.

Kopax to XML Convertion

This will convert the Kopax format into XML format.

MSAccess to SQL Express Migration

This software will migrate all list table of MSAccess into SQL Express.

Form Recognition

This function will detect what type of documents or template should they use. (This function will base only on the words written on the image).

CD Viewer with Image Decryption and Infocapture Image Encryption

Encrypt image by using export function of Infocapture.

Decrypt Tiff images that been encrypted in Infocapture.

URL Encryption and Decryption using webservice.

This will decrypt all incoming URL in Webservice then encrypt it when they view in the browser.

Senior Business Analyst II

Digitel Phil. Inc.

September 2007 – February 2008

Key responsibilities and accountabilities:

- To handle out the Structural Query Language Script (SQL Script) for Revenue Assurance.
- To provide daily, weekl ue Assurance of Digitel Philippine Telecommunicatio

Senior Software Developer

Asian Business Solutions Inc.

January 2007 - September 2007

Key responsibilities and accountabilities:

Maintained and developed ABSI capturing software.

VBA and VB Programmer

Customer Touchpoint Resources (Procter and Gamble) June 2006 – August 2006

Key responsibilities and accountabilities:

- Developed a journal system use for SAP.
- Developed a Journal System for Gillete Project.
- Developed a KATAKANA(Japanese Character) export system. from access to turbo Pascal file or the TTB file.

Programmer/Layout Artist Internetcity, Inc. February 2003 - February 2006

Key responsibilities and accountabilities:

- Responsible of doing a programmed to the company who need a system
- Responsible of doing website to the people who need an advertisement in Internet.
- Responsible making logos, calling card, and etc.
- Developed Inventory of Pharmacy System.
- Developed Inventory of Electronic Hardware System.
- Developed Web Advertising.

Junior Programmer Shopper Central February 2002 – February 2003

Key responsibilities and accountabilities:

- We are responsible of making the system of Shopper Central accurately.
- Responsible of making the system easy way to use because of it run in windows.
- We are the one who minimize the corruption of the previous system.
- They are now using WAN, because of the system they are now using.
- Developed module of Inventory System of Shopper Central.
- Developed the Purchased Order functions and report.
- Developed the Stock-In and Stock Out functions and report.
- Developed Date Expiration report.
- Developed Critical Report.
- Developed the Bad Order functions and report.
- Developed module of Marketing System of Shopper Central.
- Developed the customer detailed.
- Point of Sale (PoS).

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| (the serve | an 100 6013 |
|------------------------------------------------------------------------------|----------------------------------------|
| Amerikhan L. Manyin | Date: ♥2 04 €013 Day/Month/Year |
| [Signature of staff member] | · · · · · · · · · · · · · · · · · · · |
| Full name of staff member: Amerkhan L. Majini | |
| | ANT |
| Noted by: Full name and Signature of authorized representative of the fir | m: Dave John A. Macias |
| Full name and Signature of authorized representative er are w | 7 |
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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 2013 |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| At the request of the Department of Budget and Management | City Mandaluyong City |
| Malacanang Manila | Country Philippines |
| l certify t | hat on the above date, I examined |
| Name | Age Sex Citizenship |
| Majini, Amerkhan L. | 34 Male Filipino |
| CLAS\$ A | Idiots, insane persons, person who had been insane, persons, afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. |
| CLASS C | Persons having diseases or defects that do not come under Class A or B |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| MED | ICAL RECORDS / EVALUATIONS |
| MED Pertinent medical history 2. Significant physical examinati 3. Chest X-ray report: (for ages | On |



Incuventure Partners Corporation

| 4. Laboratory Examination:: a. Blood serology (for age b. Urine (for ages 1 year a c. Stool (for ages 1 year a d. Other examination(s), | and above) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 5. Remarks | R |
| Examining Physician (Print Full Name, License No., PTR) Sostling F. Velletic Mo. US Ro. 104357 2.898130 | Address 424 JAB44015 ST. Monda Luyong city |
| | Bignature of Examining Physician |
| • | |

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| 4. Laboratory Examination:: a. Blood serology (for ages b. Urine (for ages 1 year and c. Stool (for ages 1 year and d. Other examination(s), if | d above) d above) | da. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------|
| 5. Remarks | | |
| Examining Physician (Print Full Name, License No., PTR) (Print Full Name, License No., PTR) (USAMARY P. YALERIO MY. 2.59 8 2.30 (USAMARY P. YALERIO MY. 2.59 8 2.30 (USAMARY P. YALERIO MY. 2.59 8 2.30 | Address 424 MABA40G ST. manda myrng city | |
| | (254118) P. VALERIO (80. (40) R. (44357 | M.D. |
| | Signature of Exami | ning Physician |

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Contingency Developer 14 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Giancarlo C. Angulo |
| Profession: Bachelor of Science in Electrical Engineering |
| Date of Birth: August 4, 1983 |
| Years with Firm/Entity: O Avenue Nationality: Filipino |
| Membership in Professional Societies: <u>IIEE</u> |
| Detailed Tasks Assigned: Development of additional priority improvements/ new requirements Development of additional priority improvements/ new requirements |
| Key Qualifications |

Bachelor of Science in Electrical Engineering from the University of the Philippines ²

- More than six (6) years experience in computer programming
- Proficiency:
 - Involved in the design and implementation of a web based frontend (Faxtool) to an IP fax system using Java, Spring, Hibernate, and MySQL, November 2008 – April2009, Sybio Inc., Ortigas CBD, Pasig City.
 - Involved in implementing a Phone Card Billing and Inventory System (PCBIS) an Inventory and Billing System used in handling web based orders and inventory management using C#, 2.0 .NET Framework and SQL Server 2005, April 2007 – January 2008.

| School | Address | Course | Years Enrolled & Graduated |
|-------------------|-------------|-----------------|-------------------------------|
| University of the | Diliman, | B.S. Electrical | June 2000 – April 200 |
| Philippines | Quezon City | Engineering | |

Certifications (as required in the TOR)

Employment Record

Incuventure Partners Corporation March 2010 – present Sr. Systems Developer

PRC OSA2, Web front end used by the PRC for handling human resources, physical inventory and supply request, and cash system. Groovy and Grails. Java. Spring. Hibernate. IBM DB2. Grails project. Linux. Design, Implementation, Coding, Testing.

Sub systems:

ECMS Electronic Cash Management System – Used by the Cash Division and Accounting Division of the PRC to handle cashiering, Cash management and Accountable Forms Official Receipt management.

AMIS Asset Management Information System – Used by the Supply Division to maintain inventory information, monitor supply and equipment request through the full lifecycle of the equipment.

Trade Finance System – system used to handle trade finance transactions. Gian was the primary developer of the Charges and Fees subsystem and Accounting Subsystem. Application was developed using Java2SE and J2EE modules and includes development of web services to expose functionality. Application and component configuration is done via manipulation of XML files

Symbio Inc. April 2008 - March 2010, Analyst / Programmer

Faxtool, Web front end used by customer/technical support. personnel of an IP fax server. Java.Spring . Hibernate . MySQL. Eclipse project. Ubuntu Linux. Design, Implementation, Coding, Testing.

PCIBS, Phone card inventory and billing system. C#.Net. Web Forms. SQL Server 2005 Crystal Reports. Visual Studio project. Windows XP. Design, Implementation, Coding, Testing.

Fax Report Generator. Tool used to generate fax usage and error reports. Java.Spring.Hibernate. MySQL. Eclipse project.iReport. Jasper Reports. Mac OS Leopard. Design. Implementation. Coding, Testing.

VertexCRM. Customer Relations Management tool. Java.Struts. Hibernate. MySQ Netbeans project. Mac OS X Leopard. Coding. Testing.

CDR-Tollfree Report Generator. Tool used to generate Call Data Record. Java. V Struts.Hibernate.Eclipse project. Ubuntu Linux. Design. Implementation. Coding. Testing.

ORM/CS Webtool. Tool used to create reports by customer service representatives. VB.Net. SQL Server. Windows XP. Coding. Testing.

Agent Tools. Tool used to create/handle/resolve customer email concerns. VB.Net. MySQL. Windows XP. Coding, Testing.

November 2007 - January 2010. Azeus Philippines Ltd. Software Test Engineer Trainee. Ortigas CBD.

Unit Test Plan Creation and Execution.

July 2006 – May 2007, Dynamic Soft Solutions Inc. Peire Azarcon. 09178945555. Software Developer. Angeles City.

iTranscribe, Tool used to handle medical transciption workflow. Java. PostgreSQL. FreeBSD. Testing.

Proof of Concept / Initial Implementation of **Audio Recorder Downloading**. Java. JNI. Swing. Windows XP.

Proof of Concept / Initial Implementation of **Multi Page Scanning and Printing.** Java. JNI. Swing. Windows XP.

Proof of Concept / Initial Implementation of Java Based Audio Player. Java. JNI. Swing Windows XP.

Proof of Concept / Initial Implementation of Foot Pedal Control. Java. JNI. Swing. Windows XP.

Languages:

| Language | Speaking | Reading | Writing | |
|----------|-----------|-----------|-----------|--|
| English | Good | Good | Good | |
| Filipino | Excellent | Excellent | Excellent | |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| In the state of the second here is a second | Date: _ | 11 APRIL 2013 Day/Month/Year |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------|
| [Signature of staff member] | | Baymeena |
| | | |
| Full name of staff member: | Giancarlo C. Angulo | /- \ \ |
| Noted by: Full name and Signature of authorized repr | esentative of the firm | Dave John A. Macias |



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| uyong City nes eabove date, Lexamined Sex Citizenship Male Filipino nsane persons, person who had been insane, persons i with epilepsy or loathsome or dangerous ous diseases as: tubercolosis, venereal disease, |
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| na, ringworm, scalp, nail or beard, actinomycosis, astomycosis, leprosy, yaws, amebiasis, leishmaniasis, , schistosomiasis, parago nomiasis. |
| lass A: Persons having diseases or defects that will heir ability to earn a living as to make them likely to plic charge. |
| having diseases or defects that do not come under or B |
| D PHYSICAL AND MENTAL CONDITION |
| RDS / EVALUATIONS |
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Incuventure Partners Corporation

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TABAYOG manda wymg ST. (Print Full Name, License No., PTR) city NO E. VALERIO NO. 2891230 . Ko. 104357 IJ Wano . VAO P. VALERIO MO. 4: Ko. 104357 M.D

Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Contingency Developer 15 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Lowiegie A. Oblenida |
| Profession: Bachelor of Science in Computer Science |
| Date of Birth: March 19, 1979 |
| Years with Firm/Entity: Nationality: Filipino |
| Membership in Professional Societies: <u>N/A</u> |
| Detailed Tasks Assigned: |
| Development of additional priority improvements/new requirements |
| |
| Key Qualifications: |
| Graduate of Bachelor of Science in Computer Science Five (5) years experience as web and desktop application developer Five (5) years extensive programming skills in Object-oriented programming |

- •
- Five (5) years extensive programming skills in Object-oriented programming Proficient in PHP, MySQL (*Project : Author / Editor Proofing system*), HTML, CSS, Javascript, JQuery, VB6, Zope/Plone Java, Postgre, C#, and Python Can function independently on multiple projects and possess excellent management
- and communication skills

i

Education:

| School | Address | Course | Years Enrolled & Graduated | |
|----------------------------|---------|--------------------------------------------|-------------------------------|--|
| AMA Computer University | Makati | Bachelor of Science in Computer Science | 1997-2000 (Undergraduate) | |

Certifications (as required in the TOR)

N/A

Employment Record:

P3OPLE4U Inc.

17th floor, Philamlife Tower 8767 Paseo de Roxas Makati City 1226 August 1, 2012 – May 31, 2013

Sr Application Developer

Job History/Projects:

- Develop and maintain web system application that handles summary of total sales and data management of support teams for TSA project. It uses jsp, css, xml, spring source, javascript, and postgre in maintaining this web application.
 URL: <u>https://tsa.jmango.net/mobilenexus</u>
- Handles mobile branding package for JMango platform such as Android, BlackBerry, iOS, J2ME and Windows Phone 7 using C#.
- Maintains client code for Android, Blackberry/J2ME (Java) and Windows Phone 7 for PSBank Mobile application.

JMango Philippines Inc

17th floor, Philamlife Tower 8767 Paseo de Roxas Makati City 1226 June 1, 2011 – July 31, 2012 (*Now acquired by P3OPLE4U Inc*) **Sr Application Developer**

Job History/Projects:

- Develop and maintain web system application that handles summary of total sales and data management of support teams for TSA project. It uses jsp. css. xml. spring source. javascript. and postgre in maintaining this web application. URL: https://tsa.jmango.net/mobilenexus
- Handles mobile branding package for JMango platform such as Android. BlackBerry, iOS, J2ME and Windows Phone 7.

Global Publishing Services

HSBC Electronic Data Processing (Philippines) Inc. 5150 North Bridgeway. Northgate Cyberzone, Filinvest Corporate City. Alabang, Muntinlupa

City

March 15, 2010 – May 17, 2011 Web Developer

Overview:

- Produces application programming interface (API)
- Develop new Web applications as identified by supervisor and management through packaged and customized applications.
- Create a company-wide Intranet, allowing data manipulation for each internal staff member.
- Maintain and enhance existing Web applications and all internal systems are integrated.
- Perform complete testing of Web applications-unit and system, engaging users as necessary.
- Conduct all user acceptances testing, and report results.

Job History/Projects:

- Develop a system for **HSBC's Global Banking and Market** (Workflow Management System) that handles file management, job request and time tracker for employees that could measure productivity and group standards. It is designed using ZOPE/Plone as the primary source of data that is converted into **JavaScript Object Notation (JSON)** to resolve the cross domain issue from different servers.
- Develop and maintain web proxy and service broker script that handles user's authentication and re-layer of service request from different servers to solve the cross domain browser issue. It uses Zope/Python technology.
- Develop and maintain desktop application tool (Automate Presentation) that handles creation of Power Point presentation templates. This tool has a user login authentication to access a particular slide template in Plone. Once authenticated, the tool will show in thumbnail view the list of available template slides that the user desired to use. VBA, **Zope and Python** are the programming tools used in creating this project.

SPi Publishing - Technology Solutions Group SPi Global. PTC Bldg., Pascor Drive, Sto. Nino. Paranaque City. May 15, 2007 - March 12, 2010 Software Engineer

<u>Overview</u>

- Analyzes department's needs for automation and computerization. Designs new or modifies existing systems and writes/develop programs as assigned by the Technical Lead.
- Responsible for the development of project designs based on client specifications.

- Identifies and implements solutions for all software projects within assigned area through prompt information gathering, analysis, coding and testing.
- Tests and debugs programs created to validate accuracy.

Job History/Projects:

 Develop a web – Author / Editor Proofing system for different projects that enables the client to view and download his/her eBook online. It uses XML, PHP, HTML, CSS, Javascript, JQuery, Python and MySQL in maintaining this web application.

Elsevier Project URL:<u>http://elsev.spibpo.com/authorproofs/MOLLIQ2904/bff9765cb0e7/index.php</u>

Marine Technology Society Project URL:<u>http://mtsproofs.spibpo.com/mts/authorproofs/20090430102907/3b795dc0b9b3/</u>

Association for Research in Vision and Ophthalmology Project URL: http://www.sps-spitech.com/arvo/JOV/20090619051648/

Oxford University Press URL: <u>http://oup-proofs.spi-bpo.com/authorproofs/AFRAFJ/20091021013680/</u>

• Maintain and develop **Professional Editorial Services Freelance Assist System** (**PESFAS**). This online system handles editorial services and assigning of jobs to the freelancer. It can view the number of assigned task to a particular freelancer and tracks the progress of a job. It uses PHP, HTML, CSS, Javascript, MySQL and PayPal service.

URL: http://www.spipublisherservices.com/pesfas/login.php

 Maintain and develop intranet Online Processing System. This handles different production request such as file retrieval, uploading/downloading of files, file conversion, backup into media storage and printing/batching of documents. It-also serves to measure the productivity of the Processing staff. It uses PHP, HTML, CSS, Javascript, Python and MySql.

URL: http://sogweb/manila_processing/index.php

- Develop and maintains desktop application tools like:
 - Conversion Program (Word to PDF. XML Conversion)
 - File transfer program

SPi Publishing – US Processing Group SPi Global. PITC Bldg., Pascor Drive, Sto. Nino, Paranaque City, June 5, 2004 – May 14, 2007 Data Processing Supervisor

- Develop file transfer automation for different projects using VB6
- Responsible for supervising and overall control of area's activities according to Company's quality standards and schedules.
- Directs, coordinates and monitors work activities of shift personnel to ensure compliance with the established procedures.
- Reviews and implements processing techniques to ease all processing jobs and to minimize unnecessary activities.
- Coordinates with other departments/sections as necessary to accomplish the tasks.
- Evaluates shift personnel's monthly performance based on Company job standards.
- Investigates causes of processing and source document control related errors whenever problems arise based on customer and/or other department's/sections' feedback and prepares corresponding report.
- Monitors utilization of supplies and equipment and conduct periodic inventory of equipment and non-consumable supplies.

SPi Publishing – US Processing Group SPi Global

PITC Bldg., Pascor Drive, Sto. Nino, Paranaque City. January 15, 2001 – June 4, 2004 **Data Processing Controller**

- Responsible for the file management of the department.
- Performs quality analysis of files to be transmitted to the client.
- Responsible in all transmission of files from/to the client using the most efficient file transfer programs.
- Checks processing equipment and peripherals.
- Performs processing of files like output processing, editing, sorting, reformatting, merging, extracting, printing, etc. using the most efficient procedures and equipment that are available.
- Coordinates with other sections on matters affecting processing.
- Recommends processing procedures that would guarantee accuracy and productivity of the section.
- Ensures that job priorities are always followed.

Trainings:

- Developing Java Web Applications, Active Learning, Inc. 2ndFloor Designmix Building 59 Connecticut St. Greenhills, San Juan, August 31 – September 6, 2011
- Relational Database Design A Practical Approach. 10/F Robinsons Summit Center.
 6783 Avala Avenue, Makati City, April 21-22, 2008

Managing Mental Models. Heritage Hotel. July 7. 2005

- **Creative Leadership**. The Rockpoint Hotel & Conference Center/ 2nd flr. September 13. 2005
- Interaction Management. The Traders Hotel/2nd flr. The Ambassador Function room. October 06, 2005
- VB.NET. Meralco Foundation, February 21, 2004

CISCO Networking 1(CSNA01) "Networking Fundametnals" AMA Computer College, Makati City 1st Trimester (May – August) S.Y. 1999 – 2000

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| Towing Obun 20 | | Date: 13 2003 |
|--------------------------------------------------|---------------------------------|---------------------|
| [Signature of staff member] | | |
| Full name of staff member: | Lowiegie A. Oblenida | |
| Noted by: Full name and Signature of authoriz | zed representative of the firm: | Dave John A. Macias |



Incuventure Partners Corporation

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| daluyong City htry ppines <u>the above date, I examined</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Citizenship</u> <u>Male</u> <u>Filipino</u> <u>Sex</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citizenship</u> <u>Citiz</u> |
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| ppines the above date, I examined Sex Citizenship Male Filipino ts, insane persons, person who had been insane, persons ted with epilepsy or loathsome or dangerous agious diseases as: tubercolosis, venereal disease, noma, ringworm, scalp, nail or beard, actinomycosis, |
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| Sex Citizenship Male Filipino s, insane persons, person who had been insane, persons cted with epilepsy or loathsome or dangerous agious diseases as: tubercolosis, venereal disease, noma, ringworm, scalp, nail or beard, actinomycosis, |
| cted with epilepsy or loathsome or dangerous agious diseases as: tubercolosis, venereal disease, noma ringworm, scalp, nail or beard, actinomycosis, |
| s blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, isis, schistosomiasis, parago nomiasis. |
| ot Class A: Persons having diseases or defects that will air their ability to earn a living as to make them likely to public charge. |
| ons having diseases or defects that do not come under s A or B |
| OOD PHYSICAL AND MENTAL CONDITION |
| CORDS / EVALUATIONS |
| |



Incuventure Partners Corporation

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address **Examining** Physician 424 TABAYOG mada huyorg GT. (Print(Full Name, License No., PTR) oity 7. EALERIN MW. 2898230 :0540 Ko. 104357 Maro P. VALERIO BO. 1084 No. 104357 li. Signature of Examining Physician

Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Network Manage and Regional Coordination Head |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Computer Network Systems Corporation |
| Name of Staff: Roberto R. de los Santos Jr. |
| Profession: Bachelor of Science in Electronics and Comms. Eng'g. / Bachelor of Science in |
| Computer Science / Master in Business Administration |
| Date of Birth: May 3, 1980 |
| Years with Firm/Entity: 1 year and 1 month Nationality: Filipino |
| Membership in Professional Societies: |
| AMA Education System Alumni Association Philippines Linux User Group |
| Detailed Tasks Assigned: Initiate the contact and coordination with all offices and agencies involved in the network maintenance project Assist in resolving issues regarding priority of work requests Provide requirements and information needed by Service Consultant Ensure that logistical requirements of the projects are met Ensure the availability of persons knowledgeable on DBM systems and procedure and provide available system documentation Approve architecture and interface decisions Review the status of the project and assess the team performance Recommend issuance of certificate of acceptance Adjust project scope of work and/or coverage as necessary provide ICT infrastructure and hardware recommendations based on business process requirements and software specifications |
| Key Qualifications: |

- A degree in B.S. Electronic Communication Engineer. B.S. Computer Science and took up Master in Business Administration.
- Thirteen (13) years cumulative experience in IT Talented and accomplished IT professional with extensive experience in systems. & network administration. pc

troubleshooting, Project Management/Consultancy & Business continuity planning towards disaster recovery planning. Strong technical background. Adept at working with clients to determine needs and develop effective solutions. Proven ability to lead teams and projects. Expertise in troubleshooting. maintaining, computer systems and more.

• Highly familiar with technical solutions, client training, and documentation. Excellent analysis & reporting skills.

Education:

| School | Address | Course | Years Enrolled & Graduated |
|----------------------------------|------------------------------------------|-----------------------------------------------------------------------|-------------------------------|
| Jose Rizal University | 80.Shaw Blvd Mandaluyong City.1552 | Master in Business Administration (MBA) | SY 2004 - 2006 |
| AMA Computer University | Project 8, Quezon City | Bachelor of Science in Computer Science | SY 1998 - 2002 |
| AMA Computer University | Project 8, Quezon City, | Bachelor of Science in Electronics Communication Engineering | SY 1997 - 1998 |
| St. Theresa's School of Baesa | Sangandaan, Baesa, Quezon City | Secondary Education | SY 1993 - 1997 |

Trainings:

| | FastLane Asia Pacific | 6788 Ayala Ave, Makati City, Philippines | Information Technology Infrastructure Library Foundation workshop (ITIL) | Sept 24 – 26. 2012 |
|---|--------------------------|------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------|
| Ń | TrendsNet Education | Trafalgar Plaza, 105 H.V. Dela | Information Technology | July 7 – 9. 2010 |

| Centre | Costa. Makati City 1200 | Infrastructure Library Foundation workshop (ITIL) Towards Safer Cities: | | |
|----------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------|----------------------------------------|-----|
| American Chamber Foundation Phils, Inc. | Makati City, Philippines | Earthquake preparedness | April 26. 2010 - | 1 |
| American Chamber Foundation Phils, Inc. | Makati City, Philippines | Enhancing Corporate Involvement in Disaster Management | August 12, 2009 | fr. |
| American Chamber Foundation Phils, Inc. | Makati City, Philippines | Towards Safer Cities: Earthquake preparedness | April 26, 2010 | |
| De La Salle University | Taft Avenue, Manila | Project Management Planning | November 15 to December 13, 2008 | |
| Asian Institute of Management | Makati City, Philippines | Business Continuity Planning | November 8, 2008 | |
| Computer Networking Career & Training Center | Buendia, Makati City, Philippines | Cisco Voice Over IP Technology | June 21 & 28, 2008 | |
| Mapua Information Technology Center (MITc) | Makati City, Philippines | Cisco2 - Routing protocol and concepts | September – December 2007 | N |
| Mapua Information Technology Center (MITc) | Makati City. Philippines | Cisco 1 - Network Fundamentals | June – August 2007 | |

| Alliance Technology Corporation | Makati City Philippines | AVAYA Administration Training | April 18-20. 2007 |
|------------------------------------|-------------------------------|-------------------------------------------------------|-----------------------------|
| AGB Nielsen Media Research | Buochs, Switzerland | Philippines Pollux Software (SCO Unix) Training | March 29 – April 3. 2004 |
| AGB Philippines Inc. | Ortigas Center, Pasig City | Leadership Training | March 11 – 12, 2004 |

Certifications:

(see attached)

Employment Record:

IT Project Manager Computer Network Systems Corporation (COMNET) (Http://www.comnet.com.ph)

March 19 2012 - Present

Responsibilities

- On-site IT Project Manager for Department of Budget and Management Network Management Services (Central & Regional operations)
 - Project Management
 - Computer Security Incident Response Management
 - Telecommunication and network infrastructure management
 - Business Continuity planning & Disaster recovery planning
 - ITIL know how
 - · Shared services management
 - Performance Management
 - Operations Management
 - Vendor management
 - People management

• Define project success criteria and disseminate them to involved parties throughout project life cycle

• Direct and manage project development from beginning to end.

• Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.

Revelop full-scale project plans and associated communications documents. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.

• Set and continually manage project expectations with team members and other stakeholders.

• Identify and manage project dependencies and critical path.

• Plan and schedule project timelines and milestones using appropriate tools.

• Track project milestones and deliverables.

• Develop and deliver progress reports, proposals, requirements documentation, and presentations.

• Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.

• Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

IT Consultant SHEMA Ultimate Business Innovative Concept Corporation (SUBICC) (Http://subicc.com) - (Free Lance)

January 2010 – February 2013

An IT consultant works in partnership with clients, advising them how to use information technology in order to meet their business objectives or overcome problems. Consultants work to improve the structure and efficiency and of an organization's IT systems.

IT consultants may be involved in a variety of activities, including marketing, project management, client relationship management and systems development.

- Responsible for user training and feedback.
- IT consultants are involved in business development, as well as technical duties.

Work activities:

- Meeting with clients to determine requirements;
- Working with clients to define the scope of a project;
- Planning timescales and the resources needed;
- Clarifying a client's system specifications, understanding their work practices and the nature of their business;
- Travelling to customer sites;
- Liaising with staff at all levels of a client organization;
- Defining software, hardware and network requirements;
- Analyzing IT requirements within companies and giving independent and objective advice on the use of IT:
- Developing agreed solutions and implementing new systems:
- Presenting solutions in written or oral reports:
- Helping clients with change-management activities:
- Project managing the design and implementation of preferred solutions:

- Purchasing systems & hardware where appropriate for the companies' usage.
- Designing, testing, installing and monitoring new systems;
- Preparing documentation and presenting progress reports to customers;
- Assist organizing training for users and other consultants:
- Being involved in Information Technology support and, where appropriate, maintaining contact with client organizations;
- Identifying potential clients and building and maintaining contacts

Project Manager - Australian Agency for International Development (AusAID)

(Free Lance Consultant)

November 26, 2012 – December 14, 2012

•Project: Independent Appraisal of Outputs from the Strategic Plan for the Development of a Unified Information System for the Philippine Department of Education Project (DEPED).

•Lead the planning, documentation and implementation of the project

- •Defines project schedules to plan and coordinate project activity
- •Provides technical coordination and leadership for staff
- •Project evaluations and assessment of results
- •Provide direction and support to project team
- •Ensures project is securely delivered and fulfill expectations

•Own responsibility for the successful completion of assigned project, ensuring that realistic project and quality are prepared and maintained

•constantly monitor and report on progress of the project to all stakeholders

. Project Manager – Valuecard -(Free Lance Consultant)

June 2010 – November 2012

•Team lead for Software & Hardware procurement, contract management & administration

•Lead & manages the activities and people associated with the project as well as the success of IT projects.

- •Lead the planning and implementation of projects
- •Defines project schedules to plan and coordinate project activity
- •Provides technical coordination and leadership for staff
- •Design, develops, documents and implements new projects
- •Assist with development and oversight of programming and testing projects
- •Ensures projects are securely delivered and fulfill expectations
- Identifies opportunities for enhancements and refinements to standards and processes
 Works directly with Architects. System\Network Analyst and QA team to manage the technical aspects of a development period.

•Makes sure that IT project documents are complete. current and stored appropriately

IT Specialist, APL Co. Pte. Ltd. (<u>Http://www.apl.com</u>)

March 2007 to March 2012

- Providing Support to Liner, Logistics and shared services.
- This position is responsible in providing / monitoring / connectivity from WAN (Wide Area Network) to LAN (Local Area Network). Data and Voice links are also in the area of responsibility. Local helpdesk (workstation problem hardware & application software.
- Communicates and cooperates to other department of the company
- Performs all the job and responsibilities of a Technical Trainer
- Systems and Network Administration
- IT Support and Helpdesk Management •
- Infrastructure Management (Philippine Wide)
- PABX & IP Telephony Management & Administration
- Database Administration
- Project Management
- Vendor Management
- Team Lead for Business Continuity and Disaster recovery management
- Team Lead for Procurement, Budget planning and Management
- IT Equipment Inventory and Management
- Team Leader for Liner, Logistics & Shared Services IT Team.
- IT Budget Management

Systems Associate, AGB Nielsen Media Research (Formerly AGB Philippines)

June 2001 to February 2007

(Http://www.agbnielsen.net)

- Handles the Technical Support Personnel's.
- Conducts regular meetings discussing topics and problems concerning the Systems department.
- Communicates and cooperates to other department of the company
- Performs all the job and responsibilities of a Technical Trainer
- Reports directly to the Production Manager regarding different matters concerning the department.
- Systems and Network Administration
- Database Administration
- Web and Email Server Administration
- Multi-Grabber System Administration
- Data Production Administration
- Infrastructure Management & Administration

Account Executive, SpinWeb Incorporated

February 2001 - April 2001

- Attends all the trainings and seminars given by various groups relating to IT.
- Sales and Marketing officer
- Do proposals and quotations for perspective clients

Technical Support Engineer, Exotech Computer Systems Inc.

June 2000 – July 2000

- Technical Training
- Provides computer sales and after-sales services.
- Assembles computer units.
- Repair and Maintains clients' computer systems.
- Gives immediate technical support through telephone.
- Hardware and software installations.
- Carry out remote and onsite administration for clients. Additionally maintain corporate LAN.
- Design, architect, implement, and support network and computer systems, including selection and purchase of hardware and software, configuration, and integration.

Languages:

Medical Certificate

(See attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| Full name of staff n | nember: <u>Roberto F</u> | | e of the firm] Day/Month/ | J |
|--------------------------------|--------------------------|-------------|---------------------------|---|
| Note by: Full name of autho | rized representative | e: <u> </u> | Mar S | |
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ITIL Foundation Certificate:

Que da Co APMG-International en en `₹`* 12/14 THIS IS TO CERTIFY THAT **ROBERTO RABANES DE LOS** SANTOS JR HAS PASSED THE ITIL 2 2011 Foundation Examination DATE: 3 October 2012 REGISTRATION NUMBER TIL MY743123 CERTIFICATION MUMBER 10080-743146 Alan Harpham APMG Chairman W

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 20 | 13 | | | |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|--------------------------------|--|
| At the request of the Department of Budget and Management, Malacanang Manila | City Mandaluyo | ng City | | | |
| | Country Philippines | | | | |
| l certify t | I certify that on the above date, I examined | | | | |
| Name | Age | Sex | Citizenship | : | |
| de los Santos Jr., Roberto R. | 32 | Male | Filipino | | |
| CLASS A | Idiots, insane persons, person who had been insane, persons afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, lenshmaniasis, filiarisis, schistosomiasis, parago nomiasis. | | | | |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. | | | feats that will them likely to | |
| CLASS C | Persons having diseases or defects that do not come under Class A or B | | | ot come under | |
| CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION | | | | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)

Laboratory Examination:: 4. a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TAMAY04 SJ. (Print Full Name, License No., PTR) \$ ROSAUTAL F. VALLERIN ME 2838230 monda luyng 101357 VALERIO AND ROSAL 101359 M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: | SYSTEMS ADMINISTRATOR 1 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Computer I | Network Systems Corporation |
| Name of Staff: | SAMALA, LIBERATO CRUZ |
| Profession: Computer T | echnician |
| Date of Birth: | OCTOBER 9, 1978 |
| Years with Firm/Entity: | 1 year and 4 monthsNationality: Filipino |
| Membership in Professio | nal Societies: |
| Detailed Tasks Assigned | |
| Introducing and intervention of the second se | system updates, patches, and configuration changes juring new hardware and software or updating user account information, resetting passwords, etc I queries ecurity ocumenting the configuration of the system y reported problems |
| Eight (8) year | of Computer Technician ar cumulative experience in IT - Systems Specialist with extensive chnical and administrative experience, including project support. |

- hands-on technical and administrative experience, including project support troubleshooting, installing, upgrading, IT security, and disaster recovery.
- Knowledge in Windows Advanced Server, Red Hat Linux, HP. IBM.
- Experience managing projects. as well as the ability to show critical thinking. sound judgment and organizational skills.
- Red Hat Certified System Administrator (Cert. ID: 120-162-656)
- Microsoft Certified IT Professional Server Administration

Microsoft Certified Technology Specialist – Windows Server 2008 Active
 Directory Configuration.

Education:

| School | Address | Course | Years Enrolled & Graduated |
|---------------------------|----------------|---------------|-------------------------------|
| University of the East | Recto, Manila | Computer Tech | 1997 - 1999 |
| Microgenesis | Makati, Manila | RH124 | 2012 |

Certifications:

- Microsoft Certified IT Professional Server Administration
- Microsoft Certified IT Professional Server Administration
- Microsoft Certified Technology Specialist Windows Server 2008 Active Directory Configuration.
- Red Hat Certified System Administrator (Cert. ID: 120-162-656)

(see attached)

Employment Record:

COMPUTER NETWORK SYSTEMS CORP.

Suite 706 - 707, The Taipan Place F. Ortigas Jr. Road (formerly Emerald Ave.) Ortigas Center, Pasig City Systems Administrator – Department of Budget and Management July 2011 to present

- Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements.
- Performs software installations and upgrades to operating systems

- Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels.
- Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions.
- Ensures data/media recoverability by implementing a schedule of system backups and database archive operations.
- Develops and promotes standard operating procedures.
- Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines.
- Administers Google Apps email, user account modifications, policy standards, domain standards.
- Administers Fortinet Firewall: Policy creation, static routes, Application control management and VPN management.
- Administers Open Source Instant Messaging System, Integrates with Windows Active Directory
- Administers Linux SAMBA for file sharing and users policy. Mac Address reservation on DHCP and Adding host entries on DNS Server.
- AVAYA PABX Management & Administration

INFOBAHN COMMUNICATIONS INC.

2nd Floor Fil-American Building 923 Aurora Boulevard, Corner La Salle Street Cubao, Quezon City **Systems Administrator – Department of Budget and Management** Dec. 27, 2007 to July 2011

- Manages Active Directory Services.
- Administers Kaspersky (Enterprise Anti-virus Solution).
- Administers AVAYA console management (Voice Solution.)
- Manages Active Directory and GPO's. (Desktop Security)
- Manages rules and exemptions thru Fortinet Firewall. (Internet Security)
- Administers Open source Instant Messaging System. (Spark Messenger)
- Network and Desktop management.
- Provide support on any Network Issues.
- Provide basic support and troubleshooting in any Desktop issues.
- Manual removal of malicious wares and viruses.
- Provide phone, RDP, VNC and on-site support for network issues.
- Issue a Trouble ticket in any network or request that we received.
- Monitor network utilization using MRTG. OPManager. Cacti and Nagios.

- Report downtime issues to Telco.
- Manage user access list thru Proxy Squid.
- Help manage web filtering in Dansguardian.
- Manage Access List in Domino Lotus notes.

XITRIX COMPUTER CORPORATION

2nd Floor Prosperity Bldg, 92 West Ave, Quezon City 1104 Manila Philippines **Computer Engineer** Sept. 2005 to Dec. 27, 2007

- Windows 2003 Server Management.
- DHCP Configuration in Windows 2003 Environment.
- Active Directory Structure in Windows 2003 Server.
- Troubleshoots all hardware and software PC problems.
- Asset Optimization / PC reconditioning & redeployment.
- Network Configurations.
- Assembly of Server and Desktop PC.

Languages:

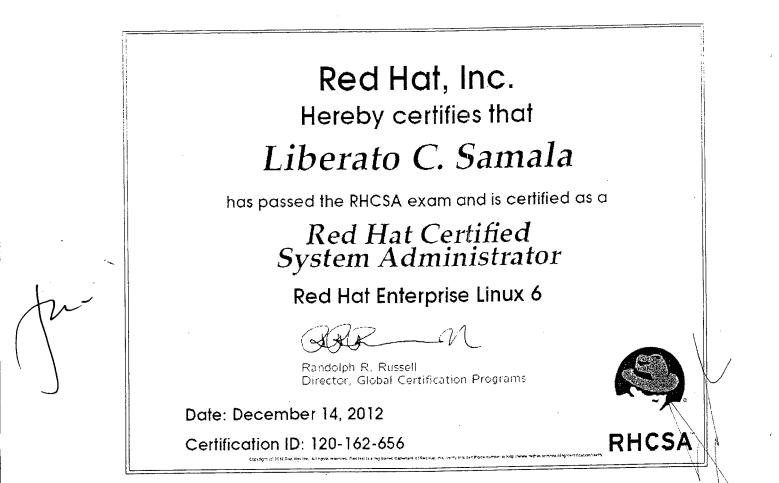
Medical Certificate

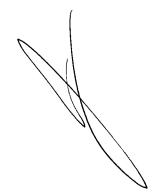
(See attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

March 07, 2013 Date: [Signature of staff member and authorized representative of the firm] Day/Month/Year) Full name of staff member: Liberato C. Samala Noted by: 1441.45-Full name of authorized representative:



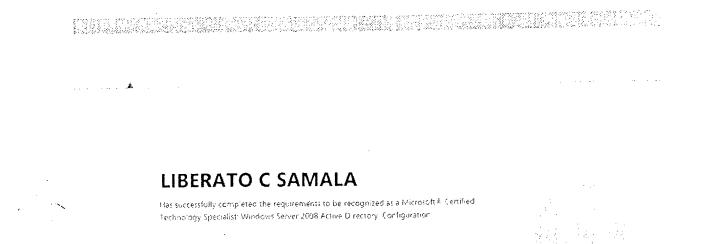


$F \sim T$ 1.1 LIBERATO C SAMALA Has successfully completed the requirements to be recognized as a Microsoftial Certified It Professional, Server Administrator a

Steven A. Ballmer Chief Executive Officer

IT Professional

Server Administrator



Sler ĩn G Steven A. Ballmer Chief Executive Officer

<u> Sanagar</u>a

Microsoft

Technology Specialist

Windows Server 2008 Active Directory Configuration

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LIBERATO C SAMALA

Has successfully completed the requirements to be recognized as a Microsoft & Certified Technology Specialist: Windows Server 2008 Network Infrastructure. Configuration

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Sterin Gb Steven A. Ballmei Chief Executive Officer

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Windows Server 2008 Network Infrastructure Configuration

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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street . | Date April 12, 202 | 13 | - - |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|
| At the request of the Department of Budget and Management Malacanang Manila | City Mandaluyor | ng City | |
| | Country Philippines | | |
| l certify t | hat on the abo | ve date, I ex | amined |
| Name Samala, Liberato Cruz | Age | Sex | Citizenship |
| | 34 | Male | Filipino |
| CLASS A | Idiots, insane persons, person who had been insane, perso afflicted with epilepsy or loathsome or dangero contagious diseases as: tubercolosis, venereal diseas trachoma, ringworm, scalp, nail or beard, actinomycos favus blastomycosis, leprosy, yaws, amebiasis, leishmanias filiarisis, schistosomiasis, parago nomiasis. | | |
| CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to be a public charge. | | |
| CLASS C | Persons having diseases or defects that do not come under Class A or B | | |
| CLASS D | IN GOOD PH | YSICAL AND | MENTAL CONDITION |

MEDICAL RECORDS / EVALUATIONS

1. Pertinent medical history

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- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TATS A40 G marde hypey 81. (Print Full Name, sicense No., PTR) Mella 🕫 ROSAURS 2838230 uth 141.26? ERIO AD ROSALIK Lie. 10435 _ M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: System Administrator 3 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Computer Network Systems Coporation |
| Name of Staff: La Madrid, lan |
| Profession: B.S. Electronics and Communications Engineering |
| Date of Birth: June 29, 1980 |
| Years with the Firm/Entity: 2 years Nationality: Filipino |
| Membership in Professional Societies: _IECEP |
| Detailed Assigned Tasks: |
| Analyzing system logs and identifying potential issues with computer systems Introducing and integrating new technologies into existing data center environments Performing routine audits of systems and software Performing backups Applying operating system updates, patches, and configuration changes Installing and configuring new hardware and software Adding, removing, or updating user account information, resetting passwords, etc Answering technical queries Responsibility for security Responsibility for documenting the configuration of the system Troubleshooting any reported problems System performance tuning Ensuring that the network infrastructure is up and running |
| Key Qualifications: |
| A degree in B.S. Electronic Communication Engineering Ten (10) years cumulative experience in software and hardware infrastructure. Propose. Implement and manage IT related projects on assigned site/company. |

- Manage company's IT assets and resources like hardware and software products such as Active Directory, File Server, Windows Server Update Services, Domain Controller and Virtual Machines.
- Coordinate with third party clients for known issue for proper and faster resolution.

 Microsoft Certified in the following: MCSA, MCTS – Windows Vista and MCDST – Windows XP

Education:

| School | Address | Course | Years Enrolled & Graduated |
|-------------------------|-----------------|----------------------------------------------|-------------------------------|
| AMA Computer College | South Super Hi- | BS Electronics and Communication Engineer | 1997-2002 |
| Microsoft | way Makati City | MCSA – Messaging(Ms Exchange 2003) | 2008 |
| | | MCTS – Windows Vista | 2008 |
| | | MCDST – Windows XP | 2008 |
| | | | ^ |

Certification (as required in the TOR)

MCSA – Messaging (Ms Exchange 2003)

~

- MCTS Windows Vista
- MCDST Windows XP

(see attached)

Employment Record:

Computer Network System Corporation (Jun 2011 - Present)

Wintel System Administrator

Area of Assignment: DEPARTMENT OF BUDGET AND MANAGEMENT MALACANANG 4^F Boncodin Building San Marcelino St. Malacanang Manila

Duties and Responsibilities:

 Recommends and/or applies necessary changes to the system which includes among others, hardware and software upgrades, installation or upgrade patch files, installation or removal of device driver and re-configuration of hardware and software set-up

- Project Management and Deployment on Regional Offices (Region 1 Region 13), Network and system monitoring of DBM infrastructures. (Region 1 – 13)
- Perform field work as assigned by Service Center Supervisor such as Server Rack Mounting, RAID Configuration, Tape Autoloader troubleshooting, Software and Hardware isolation and replacement as per client request of service.
- Install licensed operating systems, standard office applications, anti-virus software and other software as needed and provide that these are within the limitation of copyright agreement.
- Assist all employees with their inquiries, requests and issues, about any of the company's supported software and computing platforms to the best of ability, in a professional and courteous manner.
- Responsible in managing and maintaining user accounts

 (AD/ Email- Exchange/ Lotus) and providing technical support via phone, email or chat to end-users. User administration.
 Adding/deleting/creating/modifying user account information, resetting passwords, etc.
- Managing and maintaining of WSUS/GPO/AD and Google Email accounts.
- Coordinate with third party support on network and telecommunication issues.

System Administrator

KGB_Philippines (Former Infonxx) 11F Tower 2 RCBC Plaza corner Gil Puyat, Ayala Avene Makati City. Dec 2008 – April, 2011(Break from BPO) Contact Number : 02-7953623 Contact Person : Cris Manahan

Duties and Responsibilities:

- MS Server and Antivirus patch updating, Active Directory and MS Exchange 2003 management. (Server Installation / Rebuilding, including RAID array configurations in a more technical approach).
- Provides support and provisioning tasks on the following software/services: - Windows Servers & Services (IIS, DNS, WINS, DHCP)
 - Windows AD
- Windows Server Build & upgrades / Server Patching.
- Provide 2ndto 3rd level support as assigned by Helpdesk personnel in a Global Network Operation Center Environment.
- Liaise with vendors and third party support to resolved reported issue. Responsible on Application and Software management/inventory as provided for System standards.
- System and Network monitoring such as HPOV, Solarwind. OMSA and other utility tools.
- Sharepoint 3.0 management. / Virtualized Server (VMWare /ESXi) management/ Manage Microsoft Exchange emails (Exchange 2003).

- Responsible for the daily operation and maintenance of all Servers, and all existing Information Systems.
- Responsible in managing and maintaining user accounts and providing technical support via phone, email or chat to end-users. User administration. Adding/deleting/creating/modifying user account information, resetting passwords, etc.
- Assist all employees with their inquiries, requests and issues, about any of the company's supported software and computing platforms to the best of his ability, in a professional and courteous manner.
- Responsible in resolving issues that can be resolved remotely. For those that need to be escalated to other teams, he must provide feedback and track incidents from opening to closure.
- Answering technical queries. Research answers to inquiries, requests or issues using the available information resources.
- Troubleshooting any reported problems. Analyze and triage requests to the appropriate owner if it does not fall under the System Admin scope.

Network Engineer (Infrastructure)

Integrated Computer System Inc 7th Floor. Antel 2000 Corporate Building Salcedo Village Makati City, Philippines. April 14, 2008 – December 17 2008 (Resigned / Shift to Application) Contact Number : (+632) 8453321/ 8453323 /8632426 Contact Person : Glenn Asuncion **Duties and Responsibilities**

- Perform diagnostic isolation, replacement and repair of server computer related problems including pull out and delivery of units to affect resolution. (NP & DELL Servers).
- Blade Server Configuration and Management.
- Recommends and/or applies necessary changes to the system which includes among others, hardware and software upgrades, installation or upgrade patch files, installation or removal of device driver and re-configuration of hardware and software set-up.
- Perform field work as assigned by Service Center Supervisor such as Server Rack Mounting, RAID Configuration, Tape Autoloader troubleshooting. Software and Hardware isolation and replacement as per client request of service.
- Install licensed operating systems, standard office applications, anti-virus software and other software as needed and provide that these are within the limitation of copyright agreement.
- Assist client on back up operation using VERITAS Application and Native back up

- Act as Technical Account Officer for assigned accounts by handling assigned accounts' request and concerns as ensuring visibility through regular visit.
- Assist the Service Center Supervisor in assessment of service scheduled for the following day by checking required parts and parts' availability, other required tasks pertinent to the performance of service calls so that on-site resolution is achieved.

Technical Support Specialist

May 9 2005 – 28 Jan 2008

TELUS International Philippines 5th Floor Market –Market Place Forth Bonifacio,Taguig City +632-638-9440 (loc – 1891/1888) 2 years and 6 months. (Resigned/Study for Certifications) Contact Person : Meg Aviles / Daniel Labarda

Duties and Responsibilities

- Act as a SPOC on every outage/s that may occur, and coordinated with different department when needed to minimized downtime.
- Responsible on system, network and telecommunication monitoring using WhatsUp GOLD, PRTG and Netflow Analyzer to prevent down time issue before the operation hour.
- Generate daily report on known issue/s as an everyday task and submit it to IT Managers, Operation Managers, Core Group and Executives as an activity update.
- Following up on reported outage/s, documenting and ensuring customer satisfaction
- Communicate timely problem resolution information to teammates on known problem.
- Coordinate with vendor / clients support on reported issue that limits the access of the core group.
- Assist/train new hire IT specialist regarding IT house rules, used applications and the likes.
- Conduct application testing and analysis of the newly acquired application before the proper deployment.
- Perform to second level support in hardware and software applications. In-flouse IT technical support (system installation, configuration, ghosting, patching and system) upgrading).
- Performs PC trouble shooting (Hardware / Software, formatting ,OS Installation, Imaging/Ghosting) on Windows platform.
- Diagnoses and solve system and web base applications used by the company.
- Provide effective technical support to end-users by maintaining comprehensive instructions to each employee experiencing software/hardware and connection problems.
- Provide problem isolation, first-level//2nd level workstation support, business applications support and computer equipment/ peripherals support such as:

- E-mail Configuration / Troubleshooting (MS Outlook 2000/2003, Outlook Express, Web Base)

- Network Printer / Local Printer installation, Wireless access. Scanners, etc.

- Software installation (MS Office Suites, etc. depends on IT security standards)

- Antivirus scanning, patching and system upgrading

- Perform IMAC (Install, Move, Add, Configure) base on eHelpdesk system to ensure customer satisfaction.
- Communicate timely problem resolution information to teammates on known problem.
- Resolved costumer request through remote and over the phone whenever possible and route to IT partners when necessary.

Technical Support Engineer

July 08, 2003 - Dec 31, 2004 Microserv Inc. Peninsula Court Makati City Area of Assignment: **Nestle Philippines Inc, Cabuyao Laguna** (1 yr and 6 months) (End of Contract) **Duties and Responsibilities**

- Provides technical support for: PC & LAN/WAN hardware, Desktop & systems software, Dial-up Access, Wi-Fi.
- Desktop / notebook inventory and IT assets administration.
- Ensure & maintain strict compliance to the Company's IT security standards
- Coordinate outsourced vendor support
- Provides technical support to the Company's e-Business initiatives
- Screens, refers, and diagnoses all inquiries, work requests and reported issues related to IT -supported systems and equipment.
- Records and updates all inquiries, requests and issues in the Help Desk System
- Performs PC trouble shooting (Hardware / Software, formatting ,OS Installation, Imaging/Ghosting) on Windows platform (Win9x, win2000/NT and XP)
- Perform IMAC (Install, Move, Add, Configure) ensuring customer satisfaction base on eHelpdesk system.
- Follows defined IT Escalation Procedures for unresolved problems or issues
- Monitors and track all IT Production Systems and performs Platform Administration for the company's LAN/WAN and from the mail system.
- Provide problem isolation, first-level /second level workstation support, and business applications support.

- E-mail Configuration / Troubleshooting (MS Outlook 2000, Outlook Express. Web Base)

- Network Printer / Local Printer installation, Wireless access, Scanners, etc.

- Software installation (MS Office applications, etc depends on IT security standards)

- Antivirus scanning, patching and system upgrading.

- Resolve customer requests over the phone / remote (Remote Desktop, PC Anywhere, Remote Access, etc)
- Act as junior system administrator (profile access, security access, password reset, etc).
- Assist users in resolving logon and access problems and identification. Active Directory Management.
- Communicate timely problem resolution information to teammates on known problems.

Languages:

Medical Certificate

(See attached)

Certification and Commitment:

515 A SHOW & STORE - 40 - 40 - 40

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

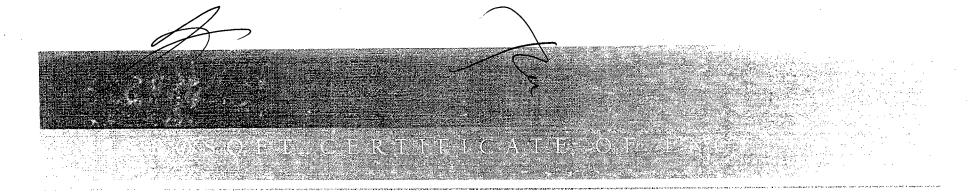
15/4/2013 NA. h Date:

[Signature of staff member and authorized representative of the firm] Day/Month/Year)

Full name of staff member: Ian F. La Madrid Noted by: Jehn Kleers Full name of authorized representative: 1-NO

| Last Activity Microsoft Ce | Recorded Intification | Ap≺L04,2 ID 567331 | 013 1 | | Microsoft |
|-------------------------------|--------------------------|----------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------|
| IAN LA MADI | RID | | | | |
| ACTIVE MI | ICROSOI | T CERTIFI | CATIONS | | |
| Micros | oft Certif | ied Systen | ıs Administrator: Messag | | |
| c | Certificatio | n Number | 8173-1497 | Achievement Dat | ;e:\ 06/1 \$ /2008 |
| : C : | Certificatio | on/Version | Microsoft Windows Server 2003 | | Re |
| Micros | oft Certil | fied Systen | ns Administrator | | |
| | | on Number | B173-1495 | Achievement Dat | te:\ 05/23/2008 |
| : (; | Certificatio | on/Version | Microsoft Windows Server 2003 | | |
| Mieroc | ofte Car | tified Tech | nology Specialist (MCTS |) | |
| | | on Number | B173-1503 | Achievement Da | te: 09/12/200 |
| : | Certificatio | on/Version | Microsoft Windows Vista®, Configuration | | a sure a sure and a sure of the |
| · | · | | | | |
| | | | p Support Technician | | |
| (| Certificatio | on Number | B173-1498 | Achievement Da | e: 07/31/200 |
| • | Certificatio | on/Version | Microsoft Windows XP | and a second | |
| Micros | oft Certi | fied Profes | sional | | |
| | | on Number | B173-1491 | Achievement Da | e:05/30/200 |
| | Certificatio | on/Version | MCP Certified Profession (Legacy) | al | M |
| MICROSO | FT CERT | IFICATION | EXAMS COMPLETED SU | CCESSFULLY: | |
| Exam | | Description | | | e Completed |
| 410 | | | d Configuring Windows Serve g and Managing Microsoft Ex | terre Contor | 104,2013 |
| 284 | | 2003 | | | 13,2008 |
| 291 | | Implementin Windows Ser | g, Managing, and Maintainin ver 2003 Network Infrastructu | ire • | 23, 2008 |
| 620 | | | ing Microsoft Windows Vista C | | tember 12, 2007 |
| 290 | | 2003 Environ | d Haintaining a Microsoft Wir ment sers and Troubleshooting De | sktop | ust 23, 2007 |
| | | Pahharang a | on a Microsoft ? Windows 6 X | Doparation July | 31,2007 |

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Achievement Date: July 31, 2007

IAN F LA MADRID

Microsoft

Has successfully completed the requirements to be recognized as a Microsoft® Certified Desktop Support Technician

Steven A. Ballmer Chief Executive Officer

Condication Disafter (GPU-1498

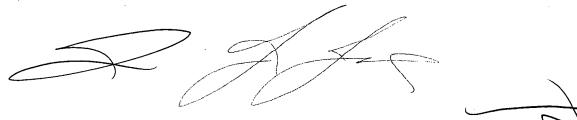


IAN F LA MADRID

Microsoft

Has successfully completed the requirements to be recognized as a Microsoft® Certified Systems Administrator: Messaging on Microsoft Windows Server™ 2003

Steven A. Ballmer Chief Executive Officer



ERTIFICATEOP

Cratilization Classifier B12 U1497

| | | | ····· |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| oril 04, 2013 5673311 | | · · · | |
| ERTIFICATIONS | 5: | | |
| Systems Admin umber : ersion : | istrator: Messaging B173-1497 Microsoft Windows Server 2003 | Achievement Date : | 06/13/2 |
| Systems Admin Jmber : ersion : | istrator B173-1495 Microsoft Windows Server 2003 | Achievement Date : | 05/23/2 |
| d Technology S Imber : ersion : | pecialist (MCTS) B173-1503 Microsoft Windows Vista®, Configuration | Achievement Date : | 09/12/2 |
| Desktop Suppo | · · | Achievement Date : | 07/31/: |
| ersion : Professional | Microsoft Windows XP | | |
| imber : ersion : | B173-1491 MCP Certified Professional (Legacy) | Achievement Date : | 05/30/1 |
| ATION EXAMS | Description Installing and Configuring Windows Server 2012 Implementing and Managing Microsoft Exchange Server 2003 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure TS: Configuring Microsoft Windows Vista Client Managing and Maintaining a Microsoft Windows Server 2003 Environment Supporting Users and Troubleshooting Desktop Applications on a Microsoft@ Windows@ XP Operating System | Date Completed April 04, 2013 June 13, 2008 May 23, 2008 September 12, 2007 August 23, 2007 July 31, 2007 May 30, 2007 | |

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| | MEDICAL EX | AMINATION | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Place Tabayog Street | Date April 12, 20 |)13 | | |
| At the request of the Department of Budget and Management, Malacanang Manila | City Mandaluyo | ng City | | |
| | Country Philippines | | | |
| l certify t | hat on the ab | ove date, I exar | | <u> </u> |
| Name La Madrid, Ian F. | Age | Sex | Citizenship | |
| | 32 | Male | Filipino | |
| CLASS A | afflicted v contagious trachoma, favus blasto | vith epilepsy diseases as: ringworm, sca omycosis, lepro: | son who had been insane, pe or loathsome or dang tubercolosis, venereal dis lp, nail or beard, actinomy sy, yaws, amebiasis, leishmar arago nomiasis. | erous sease, cosis, |
| CLASS B | If not Class impair their be a public | ability to earn | ving diseases or defects that a living as to make them lik | at will ely to |
| CLASS C | Persons hav Class A or B | ving diseases or | r defects that do not come t | under |
| CLASS D | IN GOOD PH | IYSICAL AND M | | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) ٢ d. Other examination(s), if necessary 5. Remarks Address Examining Physician 421 TABAYDE mada hynz (Print Full Name, License No., PTR) hh 2858230 ROSATIO F. VALERIA NO Ko. 104357 lie Mo ROSAL YALERIO #P 101.15 M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Propose | ed Position: Network Administrator 1 | | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Name o | of Firm: Computer Network Systems Corpo | ration | -h |
| Name o | f Staff: Jayson D. Bacarro | | |
| Profess | sion: Bachelor of Science in Computer Eng | ineering | |
| Date of | Birth: October 17, 1977 | | |
| Years w | vith Firm/Entity: <u>8 months</u> | _ Nationality: Filipino | / / |
| Member | rship in Professional Societies: | | N.Y. |
| Detailed | d Tasks Assigned: | | |
| a N • N • N | Maintains network infrastructure such as sw problems with these or with the behavior of Monitors the performance of the network an performance or network crashes Works with individual users who are having Develop, install and maintain emergency sy Keeps records of all users' problems and en problems Control user access to network including the | network-attached computers id troubleshoots any problem network problems stems to back up the main ne rors as well as the steps take | such as slow stwork server n to solve the |
| | | | $\overline{)}$ |
| Key Qua | alifications: | | \mathcal{H} |
| • Eig | degree in B. S. Computer Engineering. ght (8) years cumulative experience in net | twork infrastructure, monitor | and maintain |
| • CIS | twork systems. SCO switches configuration including Cata d 4503. | ilyst 2950, 2960, 3560, 3745 | 5, 3750, 4510 |
| • CIS | SCO routers configuration including CISCO | 1760. 2500, 2610. 2811, 364 | 10 and 3725 |

- CISCO 4400 series wireless LAN controller, 1130AG & 1131AG wireless Access Point, 3Com. D-Link, Linksys switches and hubs.
- Routing & switching protocol and technology such as RIPv2. OSPF. ElGRP. BGP. VPN. MPLS. Point to Point. Frame Relay. H.323. Spanning Tree Protocols, VLANS. HSRP. VRRP and TCP/IP.

NARA CONSTRUCTION & MARINE

- WhatsUP Gold Professional, Netflow Analyzer Professional. OpManager, Nagios. MRTG. Cacti, FortiAnalyzer and FortiManager
- Barracuda, Fortigate 300A and 60B firewall.
- Cisco Certified NetworkProfessional (CCNP)
 CISCO ID: CSCO11775216
- Cisco Certified Network Associate (CONA)
- CISCO ID: CSCO11775216

Education:

| ſ | School | Address | Course | Years Enrolled & Graduated | |
|---|--------------------------------------------------|-----------------------------------------------------------------|---------------------------------------|-------------------------------|----------|
| • | Technological Institute of the Philippines | 363 P. Casal St., Quiapo, Manila | B.S. Computer Engineering | October 1999 – March 2003 | |
| | Asian Institute of Maritime Studies | AIMS Tower Roxas Blvd., Corner Arnaiz Ave., Pasay City | Associate in Marine Transportation | June 1995 – March 1998 | |
| | St.Pius X Institute | Cuyapo, Nueva Ecija | Secondary | June 1991- March 1995 | <i>¥</i> |
| | Cuyapo Central School | Cuyapo Nueva Ecija | Primary | June 1985- March 1991 | |

(CCNA)

TECHNICAL TRAINING ATTENDED:

- Accessing the WAN, Mapua Institute of Technology, Makati City Jan. 10 Mar 20, 2010
- LAN Switching and Wireless, Mapua Institute of Technology, Makati City Oct. 3- Dec. 20, 2009
- Routing Protocols and Concepts, Mapua Institute of Technology, Makati City July 18- Sept. 19, 2009

Networking Fundamentals, Mapua Institute of Technology. Makati City April 18- June 27, 2009

1

- Administering Windows Networks (Meralco Foundation Inc.) January 9 – Feb 13, 2005
- Advanced Microcomputer Hardware Servicing (Meralco Foundation Inc.) July 17 - August 14, 2004

Associate (CONA)

 PC NETWORKING AND ADMINISTRATION (Computer Networking Career and Training Center) July 13 - August 17, 2003

(CCNP)

(CCNA)

Certifications (as required in the TOR)

Cisco Certified Network Professional CISCO ID: CSCO11775216

Cisco Certified Network CISCO ID: CSCO11775216

(see attached)

EMPLOYMENT RECORD:

Network Administrator

August 22, 2012 – Present

Computer Network Systems Corporation. Suite 707, The Taipan Place F. Ortigas Jr Avenue, Ortigas Center, Pasig City

Company Assign:

Department of Budget and Management General Solano St., San Miguel Manila.

- Managing Department of Budget and Management Network Infrastructure.
- Regional visit for network security assessment.
- Configure and troubleshoot network equipment such as routers 1760 and 2811 Switches such as, 4510E, 4503, 3750G , 3745, 3560, 2960 and 2950.
- Managing and troubleshoot wireless devices such as 4400 series wireless LAN controller, Cisco 1131AG and 1130AG access points.
- Managing Firewalls such as Fortigate 300A and 60B.
- Network monitoring tools such as FortiAnalyzer 100B, MRTG, Nagios and Cacti.
- OSPF, VLANs, VRRP, MPLS, IPVPN, Point to Point, H.323 and Frame relay.
- Responsible for the cable patch inside the data center or equipment room.
- Coordinate with service provider in case of connection outages.

Network Administrator

October 1. 2011 – August 30, 2012 USAUTOPARTS NETWORK (Philippines) Inc. 9/F Cybergate Plaza, EDSA corner Pioneer, Mandaluyong City

- Upgrade and configure network equipments (routers, switches, hubs, and servers) for use on operational networks.
- Ensures that the routers, switches and servers are updated and at optimum performance.
- Actively monitors all routers, switches, servers and systems to maximize systems availability with known monitoring tools such as OPManager, Netflow Analyzer professional and other open source systems.
- Handle the switch port and VLAN re-assignment.
- Responsible for the cable patch inside the data center or equipment room.
- VOIP setup, configuration and troubleshooting.
- Active directory user's creation and managing users and group accounts.
- Managing users and creation of LDAP, TALISMA, Manager and sales console accounts
- Manage, maintain and update a support issue ticketing system to track all items to resolution and to identify support trends.

Technical Support Engineer / IT Specialist

June 17, 2008 – September 30, 2011 USAUTOPARTS NETWORK (Philippines) Inc. 9/F Cybergate Plaza, EDSA corner Pioneer, Mandaluyong City

- Ensures that the servers, switches and routers are updated and at optimum performance.
- Actively monitors all servers, switches and systems to maximize systems availability with known monitoring tools such as OpManager, Manage Engine, Netflow Analyzer and other open source systems.
- Makes sure all the servers and applications are running 24/7.
- Active directory users creation and managing users and group account.
- Responsible for troubleshooting of PC's and other peripherals.
- Responsible for configuring and installation of Windows OS and application software's to all PC's.

Conduct liaison with existing suppliers and contractors in obtaining and processing warranties for defective units, quotations and proposals for projects.

Manage, maintain and update a support issue ticketing system to track all items to resolution and to identify support trends.

Managing users and creation of LDAP, TALISMA. Manager and sales console accounts.

Technical Support Engineer / Net Admin Backup

Jan. 3, 2007 – June 16, 2008 QSC Manpower Services 400-B M. Arce St., Heroes del 96 Kaloocan City

September 1, 2006 – January 2, 2007 Diversified Solutions Inc. Unit 107 Jollibee Plaza, Pasig City

Company Assigned:

Asian Terminals Inc. A. Bonifacio Drive Port Area, Manila

- Provide technical support to clients within and outside the organization. This entails
 providing assistance to end-users accessing the company's computer systems including
 WAN, LAN, email and intranet. As well as addressing processing maintenance of
 defective computer equipments (PC, and dumb terminals), peripherals (printers, mouse
 and keyboard, scanners) and network equipments (hubs, switches, multiplexers and
 routers).
- Implements and maintains regular back-up operations for critical systems using Veritas Software and NT Backup utility. This includes responding to disaster recovery situations.
- Responsible for maintaining a day to day basis backup of all systems such as Alpha Server running on open VMS and Windows 2003 server applications for Payroll, Accounting, etc. using Veritas Backup Exec.
- Conduct liaison with existing suppliers and contractors in obtaining and processing warranties for defective units, quotations and proposals for projects.
- Responsible for configuring and installation of Windows OS and application software's to all PC's.
- Responsible for troubleshooting and maintaining all PC repairs and recommends PC for upgrade.
- Supports UTP cable termination for Dumb Terminals and PC.

Systems Engineer

October 24, 2005 – June 15, 2006 Applied Ideas. Inc. GF JTIC Bldg., #891 Samat St., 1550 Mandaluyong City. Philippines

• Study, know and apply the Point-Of-Sale (POS) system in retail business.

- Conduct on-site training to clients including monitoring for customer satisfaction.
- On-call to all clients on project operations and exposed as an on-call engineer even in holidays sundays.
- Provides onsite technical support in activities associated with identification, prioritization, and resolution of reported problems.
- Setup, install and maintain of software like DOS, UTILITIES, WINDOWS/95/98/2000 /XP, PC anywhere, LOTUS NOTES, MS OFFICE 97/2000, POS systems, Database utility and other software application.
- Hardware setup, repair, troubleshooting and preventive maintenance (Desktop PC, IBM 4614 SureOne, Nixdorf i8 Beetle (Siemens), Printers (HP, Epson, Axiohm, Dot matrix), Hubs, Switches and Modems.
- Assist in implementation and configuration of all Network Equipment deployed for Net sourcing

Languages:

Medical Certificate

(See attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | | Date: | . <u>5</u> . c. | 2.43 | |
|-------------------------------------------|----------------------|-----------------|-----------------|----------------|------------|
| Signature of staff member a | and authorized repre | sentative of ti | he firm] D | ay/Month/Year) | P |
| | | | | . (| |
| ull name of staff member: | Jayson D. Bacarro | | | | J |
| loted by: full name of authorized repr | esentative: | | Elini 4 | leices | <u>_</u> |
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Cisco Career Certifications

Jayson Bacarro

HAS SUCCESSFULLY COMPLETED THE CISCO CAREER CERTIFICATION REQUIREMENTS AND IS RECOGNIZED AS A

Cisco Certified Network Associate



VALID THROUGH May 21, 2013

Cisco ID No.

CSC011775216

Validate this constituate's authenticity at www.us.co.com/gu/venitycent frcate Centificate Venitication No. 403214168575IQWK

cisco.

E. Charley

John Chambers Chairman and CCC Clabo Systems 100

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Validate this certificate's authenticity at

Certificate Verification No. 413384170241Ft

www.cisco.com/go/verifycertificate

Cisco Certifications Jayson Bacarro

HAS SUCCESSFULLY COMPLETED THE CISCO CERTIFICATION REQUIREMENTS AND IS RECOGNIZED AS A

Cisco Certified Network Professional



CERTIFICATION DATE March 5, 2013 VALID THROUGH March 5, 2016 CISCO ID NO. CSCO11775216

John J. Chanterand

John Chambers Chairman and CLO Cisco Systems, Inc

EVECTOR Lynears for A lights reprised COVP, the Cisco loguard the Cisco Secare Bridge loguan trademarks of Cisco Systems, bio: Changing the Way We Work, Like, Piley and Lynon Salewan bails of Cisco Lynon, and the Cisco Systems Cisco Press; Cisco Systems, Cisco Systems, Cisco Systems, Cisco Systems, Cisco Cisco Press; Cisco Press; Cisco Systems, Cisco Systems, Cisco Systems, Cisco Press; Cisco Press; Cisco Press; Cisco Systems, Cisco Press; Cisco Systems, Cisco Press; Cisco Press; Cisco Press; Cisco Press; Cisco Systems, Cisco Press; Cisco Pre

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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

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MEDICAL EXAMINATION

| Place | Date | | | |
|-------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Tabayog Street | April 12, 20 | 13 | | |
| | | | | |
| At the request of the Department of | City | | | |
| Budget and Management | Mandaluyo | ng City | | |
| Malacanang Manila | | | | |
| | Country | | | |
| | Philippines | | | |
| | | | | ····· |
| l certify t | hat on the ab | ove date, Lexa | mined | |
| Name | Age | Sex | Citizenship | |
| Bacarro, Jayson D. | | | | |
| | 35 | Male | Filipino | |
| CLASS A | afflicted v contagious trachoma, favus blasto | vith epilepsy diseases as: ringworm, sca omycosis, lepro | rson who had been in or loathsome o tubercolosis, vene alp, nail or beard, a osy, yaws, amebiasis, parago nomiasis. | real disease, actinomycosis, |
| CLASS B | If not Class impair their be a public | r ability to ear | aving diseases or det n a living as to make | fects that will them likely to |
| CLASS C | Persons hav Class A or B | | or defects that do no | t come under |
| CLASS D | IN GOOD PH | HYSICAL AND N | MENTAL CONDITION | |
| CLASS D | IN GOOD PH | HYSICAL AND N | AENTAL CONDITION | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination

3. Chest X-ray report: (for ages 11 years and above)

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician (Print Full Name, License No., PTR) 424 TKASAYOG nada hyme 87. ROTALING Y. VALELIE HE 283822 104357 /100`7 VALERIO A' ROSALINO 104.357 M.D. Signature of Examining Physician

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Planned and Priority Improvement Developer | |
|---------------------------------------------------------------|--|
| Name of Firm: Incuventure Partners Corporation | |
| Name of Staff: Katherine H. Cabriana | |
| Profession: Bachelor of Science in Computer Science | |
| Date of Birth:December 7, 1984 | |
| Years with Firm/Entity: Nationality: Filipino | |
| Membership in Professional Societies: <u>N/A</u> | |
| Detailed Tasks Assigned: N/A | |
| | |

Key Qualifications:

- Senior Software Engineer with more than 5 years of experience designing innovative applications.
- Has undertaken system deployment, application maintenance, and production support.
- Programming and design skills Mobile and Web application development
- Knowledge of structured query language (SQL)
- Solid knowledge of HTML, DHTML and XAML
- Knowledge of web content management system.
- Strong project management skills
- Has working knowledge of programming languages like Java with Spring Framework, Microsoft Visual Studio .Net, C#, Python, PHP
- Used object-oriented design/programming for new software application.
- Webpage design using JSF with Liferay, HTML, DTML and XHTML, XAML.
- Developed websites on Zope (Content Management system),
 Visual Basic, PHP and Python.
- Proficient in Windows Applications Software like Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Basics in graphic Software such as Adobe Photoshop CS, SwishMax and Macromedia Flash.
- Database application like Postgres, MySql, SQLite and MS Access.

Education:

| School Address Cou | | nool Address Course | | Years Enrolled & Graduated |
|--------------------|--------------------------------------------|-------------------------------|--|-------------------------------|
| Manila | Bachelor of Science in Computer Science | 2001-2005 | | |
| - | | Manila Bachelor of Science in | | |

Certifications (as required in the TOR)

N/A

Employment Record:

P3OPLE4U Makati City August 2012 – December 2012 Senior Application Developer

Job Responsibilities:

Ms. Cabriana has been deeply involved with developing Windows 8 mobile/lab and web application. This includes LBC Track and Trace and ABS-CBN CookEatNow Food applications.

These are built in MS Visual Studio for Windows 8, using C# as the backfend and XAML as the front-end.

JMango Phils Inc. Makati City October 2010 – August 2012 Senior Application Developer

Job Responsibilities:

Worked as a Senior Application for JMango Phils. A mobile technology company which provides end-to-end transaction capabilities on any mobile phone.

- Prepared job estimates for clients by investigating multiple cost factors.
- Completed proof-of-concept on mobile/tablet application
- Developed mobile application with JMango Platform
- Used MVC application framework for web application.

Projects involved with mobile and web application includes the following: Colmar Brunton, RoyMorgan, Burbank, JMango Web site, Mindlikes.

Systems are built in JMango scripting as the front-end for mobile applications and JSF for web applications. Java and Python as the back-end. Postgres and MySQLite are used as the database.

SPI Global Paranaque City January 2008 to October 2010 Software Engineer

Job Responsibilities:

Worked as a Software Engineer for SPI Global. A leading global BPO provider that delivers content outsourcing solutions to diversified markets.

Developed web application programs such as Springer Tracking System, Jones Lang La Salle Tracking System, Red Poll and Professional Editing Services.

- Created HTML templates for summary reports.
- Analyzed operations needs or clients Software Systems specifications or requirements as requested by the Production Group.
- Designed and customized software for production or client use through automation and computerization.
- Conducted manual and/or automated testing of software system programs as assigned using testing standards.
- Provided documentation on start-up, shut down of web application. Including Test Cases, Results and Manuals.
- Provided continued maintenance and development of bug fixes and patch sets for existing web applications.
- The systems are built in PHP and Zope as the front-end and Python as the back-end on an Apache server. MySQL is used as the Database.

ikect Hired – Mr. Philip Evangelista- Consultant October 2005 – November 2006 Junior Web Developer

Job Responsibilities:

- Developed PAGASA Inventory System. The project involves electronic ordering and inventory system.
- Developed Buysalubong an ecommerce site specialized for Overseas Filipino Workers.

- Gathered functional requirements for the system.
- Designed and implemented e-commerce web pages.
- Worked as a liaison for suppliers and supermarket owners.
- Implements the system to supermarket users, company suppliers and merchandisers.
- Website maintenance.

Seminars and Trainings Attended:

- Developing Java Web Applications August 31, 2011 September 6, 2011
 Active Learning, Inc, 2nd Floor Designmix Building 59 Connecticut St. Greenhills, San Juan.
- MSDN Silverlight (February 19, 2009) Office and Exhange Conference 16th floor 6750 Ayala Office Tower Ayala Ave. Makati City
- COMSSO Intellectual Property Rights (August 7, 2003) University of the East Manila – Briefing Room Participant Cost and Benefit Analysis Seminar (September 2, 2004) University of the East – Conference Room Participant
- ABS-CBN Broadcasting Center (April-May 2004) Sales and Marketing Department On-the Job Training (OJT)

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | | Da | ate: |
|-----------------------------------|-------------------------------|---------|----------------|
| [Signature of staff member] | \bigcirc | | Day/Month/Ye |
| | | | / |
| | Calquer | | |
| Full name of staff member: | Katherine H. Cabriana | 1 | $\frac{1}{1}$ |
| | | | - AK |
| Noted by: | wine diversion entotive of th | e firm: | Dave John A. N |
| Full name and Signature of author | nized representative of th | e mine | Dave comme |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Planned and Priority Improvement Deve | eloper |
|----------------------------------------------------------------------|---------------------------|
| Name of Firm: Incuventure Partners Corporation | |
| Name of Staff: <u>Gladyze T. Familar</u> | |
| Profession: Bachelor of Science Major in Information Tech | nology |
| Date of Birth: August 11, 1989 | |
| Years with Firm/Entity: | Nationality: Filipino |
| Membership in Professional Societies: <u>N/A</u> | |
| Detailed Tasks Assigned: | |
| Development of priority improvements, innovation | ns and major enhancements |
| | |

Key Qualifications:

- Graduate of Bachelor of Science in Information Technology
- 3 years technical experience in the I.T. industry
- Knowledge in Programming Languages
 - o Java
 - o PHP
 - o MySQL
 - C++
 - o Visual Basic.NET
 - o QBasic
 - o Android Program
- Proficiency on: Eclipse, Macromedia Dream Weaver, Xampp, WMWare, MS Office
- Basic knowledge on Linux Redhat Environment
- Basic Troubleshooting
- Software Installation

Education:

| School | Address | Course | • | Years Enrolled & Graduated |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------|-------------|-------------------------------|
| Technological University of the Philippines East Service Road. Western Bicutan. Taguig City | | Computer Engineering Technology | | 2006 - 2009 |
| | Bachelor of Technology in Information Technology | | 2009 - 2010 | |

Certifications (as required in the TOR)

N/A

Employment Record:

Jr. Software Engineer Entertainment Gateway Group (Globe Telecom) March 2012 – PRESENT

Key responsibilities and accountabilities:

Developing and maintaining software systems that behave reliably and efficiently, provide debugging of codes. Perform support functions in validation cycle. Using of IBM software in coding the program in Linux environment. Assist in the maintenance of existing application systems running in the client-server.

Skills acquired: C++, Java (Java EE), SolidDB Linux Dbase, Linux command, IBM spade

Jr. Android Programmer Cyscorpions Inc. April 2011 – March 2012

Key responsibilities and accountabilities:

To create, test and develop a mobile application for Android phone Published on Android Market: Makubona Mascot, Little Knight Mascot, Ecosummer, and Ugukuzukan (On going).

Jr. Java Consultant ETIS (Electronic Tax Information Systems) System Generators Philippines (CROWN AGENT PHILIPPINES) March 2010 – February 2011

Key responsibilities and accountabilities:

Provide a program for validation of forms in front end coding in UI environment. Using the java (J2SE) language we provide coding of forms like for the calculation of rules, setting of default value from client provided value to Systems calculated and checking the value enters on the forms. Follow the business rules on BIR form and provide client support during internal testing.

anguages:

| Language | Speaking | Reading | Writing | |
|----------|-----------|-----------|-----------|--|
| English | Good | Good | Good | |
| Filipino | Excellent | Excellent | Excellent | |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | Date: | |
|--------------------------------------------------------------|----------------------|------------------------------------|
| [Signature of staff member] | | Day/Month/Year |
| Full name of staff member: | Gladyze J. Familar | <u> </u> |
| Noted by: Full name and Signature of authorized represent | ative of the firm:av | / ⁻ e John A. Macias |
| · | | |

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Contingency Developer |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Marc A. Vargas |
| Profession: B.S. Business Administration Major in Computer Applications |
| Date of Birth: July 30, 1983 |
| Years with Firm/Entity: Nationality: Filipino |
| Membership in Professional Societies: |
| Detailed Tasks Assigned: |
| JAVA Programming Client Data Gathering Assessment of Tasks and Team Task Scheduling Reporting of Project Status to Client and Internal Management Module Testing Documentation (Data Dictionaries, Module Process Flows) |
| Key Qualifications: |
| Graduate of B.S. in Business Administration Major in Computer Applications |
| Skills in: |
| Java, J2EE, JBoss, MYSQL, HTML, CSS, Javascript |
| Project Management (Data Gathering, Information Flow Diagrams, Scheduling, reporting) Adobe Dreamweaver Adobe Photoshop MS Office (Word, Excel, Powerpoint, Visio, Project) |
| |

Education:

| School | Address | Course | Years Enrolled & Graduated |
|-----------------------------------------------|-------------|----------------------------------------------------------------------------------------|-------------------------------|
| De Las Salle – College of Saint Benilde | Manila City | Bachelor of Science in Business Administration Major in Computer applications | 2006 |

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Certifications (as required in the TOR)

N/A

Employment Record:

Timothy Information Systems, Inc. January 2012 - January 2013 Java Programmer – Team Leader

Responsibilities:

- Data Gathering from Clients
- Creation of Module Process Flows
- Scheduling of Programmer tasks
- Coordination and reporting of project status to upper management
- Spot JAVA programming and debugging to certain assigned modules
- ▲ QA of application modules
- On-site implementation

September 2009 - January 2012 Java Programmer

Responsibilities:

- Designated Project Team Head for WebClinic (product)
- JAVA Programming
- A Client Data Gathering
- Systems Design (Workflows)
- ▲ MYSQL programming

February 2007 - September 2009 Web Designer

Responsibilities:

- Conceptualization and Design of Information System Interfaces. (Product Front-End)
- Conceptualization and Design of Marketing Paraphernalia. (Posters, Banners, Brochures, Flyers)
- Conceptualization and Design of Product and Corporate Logos.
- Design of JAVA Report Interfaces L

Previous Job Responsibilities

- JAVA Programming
- Client Data Gathering
- Assessment of Tasks and Team Task Scheduling
- Reporting of Project Status to Client and Internal Management
- Module Testing
- Documentation (Data Dictionaries, Module Process Flows

Languages:

| Language | Speaking | Reading | Writing | |
|--------------------|----------|-----------|-----------|--|
| English Good | | Good | Good | |
| Filipino Excellent | | Excellent | Excellent | |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

Date: Day/Month/Y [Signature of staff member] Full name of staff member: ______ Marc A. Vargas Noted by: Dave John A. Macias Full name and Signature of authorized representative of the firm:

TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

| Proposed Posi | tion: Contingency Developer | |
|--------------------------------------------------|----------------------------------------------------|--|
| Name of Firm: | Incuventure Partners Corporation | |
| Name of Staff: | Valentino P. Pecaoco | |
| Profession: | B.S. in Electronics and Communications Engineering | |
| Date of Birth: | March 15, 1976 | |
| Years with Firm | n/Entity: 2.8 years Nationality: Filipino | |
| Membership in Professional Societies: <u>N/A</u> | | |
| Detailed Tasks Assigned: | | |

Development of priority improvements, innovations and major enhancements

Key Qualifications:

- B.S. in Electronics and Communications Engineering from the University of Santo Tomas
- 14 years cumulative experience in computer programming
- Extensive experience in Java (J2EE/J2SE) development including webservices
- :proficient in XML

Education:

| School | Address | Course | Years Enrolled & Graduated |
|------------------------------|----------------|----------------------------------------------------------|-------------------------------|
| University of Santo Tomas | Espana, Manila | B.S. in Electronics and Communications Engineering | 1993 - 1998 |

Certifications (as required in the TOR)

N/A

Employment Record:

Employer: Incuventure Partners Corporation, October 2010 - present Title: Senior Java Developer Location: Ortigas Center, Pasig City Projects: PDEx Securities Auction System, Trade Finance System, Huawei Service Access Gateway Software: Java/ J2SE/J2EE, Netbeans, Jetty, Java WebServices, XML configuration Operating Systems: Linux, Microsoft Windows Databases: MySQL

Employer: Ublys Corp. / Key2Flex, April 2008 - May 2010 Title: Senior Java Developer Location: Makati City Projects: uTrade-Java, uTrade-Flex, Ublys Framework, ACNetwork Software: Adobe Flex, Java/ J2SE/J2EE, Eclipse, Tomcat Operating Systems: CentOS, Microsoft Windows Databases: Oracle 10g, MySQL

Employer: Accenture plc, March 2004 - March 2008 Title: Senior Software Engineer Location: Makati City Projects: Morgan Stanley, RTP Ariba, Manila Center for Local Applications (MCLA), Deutsche Bank Software: Java/J2SE/J2EE, Eclipse, Microsoft .Net, Microsoft Visual Studio, Ariba, Perl, shell scripting, BEA WebLogic, IIS Operating Systems: SuSE Linux, Red Hat Linux, Sun Solaris, Microsoft Windows Databases: Sybase, SQL Server, Oracle

Employer: Yellowasp Corp., September 2003 - March 2004 Title: Java Developer Location: Makati City Projects: Human Resources Management System, Online Inventory System Software: Java/J2EE. Netbeans. Tomcat Operating Systems: Red Hat Linux. Microsoft Windows Databases: SQL Server. Postgres

Employer: Banco de Oro Universal Bank. March 2003 - September 2003 Title: Java Developer Location: Ortigas. Pasig City Projects: Transaction Banking Backroom System (TBBS) Software: Java/J2EE. Borland JBuilder, BEA WebLogic Operating Systems: Microsoft Windows Databases: SQL Server

Employer: First e-Bank Corp., June 2001 - March 2003 Title: Web Developer Location: Makati City Projects: Webmaster and Web Administrator for Internet/intranet sites Software: Java/J2SE/J2EE, Sun Forte, ASP, VBScript, Dreamweaver, Tomcat, IIS Operating Systems: Microsoft Windows Databases: SQL Server

Employer: Phil-Seora, Inc., February 2001 - June 2001 Title: N/A (freelance work) Location: Makati City Projects: Employee Information Portal

Software: ASP, VBScript, Dreamweaver, IIS Operating Systems: Microsoft Windows Databases: SQL Server

Employer: Blastasia.com Pte Ltd., January 2000 - December 2000 Title: Web Developer Location: Makati City Projects: E-commerce and B2C Portal Software: ASP, VBScript, Dreamweaver, COM+, Visual C++, Visual InterDev, IIS Operating Systems: Microsoft Windows Databases: SQL Server

Employer: Inter-Next Group Inc., (I-Next), July 1999 - January 2000 Title: Programmer Location: Makati City Projects: Webmail Software: Java/J2EE, Visual Cafe, JRun, Perl/CGI, Apache Web Server Operating Systems: FreeBSD Databases: Oracle, Berkeley DB

Employer: American Technologies, Inc., February 1999 - April 1999 Title: Research and Development Engineer Location: San Juan City Projects: Apple Product Division Operating Systems: MacOS

anguages:

| Languages | Speaking | Writing | Reading |
|-----------|----------|-----------|---------|
| English | Good | Excellent | Good |
| Tagalog | Good | Excellent | Good |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| [Signature of staff member] | Date: |
|-------------------------------------------------------------------------------|------------------------------|
| Full name of staff member: <u>Valentino P. Pecaoco</u> | |
| Noted by: Full name and Signature of authorized representative of the firm | n <u>Dave John A. Macias</u> |
| | |

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| During and Decidion: System Administrator | | | |
|---------------------------------------------------------|-----------------------|--|--|
| Proposed Position: System Administrator | | | |
| Name of Firm: Incuventure Partners Corporation | | | |
| Name of Staff: Karl Alfred S. Trinidad | · | | |
| Profession: Bachelor of Science in Computer Engineering | ng | | |
| Date of Birth: February 10, 1981 | | | |
| Years with Firm/Entity: | Nationality: Filipino | | |
| Membership in Professional Societies: <u>N/A</u> | | | |
| Detailed Tasks Assigned: | | | |

Key Qualifications:

TECHNICAL SKILLS:

- OPERATING SYSTEM INSTALLATION:
 - LINUX OPERATING SYSTEM (ANY DISTRIBUTION)
 - REDHAT(RHEL) BASE AND DEBIAN BASE
 - WINDOWS 2008 SERVER
 - WINDOWS 2003 SERVER
 - WINDOWS 7 ALL EDITION
 - WINDOWS VISTA ALL EDITION
 - WINDOWS XP PROFESSIONAL AND HOME EDITION
 - WINDOWS 2000 PROFESSIONAL
 - WINDOWS MILLENNIUM EDITION
 - WINDOWS 98 SECOND EDITION

NETWORKING TECHNOLOGY:

- KNOWLEDGE IN TCP/IP, DHCP, DNS, DOMAIN CONTROLLERS (ACTIV DIRECTORY).
- KNOWLEDGE IN REMOTE DESKTOP. LAN.
- KNOWLEDGE IN LAN CONNECTION, CONFIGURATION AND TROUBLESHOOTING.
- KNOWLEDGE IN SWITCHES, HUBS, LAN MODEM, DSL/BROADBAND ROUTERS/MODEMS, ACCESS POINTS, FIREWALL.
- KNOWLEDGEABLE IN NETWORK CABLING.
- CONFIGURATION AND TROUBLESHOOTING OF EMAIL CLIENTS (LOTUS NOTES, OUTLOOK EXPRESS, MICROSOFT OUTLOOK, MOZILLA THUNDERBIRD).
- INSTALLATION/CONFIGURATION OF NETWORK/IP PRINTERS AND LAN ADAPTERS.

HARDWARES AND PERIPHERALS:

- KNOWLEDGE IN ASSEMBLY, INSTALLATION AND CONFIGURATION OF SERVER AND DESKTOP COMPUTERS.
- KNOWLEDGE IN TROUBLESHOOTING OF DESKTOP COMPUTERS & LAPTOPS.
- INSTALLATION AND CONFIGURATION OF VIDEO CARDS, SOUNDCARDS, MODEM (EXTERNAL AND INTERNAL) AND ALL OTHER COMPUTER PERIPHERALS.
- INSTALLATION OF KVM SWITCHES.
- INSTALLATION AND CONFIGURATION OF SCANNERS, PRINTERS, WEBCAMS, SPEAKERS ETC.

SOFTWARE:

- BASIC KNOWLEDGE IBM AS400
- KNOWLEDGEABLE IN MICROSOFT OFFICE 97, 2000, OFFICE XP, OFFICE 2003 AND OFFICE 2007 INCLUDING INSTALLATION AND CONFIGURATION.
- INSTALLATION, CONFIGURATION AND UPDATING OF ANTIVIRUS
- (TRENDMICRO, SYMANTEC/NORTON, MCAFEE, AVG, AVAST, SOPHOS, KASPERSKY).
- INSTALLATION/CONFIGUATION OF SYMANTEC ENDPOINT SECURITY, TREND MICRO OFFICESCAN AND SMB CLIENT/SERVER SECURITY.
- INSTALLATION OF ANY WINDOWS BASED SOFTWARE
- INSTALLATION OF OPEN SOURCE BASED SOFTWARE

PROJECT IMPLEMENTATION:

SUMISETSU PHILS., INC.(CAVITE) – Implementation of Postfix Mail/Server using RHEL 5 and Juniper Firewall SSG5 with VLAN Setup

SUMISETSU PHILS., INC.(MAKATI) -- Implementation of Postfix Max Server using RHEL 5 and Juniper Firewall SSG5 Connected to Cavite Area

PTT PHILIPPINES (MAKATI) – Implementation of Web Server and Mail) Relay using Virtual Server

CBNC (PALAWAN) – Implementation of Solarwinds Orion NMP (Network Monitoring Performance)

HITACHI (SUBIC) - Implementation of Squid Proxy Server using SME

HITACHI CABLE (BATANGAS) – Implementation of Postfix Mail Server using RHEL 5 WITH SQL and Juniper Firewall SSG5 Connected to Cavite Area

NETMARKS PHILS., INC. (OFFICE-MAKATI) - Implementation of Postfix Mail Server using CENTOS with SQL

VICTORY LINER INC. (CALOOCAN) – Implementation of Antivirus Server using Trend Micro Worry-Free Business Security Standard in Windows 2003 Server Standard Edition DAIKOKU PHILS., INC.(LAGUNA) – Implementation of Postfix Mail Server using RHEL 5 and Windows 2003 R2 Server for Domain Controller. DNS. File Server and Application Server.

CERTIFICATION:

LINUX PROFESSIONAL INSTITUTE LEVEL 1(LPI1) CERTIFIED LPI LEVEL 1 101-102 SYSTEM/NETWORK ADMINISTRATOR ID: LPI000175964 (NOVEMBER-DECEMBER 2008)

CISCO SMB ID: PVC49171090 CISCO SMB ENGINEER (OCTOBER 2010)

Education:

| School | Address | Course | Years Enrolled & Graduated |
|-------------|---------------|--------------------------------------------|-------------------------------|
| STI College | Caloocan City | Bachelor of Science in Computer Science | June 1999-March 2003 |

Certifications (as required in the TOR)

N/A

Employment Record:

ACUITY TECHNOLOGIES, INC. MARCH 2012 – Present SENOR SYSTEM ADMINISTRATOR

- MANAGE AND HANDLE AMAZON WEB SERVICES (CLOUD COMPUTING)
- SETUP AND CONFIGURATION OF INTANCE/SERVER. SECURITY GROUPS
 (FIREWALL) AND RDS(DATABASE) ON AMAZON WEB SERVICE
- MANAGE AND HANDLE ARCUSIT CLOUD PORTAL (CLOUD COMPUTING)
- MAINTAINING SYSTEM AND IMPLEMENT THE POLICIES FOR THE USE OF THE
 COMPUTER SYSTEM AND NETWORK
- ACT AS TIER 3 SUPPORTS FOR DEFECT AND ISSUE DEFINITION AND RESOLUTION

- PROVIDE CAPACITY PLANNING. MONITORING AND MAINTENANCE OF DESIGNATED SYSTEMS INCLUDING TREND AND PROBLEM IDENTIFICATION AND RESOLUTION
- TRAIN BOTH SUPPORT AND NON-SUPPORT APPLICATIONS STAFF AS NECESSARY
- SETUP AND CONFIGURATION OF ORACLE DATABASE 10G, 10G R2 AND 11G HANDLING, CHECKING, MONITORING AND MANAGING UNIX BASE SERVER (APPLICATION AND DATABASE SERVER)
- INSTALLATION AND CONFIGURATION OF LAMP, MYSQL, MONGODB
 DATABASE, MAGENTO AND LIFERAY
- INSTALLATION AND IMPLEMENTATION OF REDHAT ENTERPRISE LINUX 5 AND 6
- INSTALLATION AND IMPLEMENTATION OF SERVER SUCH AS UBUNTU; FEDORA CORE, SUSE AND CENTOS
- SETUP AND CONFIGURATION OF POSTFIX MAIL SERVER(MTA)
- SETUP AND CONFIGURATION OF SQUID PROXY SERVER USING REDHAT, CENTOS AND UBUNTU
- SETUP AND CONFIGURATION OF IPTABLES, DNS, SAMBA, NFS AND WEB SERVER
- SUPPORT CLIENTS THRU EMAIL, CALLS AND REMOTE SYSTEM SETUP, CONFIGURATION AND TROUBLESHOOT MAC OSX

SEER TECHNOLOGIES, INC.

AUGUST 2011 - PRESENT

SYSTEM ADMINISTRATOR / CONSULTANT

- MANAGE AND HANDLE AMAZON WEB SERVICES (CLOUD COMPUTING)
- SETUP AND CONFIGURATION OF INTANCE/SERVER, SECURITY GROUPS (FIREWALL) AND RDS (DATABASE) ON AMAZON WEB SERVICE
- INSTALLATION AND CONFIGURATION OF LAMP, MYSQL, MONGODE DATABASE, MAGENTO AND LIFERAY
- INSTALLATION AND IMPLEMENTATION OF REDHAT ENTERPRISE LINUX 5
 AND 6
- INSTALLATION AND IMPLEMENTATION OF SERVER SUCH AS UBUNTU, FEDORA CORE, SUSE AND CENTOS
- SETUP AND CONFIGURATION OF POSTFIX MAIL SERVER(MTA)
- SETUP AND CONFIGURATION OF SQUID PROXY SERVER USING REDHAT CENTOS AND UBUNTU
- SETUP AND CONFIGURATION OF IPTABLES, DNS, SAMBA, NFS AND WEB SERVER
- SUPPORT CLIENTS THRU EMAIL, CALLS AND REMOTE SYSTEM
- SETUP, CONFIGURATION AND TROUBLESHOOT MAC OSX

NETMARKS PHILS., INC.

JULY 2008 – APRIL 2011 ASSOCIATE SYSTEM ENGINEER

- CONDUCTED TRAINING IN BASIC LINUX TUTORIAL(INTERNAL)
- CONDUCTED TRAINING IN BASIC EMAIL SERVER USING POSTFIX
- INSTALLATION AND IMPLEMENTATION OF REDHAT ENTERPRISE LINUX 5
- INSTALLATION AND IMPLEMENTATION OF FEDORA CORE. SUSE AND CENTOS

- SETUP AND CONFIGURATION OF POSTFIX MAIL SERVER(MTA)
- SETUP AND CONFIGURATION OF SQUID PROXY SERVER USING REDHAT
 AND SME LINUX
- SETUP AND CONFIGURATION OF IPTABLES. DNS, SAMBA. NFS AND WEB SERVER
- INSTALLATION AND CONFIGURATION OF UBUNTU LINUX SERVER
- WINDOWS 2000, 2003, 2008 SERVER MANAGEMENT
- APPLICATION SERVER, FILE SERVER, ACTIVE DIRECTORY, DNS AND DOMAIN CONTROLLER MANAGEMENT AND ADMINISTRATION
- CONDUCTED SCOPING FOR CLIENTS (NETWORK, SERVERS, DESKTOPS AND OTHER APPLIANCE)
- IMPLEMENTATION OF MANAGEABLE AND CENTRALIZED ANTIVIRUS SOFTWARE SUCH AS TREND MICRO OFFICESCAN 8.0 – 10.0 AND WORRY FREE BUSINESS SECURITY, SYMANTEC ENDPOINT PROTECTION
- INSTALLATION AND CONFIGURATION SOLARWINDS ORION NMP
- SETUP AND CONFIGURATION OF KERIO MAIL SERVER(MTA)
- HANDLE AND ACCOMPLISH FIELD PROJECTS
- TROUBLESHOOT TECHNICAL PROBLEMS THROUGH PHONE, EMAIL AND CHAT
- DESIGN AND IMPLEMENT SYSTEMS INTEGRATION
- PREPARE SCOPE OF WORK AND BILL OF MATERIALS AS CLIENTS REQUIREMENTS
- TEST AND SIMULATE HARDWARE/SOFTWARE FOR PROJECT PREPARATION
 AND IMPLEMENTATION
- PREPARE DOCUMENTS FOR PROJECT DOCUMENTATION AND FINAL REPORTING
- UNDERGO TRAINING FOR A NEW HARDWARE/SOFTWARE PRODUCTS
- PROVIDE SUPPORTS TO CLIENTS REGARDING THEIR PROBLEM
- ATTENDS PRE-SALES ACTIVITIES

IMERGE ONLINE INC.

NOVEMBER 2007 – MAY 2008 TECHNICAL SUPPORT/FIELD ENGINEER

- INSTALLATION AND IMPLEMENTATION OF FEDORA CORE 4
- SETUP AND CONFIGURATION OF POSTFIX MAIL SERVER(MTA)
- WINDOWS 2000, 2003 SERVER MANAGEMENT
- ACTIVE DIRECTORY AND DOMAIN CONTROLLER MANAGEMENT AND ADMINISTRATION
- HANDLE AND ACCOMPLISH FIELD PROJECTS
- TROUBLESHOOT TECHNICAL PROBLEMS THROUGH PHONE, EMAIL AND CHAT

DESIGN AND IMPLEMENT SYSTEMS INTEGRATION RREPARE SCOPE OF WORK AND BILL OF MATERIALS AS CLIENTS REQUIREMENTS

- TEST AND SIMULATE HARDWARE/SOFTWARE FOR PROJECT PREPARATION AND IMPLEMENTATION
- PREPARE DOCUMENTS FOR PROJECT DOCUMENTATION AND FINAL REPORTING
- UNDERGO TRAINING FOR A NEW HARDWARE/SOFTWARE PRODUCTS
- PROVIDE SUPPORTS TO CLIENTS REGARDING THEIR PROBLEM
- ATTENDS PRE-SALES ACTIVITIES

LBC EXPRESS

JULY 2006-AUGUST 2007 I.T./TECHNICAL SUPPORT

- DESKTOP SUPPORT TO LBC BRANCHES
- INSTALLED POS SOFTWARE
- TROUBLESHOOT TECHNICAL PROBLEMS THROUGH PHONE, EMAIL AND CHAT
- PC AND LAPTOP TROUBLESHOOTING
- TEST AND SIMULATE HARDWARE/SOFTWARE FOR PROJECT PREPARATION AND IMPLEMENTATION
- PREPARE DOCUMENTS FOR PROJECT DOCUMENTATION AND FINAL REPORTING
- UNDERGO TRAINING FOR A NEW HARDWARE/SOFTWARE PRODUCTS
- PROVIDE SUPPORTS TO LBC BRANCHES REGARDING THEIR PROBLEM

PACIFIC UNION INSURANCE COMPANY MARCH 2004-APRIL 2006 DATA ENCODER

- FILING OFFICIAL RECEIPTS
- PREPARE DOCUMENTS FOR DOCUMENTATION AND REPORTING
- RESPONSIBLE FOR THE PROPER FILING OF DOCUMENTS
- HANDLE CALLS AND INTER-OFFICE PAPER WORK ERRANDS FOR OTHER DEPARTMENTS

TRAININGS/SEMINARS ATTENDED:

IBM SYSTEMS TECHNICAL SYMPOSIUM SYSTEM X, BLADECENTER AND SYSTEM STORAGE NOVEMBER 2010 THE PENINSULA MANILA HOTEL MAKATI CITY

NOVELL CERTIFIED LINUX ADMINISTRATOR MAY 2010 TOUCH SOLUTIONS INC. GREENHILLS, SAN JUAN CITY

LINUX PROFESSIONAL INSTITUTE 102(NETWORK ADMINISTRATOR) DECEMBER 2008 TOUCH SOLUTIONS INC. GREENHILLS, SAN JUAN CITY

LINUX PROFESSIONAL INSTITUTE 101(SYSTEM ADMINISTRATOR) NOVEMBER 2008 TOUCH SOLUTIONS INC. GREENHILLS. SAN JUAN CITY CISCO SELECT CERTIFICATION AND SMB SPECIALIZATION SEPTEMBER 2008 INGRAM MICRO(PHILIPPINES) ORTIGAS. PASIG CITY

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

Date: Day/Month/Year [Signature of staff member] Full name of staff member: Karl Alfred S. Trinidad. Noted by: Full name and Signature of authorized representative of the firm: Dáve John A. Macias



Dear Graduate:

Your certificate for successful completion of the Linux Professional Institute certification Level One and your LPI card are enclosed. We offer our sincere congratulations on your achievement.

You are now entitled to the designation:

LPIC-1 (Linux Professional Institute Certified Level 1)

and may use the LPIC-1 logo for your business card or resume: http://www.lpi.org/eng/about_lpi/lpi_logo

We at the Linux Professional Institute hope you will continue your studies to the Level 2 certification. More information on other levels of the LPIC program are available at:

http://www.lpi.org/eng/certification/the_lpic_program

and information on other LPI projects is available at: http://www.lpi.org/eng/join_us

As a community organization, we look to our graduates to participate in the ongoing development of LPI programs as the world's #1 Linux Certification. Should you wish to participate in the LPI Alumni, where LPI graduates can share LPI information, please subscribe to the mailing list at:

http://list.lpi.org/mailman/listinfo/lpi-alumni

Thank you for certifying with LPI, and for your support of the LPIC program.

Yours truly,

Schuck

Jim Lacey President and CEO Linux Professional Institute

on behalf of the Linux Professional Institute Board:

John Suckley Christopher English Neur Yosy, USA tuen Harte to glob Schools

Texas, USA Tokyo, Janaa mangeneral Cermany



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17 - 21 May 2010

N 10 10 12 13 14 Emmanuel DG. Lopez and M

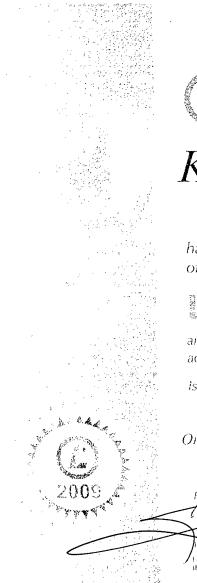
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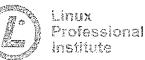
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્રીકે આઝન્ટ Christian P. Ramos Manager Tephnical Education Division (CORS) Touch Solutions, Incorporated



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Karl Alfred Trinidad

has fulfilled the qualifications and achieved all requirements of the Institute's program

LPIC-1 Certification

and is entitled to all honours and privileges associated with this achievement.

Issued at Toronto, Ontario, Canada

On the 13th day of March 2009

This certificate is not proof of certification, please visit https://www.lpi.org/ca//kanman/certification trans/insessonal-historic and the codest, logo are trademarks and/ogistered trademarks in Jepan an the taro and franci of the time Processional Institute Inc. All Rights Reserved. TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| roposed Position: System Administrator |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| lame of Firm: Incuventure Partners Corporation |
| lame of Staff: Isidro R. Dadula Jr. |
| rofession: Bachelor of Science in Computer Engineering |
| Pate of Birth: June 25, 1985 |
| Zears with Firm/Entity: Nationality: Filipino |
| lembership in Professional Societies: <u>N/A</u> |
| Detailed Tasks Assigned: |
| Cey Qualifications: |
| Project Implementation and Support in Linux Systems (RedHat/Debian/Suse) Specifically Postfix MTA/Squid Proxy/DHCP/DNS/LAMP/Other Package Installations Knowledgeable in Windows Systems (2008/2008R2/2003/XP/7/8) Knowledgeable in Active Directory/DHCP/DNS/RDP/RDS Knowledgeable in Virtualization Infrastructure (VMWare ESXi5/Hype V) Knowledgeable in Backup Solution (Acronis 11.5-ACE/NetBackup) Knowledgeable in LAN/WAN/Wireless Infrastructure Pre-sales in IBM System x Series Servers Technical Certifications/Eligibility: Linux Professional Institute Certification (LPIC-1) - LPI000240067 Acronis Certified Engineer (ACE) Civil Service Eligible (Professional) Technical Trainings: Linux Professional Institute 1 – Installation/Administration/Backup & |

Education:

| School | Address | Course | Years Enrolled & Graduated |
|---------------------------------|----------------|------------------------------------------------|-------------------------------|
| University of Perpetual Help | Las Piñas City | Bachelor of Science in Computer Engineering | 2008 |

Certifications (as required in the TOR)

N/A

Employment Record:

Netmarks Philippines, Inc. July 2010 – Present Technical Staff 1 (Field Engineer)

- Lead and assist Project Implementations, Demonstrations, and Proof of Concept and prepare scoping, planning, Bill of Materials, Scope of Work, and Design with Documentations mainly in (Linux systems such as, Postfix Mail System, Squid Proxy Server, DHCP, DNS and LAMP).
- Support in other Operating systems (Windows XP/Vista/7/8/2003/2008, OSX, Redhat, and Ubuntu).
- Perform Pre-sales scoping in hardware products such servers particularly IBM, HP, and CISCO UCS.
- Basic implementations and support in Network Appliances (Firewall, Spam Filter, Wireless, Monitoring, and Switches).
- Virtualization Support such as (VMware ESXi4-5.1/Hyper-V)
- Support and enable to understand desktop workstations and network printers and other network and software related as by required by clients.

Research & Development Engineer

- Technology research such hardware, software and application for new solutions.
- Qualify new and present technologies for development and much benefit for the current and future clients.
- Assist. train and transfer technical knowledge to sales and technical engineers in a classroom type environment.
- Prepare training modules, technical exams and documentations for application and testing.
- Assist and manage internal systems such as hardware. application and software.

Festival Supermall, Inc.

Feb. 2009 – Dec. 2009 Hardware Engineer

- Installed, assembled and maintained POS computers for parking systems and admin workstations.
- Handled users on hardware and software support such as computer peripherals, printers, Microsoft Office and Outlook, network sharing and securities.
- Worked on wireless networking, both LAN and WAN

Kawasaki Motors (Phils) Corporation

July 2008 - December 2008 IT Staff/Data Encoder

- Supported users on hardware and software problems and requirements.
- Maintenance of computers and printers
- Worked as data encoder on motor sales

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)

Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me. my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

Deret

Date: $\frac{29/17/13}{Day/Month/Year}$

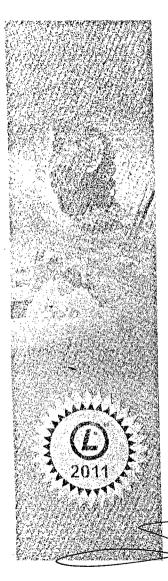
[Signature of staff member]

| Full name of staff member: | Isidro R. Dadula Jr. | 10 |
|-----------------------------------------------|----------------------------------|-----------------------|
| Noted by: Full name and Signature of autho | rized representative of the firr | n:Dave John A. Macias |
| | | |

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Isidro Dadula, Jr.

has fulfilled the qualifications and achieved all requirements of the Institute's program

LPIC-1 Certification

and is entitled to all honours and privileges associated with this achievement.

Issued at Toronto, Ontario, Canada

On the 9th day of December 2011

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<u>— This certificate is not proof</u> of certification, please visit https://www.lpi.org/caf/Xamman/certification Uaux Professional Institute and the circle-Llogo are trademarks and registered trademarks (in Japan and the European Union) of the Linux Professional Institute Inc. All Rights Reserved. TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff

| poration |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| |
| n Engineer |
| |
| Nationality: Filipino |
| onsultant |
| |
| Isultant and DBM clients. DBM clients tware procedures ds iow product and software works and software switches, routers and firewalls and he behavior of network-attached computers c and troubleshoots any problem such as ing network problems systems to back up the main network server errors as well as the steps taken to solve the the setup of passwords and access levels |
| U |
| on Engineering. F – troubleshoots problem in hardware and all levels via telephone and email, to ensure rening and probing questions. Refined ance work, team support and other al manner. |
| |

- Provide Helpdesk Service to receive problem reports and user requests and to provide first level technical support for the network problem.
- respond to requests for technical assistance in person. via phone, electronically
- diagnose and resolve technical hardware and software issues
- Provide onsite troubleshooting hardware and software problems in desktop PCs.
- research questions using available information resources
- advise user on appropriate action
- log all help desk interactions
- redirect problems to appropriate resource
- identify and escalate situations requiring urgent attention
- track and route problems and requests and document resolutions
- prepare activity reports
- Monitor Network availability
- Manage Domain User in Active Directory
- Manage Email Accounts.

Education:

| School | Address | Course | Years Enrolled & Graduated |
|-------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------|-------------------------------|
| Amaya Elementary School | Amaya Tanza Cavite, Philippines | Primary Education | 1993-1999 |
| Amaya School of Home Industries | Sahud-Ulan Tanza Cavite, Philippines | Secondary Education | 1999-2003 |
| Polytechnic University of the Philippines | Maragondon, Cavite, Philippines | Bachelor of Science in Electronics and Communications Engineering | 2003-2008 |
| Mapúa Institute of Technology | Intramuros. Manila. Philippines | CCNA Exploration | 2009-20/0 |

Certifications (as required in the TOR)

(See attached)

Employment Record:

Computer Network Systems Inc.

(May 2011 to Present)

Helpdesk Support Specialist (Department of Eudget and Management Project)

Hayakawa Electronics (Phils.) Corporation

(June 20 2008 to August 7 2010)

Product Development Engineer - Cost Calculation Section

- Calculated price structure and analyzed cost proposals.
- Breakdown all material, process, packaging, and freight costs.
- Forecasting the scope, cost and length of time required for particular projects.
- Responsible for developing the cost information necessary to make a bid for a contract
- Created essential records at usual intervals and costs statements.
- Prepared and evaluate raw material s used in product Process Engineer
- Conceptual designs and process development reports.
- Block Flow Diagrams (BFD) and Process Flow Diagrams (PFD).
- Process and Instrumentation Diagrams (P&ID).
- Process engineering calculations.
- Material and energy balances.
- Basis of design process scope documents.
- Equipment layouts.
- Process equipment specifications, data sheets, and bid tabulations.

- Equipment lists, line lists, and tie-in lists.
- Process system construction specifications.

Production Line Leader

- In-charge in monitoring and checking of production line activities.
- Initiate work improvements to further upgrade line performance.
- Ensure on time delivery of quality finished goods and on-time submission of reports to superiors.
- Implement counter measure in any quality problems occurred in line production.

Languages:

| | Oral | Reading | Written | |
|----------|------|---------|---------|--|
| English | Good | Good | Good | |
| Filipino | Good | Good | Good | |

Medical Certificate

(See attached)

Certification and Commitment:

W

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | | Date: | |
|----------------------------------------------|--------------------------------------|--------------------|----------------|
| [Signature of staff member] | | | Day/Month/Year |
| Full name of staff member: | Elmer B. Perea | $\overline{\prec}$ | W |
| Noted by: Full name of authorized represe | entative: <u>Dave John A. Macias</u> | | |
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Cisco Career Certifications Elmer B. Perea

CCNA CSC011869164

Contarect titles of the

Valid through November 9, 2013

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cisco.

Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

Proposed Position: Desktop / Tech Support Specialist 1

Name of Firm: Computer Network Systems Corporation

Name of Staff: Raymond P. Francisco

Profession: Bachelor of Science in Computer Engineering

Date of Birth: September 3, 1982

Years with Firm/Entity: <u>1 year and 1 month</u> Nationality: <u>Filipino</u>

Membership in Professional Societies:

Detailed Tasks Assigned:

- Serve as liaison between the Service Consultant and DBM clients.
- Solve hardware and software issues for DBM clients
- Educate DBM users on hardware and software procedures
- Provide feedback about DBM clients' needs
- Consult and/or conduct research about how product and software works
- Install, configure, and upgrade hardware and software

Key Qualifications:

- A degree in B.S. Computer Engineering
- Eight (8) years cumulative experience in IT hardware and software systems
- Knowledgeable with MS Office (Word, Excel and PowerPoint) and graphics software (Adobe Photoshop, CorelDraw, and Visio).McAfee EPolicy Orchestrator, Symantec Netbackup 7.0 management.

- Adept in Microsoft operating systems (Windows 98, 2000, NT, XP, Vista, 7, & 2003) with exceptional hardware and software troubleshooting skills.
- Knowledgeable with Active Directory and MS Exchange administration: user's profiling, mailboxes and distribution list.
- Experience supporting TCP/IP, LAN and WAN with a strong background in network configuration and administration.
- Has a basic knowledge in Linux Operating System.
- Knowledgeable with Avaya Phone installation, configuration and administration through ASA and CMS.
- Experience with Microsoft System Center Configuration Manager (SCCM) 2007 R2: configuration, deployment and management.
- Video editing, Audio Editing and Recording setup, Adobe Premiere 6.5, Final Cut Pro , Sound Forge 4.5.
- Microsoft Certified Professional (MCP ID: 7229564)
- Microsoft Certified Technology Specialist (MCTS)
- Microsoft Certified Desktop Support Technician (MCDST)

Education:

| School | Address | Course | Years Enrolled & Graduated |
|--------------------------------------------------|---------|------------------------------|----------------------------|
| Technological Institute of the Philippines | Manila | B.S. Computer Engineering | 1999-2004 |

Certifications:

- Microsoft Desktop Support Technician on Windows XP
- Microsoft Certified Technology Specialist
- Microsoft Certified Professional

(See attached)

Employment Record:

Computer Network Systems / Position: Desktop Support Engineer

Period Covered: March 4, 2013 - present

Work Description:

Monitors regional network link, Assisted in evaluating hardware and software with a view to continuous improvement in the capability and reliability of service.

TELUS International Philippines Inc. / Position: Information Technology Support Specialist *Period Covered:* November 2008 – March 15, 2013

Work Description:

- Manage SCCM 2007 security patch deployment, Email and chat server maintenance, Manage files and database server.
- > Manage McAfee AV server and Active directory.
- Determined the required skill level for issues that need to be elevated and directs them for specific solutions.
- Installed, configured & troubleshot PC, PBX lines and LAN related problems including Microsoft applications thru remote access.
- Kept abreast of technological development and assisted in evaluating hardware and software with a view to continuous improvement in the capability and reliability of service.

Alorica Philippines (D-Link Account) / Position: Technical Support Representative Period Covered: August 2007 – October 2008

Work Description:

 Provides technical support, installation procedures and troubleshooting D-Link networking devices such as routers, print server, Network adapters, and other D-Link devices.

- Provides an efficient and effective IT support from hardware, software, networking to telephony system for both Canada and United States users and clients.
- Worked with a team in a shifting schedule since the account operates 24/7 to maintain customer satisfaction and meet the demands of the clients.

De La Salle – College of Saint Benilde / Position: Multimedia Support Staff / Technical Support Staff *Period Covered:* February 2006 – August 2007

Work Description:

-Maintaining FTP server for windows and MAC PC to be use by students and instructors.

- Performs PC maintenance, troubleshooting and annual inventory in all rf devices.

- LAN cabling setup and troubleshooting, Live band setup, Sound system setup, video capturing and editing setup.

De La Salle University / Position: Information Technology Support Staff

Period Covered: March 2005 – January 2006

Work Description:

- Performs immediate troubleshooting and maintenance operation. Installing and upgrading hardware and software.
- Troubleshoots network connectivity and network installation. Linux operating system configuration. Inventory and PC cloning.

Languages:

Medical Certificate

(See attached)

Certification and Commitment:

I. the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

13, 2013 Date: April Raymond P. Francisco Full name of staff member: Raymond P. Francisco Noted by: Full name of authorized representative: KICCAS To Villy

| Last Activity Recordec Microsoft Certification | d : November 24, 2010 n ID : 7229564 | Microsoft |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| RAYMOND P FRANCI 25 PASCUAL SUBD B QUEZON CITY, 1440 ray.fran3@hotmail.cc | AESA Q.C PH | |
| ACTIVE MICROSC | NFT CERTIFICATIONS: | |
| Microsoft® Ce | rtified Technology Specialist (MCTS) | a set manda matar in a constante ande manda ande mare anna a frantse a segmente de setare desse |
| | Number :C266-7959Achi/Version :Windows® 7, Configuration | evement Date : 11/24/201 |
| Microsoft Cert | ified Desktop Support Technician | |
| Certification Certification | Number :C266-7951Achi/Version :Microsoft Windows XP | evement Date : 12/11/200 |
| Microsoft Cert | ified Professional | |
| Certification Certification, | Number :C266-7950Achi/Version :MCP Certified Professional (Legacy) | evement Date : 11/20/200 |
| | REFICATION EXAMS COMPLETED SUCCESSEU | LLY: Date Completed |
| . Was to an optimized the set office of the set of the | Description | |
| Exam ID | Description | November 24, 2010 |
| , was so an interference and and so in the second source of | Description TS: Windows 7, Configuring Supporting Users and Troubleshooting Desktop Applications on a Microsoft® Windows® XP Operating System | |
| Exam ID 680 | TS: Windows 7, Configuring Supporting Users and Troubleshooting Desktor Applications on a Microsoft® Windows හි XP | |

CERTELLE CATE DE O

Achievement Date: November 20, 2009

RAYMOND P FRANCISCO

Microsoft

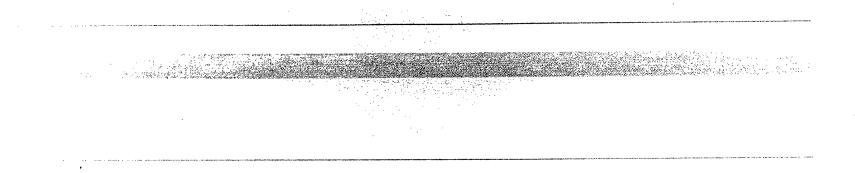
Has successfully completed the requirements to be recognized as a Microsoft® Certified Professional

Sleven

Steven A. Ballmer Chief Executive Officer



Contractory Chesteric Star Colds

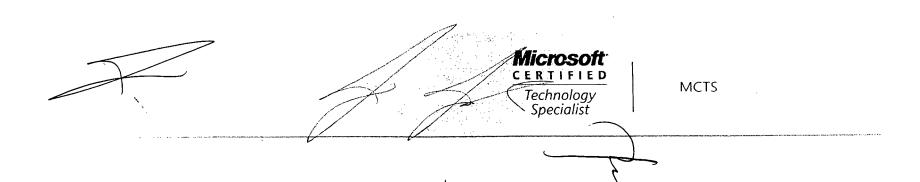


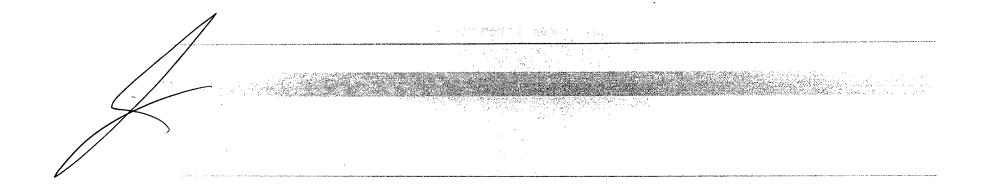
RAYMOND P FRANCISCO

Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist (MCTS)

Steven A. Ballmer Chief Executive Officer







Achievement Date: November 24, 2010

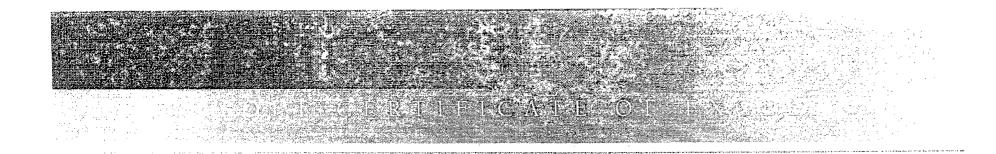
RAYMOND P FRANCISCO

Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist: Windows® 7, Configuration

XAL

Steven A. Ballmer Chief Executive Officer

| Cortile (Inar Elevergan C. (In 1999) | Microsoft CERTIFIED Technology Specialist | Windows® 7, Configuration |
|--------------------------------------|----------------------------------------------------|------------------------------|
| | | |



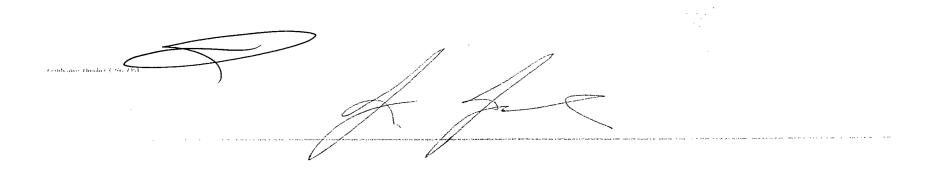
Achievement Date: December 11, 2009

RAYMOND P FRANCISCO

Microsoft

Has successfully completed the requirements to be recognized as a Microsoft® Certified Desktop Support Technician on Windows XP

Steven A. Ballmer Chief Executive Officer



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| · | Place Tabayog Street | Date April 12, 3013 | | | | | |
|-----------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
| | At the request of the Department of Budget an Management, Malacanang Manila | City Mandaluyong City | | | | | |
| | | Country Philippines | | | | | |
| | I certify that on the above date, I examined | | | | | | |
| ſ | Name Francisco, Raymond P. | Age Sex Citizenship | | | | | |
| \square | | 30 Male Filipino | | | | | |
| | CLASS A | ldiots, insane persons, person who had been insane, person afflicted with epilepsy or loathsome or dangerou contagious diseases as: tubercolosis, venereal disease trachoma, ringworm, scalp, nail or beard, actinomycosis favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis filiarisis, schistosomiasis, parago nomiasis. | | | | | |
| | CLASS B | If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely be a public charge. | | | | | |
| | CLASS C | Persons having diseases or defects that do not come under Class A or B | | | | | |
| | CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION | | | | | |
| | MEDICAL RECORDS / EVALUATIONS | | | | | | |
| | Pertinent medical history Significant physical examination | | | | | | |
| | 3. Chest X-ray report: (for ages 1 | 1 years and above) | | | | | |

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 421 TABAYOG mada luymy st. (Print Full Name, License No., PTR) 102-0 9. YALEZIO #6. 2838230 No. 104339 City tos fu Lie, ROSPLING P. VALERIO " 1. 11 lis. M.D. Signature of Examining Physician

TECHNICAL PROPOSAL – STANDARD FORMS

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| - | |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | oposed Position: <u>Desktop / Tech Support Specialist 2</u> |
| | |
| | |
| | |
| | ate of Birth: October 17, 1979 Pears with Firm/Entity: <u>1 year and 2 months</u> Nationality: <u>Filipino</u> |
| | embership in Professional Societies: <u>Microsoft Inc.</u> |
| | etailed Tasks Assigned: |
| h.~ | Serve as liaison between the Service Consultant and DBM clients. Solve hardware and software issues for DBM clients Educate DBM users on hardware and software procedures Provide feedback about DBM clients' needs Consult and/or conduct research about how product and software works Install, configure, and upgrade hardware and software |
| free free free free free free free free | Key Qualifications: • A college degree of B.S. Computer Engineering • Twelve (12) years cumulative experience in IT, Technical troubleshooting and provide support to clients • Microsoft Certified Professional • Microsoft Certified Desktop Support Technician • Microsoft Certified Trainer • Cisco Certified Network Associate (until July 2011) |

TECHNICAL PROPOSAL – STANDARD FORMS

Education:

| School | Address | Course | Years Enrolled & Graduated | - |
|------------------------------------|-------------|---------------------------------|-------------------------------|-----|
| AMA Computer College | Quezon City | B.S. Computer Engineering | 1996-2000 | |
| Guthrie Jensen Consultants, Inc | Makati City | Powerful Presentation Skills | March 1-3, 2007 | The |

Certifications

- Microsoft Certified Professional
- Microsoft Certified Desktop Support Technician
- Microsoft Certified IT Professional Enterprise Support
- Microsoft Certified Trainer
- Cisco Certified Network Associate (until July 2011

(see attached)

Employment Record:

Computer Network Systems Corp. Desktop Support Engineer February 18, 2013 to present

Work Description:

- Monitor network link in main office an in other regional office in Department of Budget and Management.
- Troubleshoots hardware and software issue.
- Troubleshoot LAN problems.
- Monitors firewall, ID, links on regions and main office.

FIELD SURVEY TECHNICIAN (FREELANCE) November 2009 to February 2013

Projects and Assignments:

Shell (Philippines, Malaysia, Thailand, Singapore, Vietnam) Mead Johnson (Philippines, Thailand, Indonesia) Mitsui International (Philippines, Thailand) Warner Bros, (Philippines)

Roles and Responsibilities:

- Record and complete the Site Survey Excel spreadsheet while onsite (LAN, WAN, WLAN, Circuit information, Cabling, etc.)
- Report Technical and Non-Technical problems/issues and or delays while onsite

IT TRAINER (FREELANCE) March 2007 to October 2009

CompTIA A+

- Conducted CompTIA A+ Certification Program. Handled a class, consists of twenty nine students that came from different Polytechnics of Nearby states. Trained the students by providing theories and practical skills through laboratory exercises and gave practice test for exam preparation.

ICND 1 and ICND 2 (Interconnecting Cisco Networking Devices)

- This 5-day training is intended for CCNA certification exam preparation. The class consists of IT Professionals who are working in different top industries from different countries.

Roles & Responsibilities:

- Provides the necessary IT training and computer technical troubleshooting as required by the client
- Ensure certifications are up-to-date and kept abreast of the essential technology and skills
- Provide guidance to students, and help develop their knowledge

TECHNICAL SUPPORT REPRESENTATIVE LINK2SUPPORT INC. – PHILIPPINES March 2003 to August 2006

Roles & Responsibilities:

Senior Product Support Specialist (November 2005 – August 2006)

- Upgraded skill through company training to provide technical support for advance clients using Manageable Networking Switches.
- Caters escalated cases through voice, chat and e-mai support.

Product/Support Specialist (September 2004 – October 2005)

• Upgraded skill through company training to provide technical support for customer's needs particularly for print servers. VPN routers, and other Linksys specialty devices.

- Responsible with accommodating customer queries through chat and e-mail environment.
- Responsible for providing a weekly report to the appropriate immediate superior.

Tier 2 Technical Support Representative (May 2003 – August 2004)

- Upgraded skill through company training to provided technical support for customer's needs, diagnosing their errors as well as managing network sharing, internet connection and wireless networking devices.
- Educates and provides technical information and/or recommendations to clients to make their computer system run optimally.

Tier 1 Technical Support Representative (March 2003 – April 2003)

- Trained to support Linksys basic networking devices such as network adapters, hubs, switches and routers.
- Follows up, diagnoses and troubleshoots as necessary until the issue is resolved and the customer is satisfied.

(Computer Science) FACULTY STAFF

MANILA MONTESSORI COLLEGE – PHILIPPINES November 2001 to March 2003

Roles & Responsibilities:

- Plans and implements a program of instruction that adheres to the objective as outlined in the adopted course study.
- Makes purposeful and appropriate lesson plans that provide for effective teaching strategies and maximize time in task.
- Plans and implements a program of study designed to meet individual needs of students.

Languages:

Medical Certificate

| {The | Medical Certificate hission of this TPF} | must | have | been | issued | not | earlier | than | six | (6) | months | R | efore | the | date c | it |
|------|---------------------------------------------|------|------|------|--------|-----|---------|------|-----|-----|-------------|---|-------|-----|--------|----|
| subr | ission of this TPF} | | | | | | | | | | \setminus | | Ň | | | |

(see attached)

Certification and Commitment:

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I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

Date: March 7. 2013

[Signature of staff member and authorized representative of the firm] Day/Month/Year)

Full name of staff member: <u>Hyacinth F. Magabo</u> Noted by: Full name of authorized representative: Mr. Roberto Delos Santos Jr. we Ton Ward

| ist Activity Recorded : Novemb icrosoft Certification ID : 5439: | | Microsoft | |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| YACINTH F MAGABO DOLLAR ST. VILLA ARCA II JBDIVISION, PROJECT & UEZON CITY, 1106 PH /acinth.magabo@gmail.com | | | Ju |
| Microsoft Certified Trai | | an a construction of the c | |
| Certification Number : Certification/Version : | | Achievement Date : 09/13/ | 2012 |
| Microsoft® Certified IT | Professional (MCITP) | | a constant of the second s |
| Certification Number : Certification/Version : | B760-4371 Enterprise Support Technician on Windows Vista® | Achievement Date : 08/08/ | 2008 |
| Microsoft® Certified Te | chnology Specialist (MCTS) | | |
| Certification Number : Certification/Version : | B760-4370 Microsoft Exchange Server 2007, Configuration | Achievement Date : 11/12 | 2008 |
| Certification Number : Certification/Version : | 8760-4369 Microsoft Windows Vista®, Configuration | Achievement Date 08/08/ | 3608 |
| Microsoft Certified Desi | ktop Support Technician | $ \lambda $ | - 22-1 0 -2017 |
| Certification Number : Certification/Version : | 5760-4365 Microsoft Windows XP | Achievement Date : 64(19/ | 2007 |
| Microsoft Certified Prof | essional | `\\ | |
| Cartification Number (Cartification/Version : | 8780-9580 BitCP Certified Professiona Leonth | Achievement Date : 04,-7 | |
| | | | 4 waysa |
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Active From

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| June 07. 2007 | May 31, 2010 |
|--------------------|--------------|
| July 18-2010 | May 31, 2012 |
| September 13, 2012 | Current |

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Track Name

Desktop Support Technician on Windows XP

Enterprise Desktop Support Technician

Microsoft Certified IT Professional

Microsoft Certified Trainer

Microsoft Exchange Server 2007: Configuration

Microsoft Windows Vista: Configuration

Microsoft® Certified Professional

PRESERVE CONTRACT REPORTS

| Course # | Course Name |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------|
| 2261, (2563) | Supporting Users Running the Microsoft Windows XP Operating System |
| 2262, (2336, 2352, 2340, 2338, 2354, 2564, 2573) | Supporting Users Running Applications on a Microsoft© Windows 8: XP Coersting System |
| | Expert Propagation for the NICOST Contribution |
| | in am Elegannic véchtre kéllősővőr villarinni Herdéskő ték in |
| | lenergi e de poñes l'appendentes e estas en entre en el ser Sum un l'Alfred |
| W | |

| 5049, (5912, 5913) | Menaging Messaging Security Using Microsoft Exchange Server 2007 |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5050, (5914, 5915) | Recovering Messaging Servers and Databases Using Microsoft® Exchange Server 2007 |
| 5051, (5916, 5917) | Monitoring and Troubleshocting Microsoft® Exchange Server 2007 |
| 5051 | Monitoring and Troubleshooting Microsoft® Exchange Server |
| 5053 | Designing a Messaging Infrastructure Using Microsoft Exchange Server 2007 |
| 5058 | Deploying Microsoft® Office Professional Plus 2007 |
| 5105 | Deploying Windows Vista® Business Desktops |
| 5115 | Installing, Configuring, and Troubleshooting Windows Vista® |
| 5116 | Configuring Windows Vista Mobile Computing and Applications - MODL |
| 5117 | Installing, Configuring, Troubleshooting, and Maintaining Windows Vista |
| 5118 | Supporting Windows Vista® and Applications in the Enterprise |
| 5119 | Supporting the Microsoft Windows Vista Operating System and Applications - MODL |
| 6291 | Updating Your Technology Knowledge of Microsof @ Windows® XP to Windows® 7 Beta |
| 6292, (10224, 10226, 10707, 10708) 10709, 10561) | Installing and Configuring Windows® 7 Client |
| 6293 | Troubleshooting and Supporting Windows & 7 in the Enter the |
| 62.94 | - Round alog of Managerey Manageres T Subscrept Superproperties and Saturation and a |
| fire and in the second | i si kemering ponyo i kewaji ng tating hara Diri Dian ara Diagag yana na na A Bing na nanana |
| | no mano oraș di Base de Statut (1990). Sa e e din 1998. |

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| • | |
|--------|-------------------------------------------------------|
| 1(364) | 2010 |
| 10325 | Automating Administration with Windows PowerSne'l 2.0 |
| 50331 | Windows 7, Enterprise Desktop Support Technician |

and the second
| Exam ID | Description | Date Completed |
|---------|--------------------------------------------------------------------------------------------------------------|-------------------|
| 236 | TS: Exchange Server 2007 Configuration | November 12, 2008 |
| 621 | Upgrading your MCDST Certification to MCITP Enterprise Support | August 08, 2008 |
| 270 | Installing, Configuring, and Administering Microsoft® Windows® XP Professional | May 04, 2007 |
| 272 | Supporting Users and Troubleshooting Desktop Applications on a Microsoft® Windows® XP Operating System | April 19, 2007 |
| 271 | Supporting Users and Troubleshooting a Microsoft® Windows® XP Operating System | April 17, 2007 |

Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place Tabayog Street | Date April 12, 20 |)13 | | 4 |
|-----------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| At the request of the Department of Budget and Mangement, Malacanang Manila | City Mandaluyc | ong City | | - (|
| | Country Philippines | | | |
| l certify t | hat on the ab | ove date, I exa | mined 💦 | |
| Name | Age | Sex | Citizenship | |
| Magabo, Hyacinth F. | 33 | Male | Filipino | $\sim - \sum_{i=1}^{n}$ |
| CLASS A | afflicted contagious trachoma, favus blaste | with epilepsy diseases as: ringworm, sca omycosis, lepro | rson who had been ins or loathsome or tubercolosis, vener alp, nail or beard, ac osy, yaws, amebiasis parago nomiasis. | dangerous real disease, ctinomycosis, |
| CLASS B | If not Class impair thei be a public | r ability to ear | aving diseases or defined a living as to make t | edts that will herolikely to |
| CLASS C | Persons ha Class A or B | | or defects that do not | come under |
| CLASS D | IN GOOD PI | HYSICAL AND N | IENTAL CONDITION | |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
- 2. Significant physical examination
- 3. Chest X-ray report: (for ages 11 years and above)

4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks Address Examining Physician 424 TABAYOG ST . (Print Full Name, License No., PTR) 424 1210 49 2838270 201 V. VALERIO MO RASAU 164 25? M.Ò. Signature of Examining Physician

TECHNICAL PROPOSAL – STANDARD FORMS

TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

Proposed Position: Desktop / Tech Support Specialist 3

Name of Firm: Computer Network Systems Corporation

Name of Staff: Albert M. Manuel

Profession: Bachelor of Science in Computer Technology

Date of Birth: September 27, 1979

Years with Firm/Entity: <u>11 months</u> Nationality: <u>Filipino</u>

Membership in Professional Societies:

Detailed Tasks Assigned:

- Serve as liaison between the Service Consultant and DBM clients.
- Solve hardware and software issues for DBM clients
- Educate DBM users on hardware and software procedures
- Provide feedback about DBM clients' needs
- Consult and/or conduct research about how product and software works
- Install, configure, and upgrade hardware and software

Key Qualifications:

- A College degree of B.S. Computer Technology
- Eleven (11) years cumulative experience in IT Personal Computer trouble shooting and repair, Personal Computer assemble/hardware installation, Network Installation, Network Configuration (structured cabling, workgroup configuration, internet configuration, configure / setup DOMAIN both server and workstation.), Software Installation (ms windows 98, ms windows me, ms windows 2000, ms windows NT server, ms windows 2000 server, Microsoft Windows XP, Microsoft Windows 2003 server, Red hat linux, MS Windows vista, Windows 7, MS Office.
- Knowledge in hardware installation SUN SOLARIS, Dell, IBM and HP servers
- Knowledge in basic commands in Sun Solaris, Red hat Linux and HP-UX
- Knowledge in trouble shooting of IBM. HP. Storagetec and ADIC tape library.
- Knowledge in backup using Symantec Veritas Netbackup 6.5.5. and TSM.
- Knowledge in PABX\VOIP

Education:

 $\langle \neg \rangle$

| School | Address | Course | Years Enrolled & Graduated |
|-------------------------|-------------------------------------------|-----------------------------------------------------|----------------------------|
| AMA Computer College | Shaw Boulevard, Mandaluyong City | Computer Technology | 1998-2001 |
| Microsoft | | MCITP Enterprise Desktop Support Technician 7 | |
| | | MCTS Windows 7, Configuration | |
| | | MCITP Enterprise Desktop Administrator 7 | |
| UP ITTC | UP Katipunan | Linux 102 System Administrator | |
| | | | |

Certifications (as required in the TOR)

- MCITP Enterprise Desktop Support Technician 7
- MCTS Windows 7, Configuration
- MCITP Enterprise Desktop Administrator 7

(see attached certificates)

Employment Record:

Desktop Support Engineer

Computer Network System Corporation.

Area of Assignment : DEPARTMENT OF BUDGET AND MANAGEMENT. MALACANANG 4^e Boncodin Building San Marcelino St. Malacanang Martila May 2012 - Present

Duties and Responsibilities:

- Manages a 24 x 7 Helpdesk support for Servers and Network equipments monitoring
- Monitoring daily, weekly and monthly reports for the services by the Helpdesk and Network team
- Responsible for canvassing and recommending acquisitions of IT requirements such as servers, desktops, software and network and security equipments
- IT in-charge for the build-out of the new DBM Data Center and IT Infrastructure for the new Office Bldg.
- Ensures the IT infrastructure and ready as per project timeline and within the approve financial budget.
- Ensures that the IT infrastructure is secure and complies with DBM's security requirement
- Carried-out first level troubleshooting on network related issues from user level up to the switch.
- Conducted network and cabling assessment on upcoming cabling and network project of DBM.
- Managing and maintaining of WSUS/GPO/AD and Google Email accounts.
- Coordinate with third party support on network and telecommunication issues.

System Administrator

Automated Technologies Incorporated

5600 Sergio Osmena Highway corner Arellano St. Makati City Philippines

Project Assignment: ST Micro Electronics

October 2011 to May 2012

- Manages a 24 x 5 support for servers.
- Manages in daily, weekly and monthly backup
- Carried-out first level troubleshooting on hardware and software servers.
- Manage File System for 4-Node Cluster Server.
- Configure Local Policy to get patch update in WSUS Rep server.
- Monitoring of all mountpoint of the servers.
- We recycle used tapes
- Creation of New Folder on NetApp (Shared Drive)/ Granting Access for NetApp

Jr. System Administrator

Infobahn Communications, Inc.

2/F DRB (Fil-American) Hardware Bldg. 923 Aurora Blvd. cor La Salle St. Cubao, Quezon City

Project Assignment: DEPARTMENT OF BUDGET AND MANAGEMENT

June 2009 to June 2011

Manages a 24 x 7 Helpdesk support for Servers and Network equipments monitoring

TECHNICAL PROPOSAL – STANDARD FORMS

- Monitoring daily, weekly and monthly reports for the services by the Helpdesk and Network team
- Responsible for canvassing and recommending acquisitions of IT requirements such as servers, desktops, software and network and security equipments
- IT in-charge for the build-out of the new DBM Data Center and IT Infrastructure for the new Office Bldg.
- Ensures the IT infrastructure and ready as per project timeline and within the approved financial budget.
- Ensures that the IT infrastructure is secure and complies with DBM's security requirement.
- Carried-out first level troubleshooting on network related issues from user level up to the switch.
- Conducted network and cabling assessment on upcoming cabling and network project of DBM.
- Perform cable management or re-harnessing of existing patch cables in the data cabinet, tagging of unlabeled network cable in the data cabinet, tagging of unlabeled network cable.

Network Engineer

Infobahn Communications, Inc.

2/F DRB (Fil-American) Hardware Bldg. 923 Aurora Blvd. cor La Salle St., Cubao, Quezon City

Project Assignment: BANGKO SENTRAL NG PILIPINAS

June 2008 to June 2009

- Ensures that all outstanding cabling and network issues are resolved within BSP service level.
- Perform Non-structure cabling activities to BSP head offices.
- Coordinate with BSP unit and department heads on issues and request related to network and cabling works.
- Prepared and submitted acceptance and status reports for cabling projects and end-user incidents.
- Assist BSP ITSS on project that requires physical network task in Head and off-site office.
- Perform asset inventory to ensure that all cabling components are properly accounted.
- Carried-out first level troubleshooting on network related issues from user level up to the switch.
- Conducted network and cabling assessment on upcoming cabling and network project of BSP ITSS.
- Perform cable management or re-harnessing of existing patch cables in the data cabinet, tagging of unlabeled network cable in the data cabinet, tagging of unlabeled network cable.

IT Support

Hewlett-Packard Philippines 36/F Robinsons Summit Center Makati City Çall Management Group (*Technical Support Specialist*)

TECHNICAL PROPOSAL – STANDARD FORMS

December 2005 -September 2007

- Follow ISO9002 documentation procedures
- Endure adherence to COMPANY Policies and Procedures
- Provides 1st Level Technical Support for Volume Products
- Provides 1st Level Technical Support for multi-vendor products and existing projects
- Ensure accurate and timely logging of calls
- Ensure proper and timely dispatch to OSP for onsite support
- Ensure proper evaluation of calls to Technical Specialists
- Establishes and maintains Customer Satisfaction through Efficient Customer Service
- Skills and within the standards of the Company's standard.
- Meet BFT/Performance measures provided by the Company
- Provide timely and accurate reports such as but not limited to:
 - 1. Daily activity reports for projects
 - 2. Open Calls Report (daily)
 - 3. Customer Call Back Report (daily)

IT Support Engineer

PC Tech Inc.

Project Assignment: PLDT Philippine Long Distance Telecommunication

January 2002 - June 2004

- Responsible for the Installation and Configuration of WIN95, 98,NT and 2000.
- Responsible for the LAN Configuration of PC's
- Responsible for the delivery of newly configured PC.
- Responsible for the Installation and Configuration of Standard, Non-standard and PLD software: AutoCAD, Office97, 2000 and XP, IBM AS400, Outlook98, WinZip7, Acrobat Reader, Visio 5 and 2000, Visual Studio, MS SQLServer, Power Pay, Sypase, ODBC, TARS, CCBCS, ISRS, SIRS and Audioconn.
- Responsible for troubleshooting of PC's either hardware or so software.
- Responsible for setting-up and configuring new PC's to LAN and transfer or back/up the files of users.

Languages:

Medical Certificate

(See attached)

Certification and Commitment:

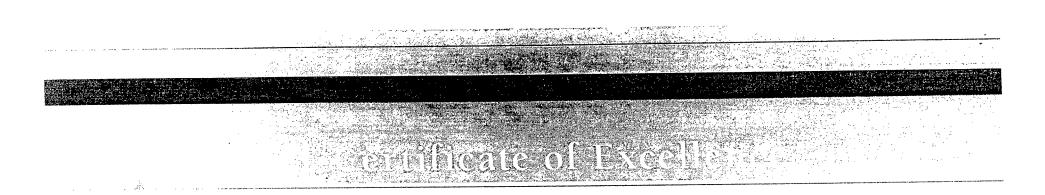
I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

March 7, 2013

Albert M. Manuel Date:

Full name of staff member: Albert M. Manuel

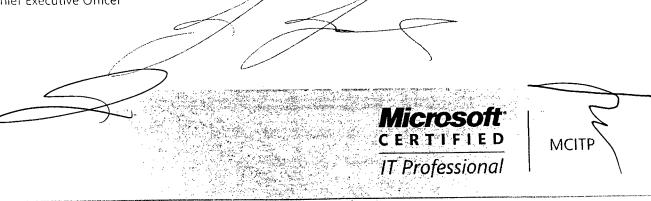
Noted by: Full name of authorized representative:

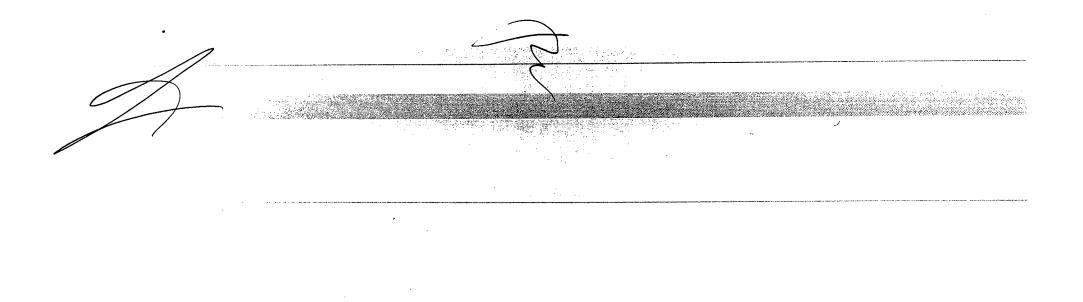


Has successfully completed the requirements to be recognized as a Microsoft® Certified IT Professional (MCITP)

Sterton 4

Steven A. Ballmer Chief Executive Officer



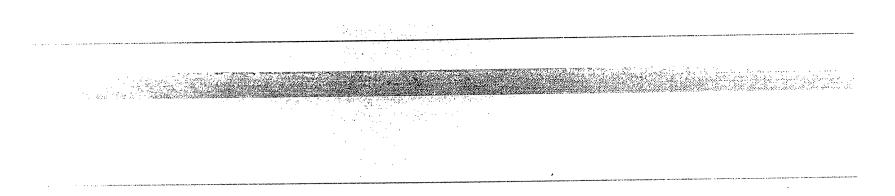


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Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist (MCTS)

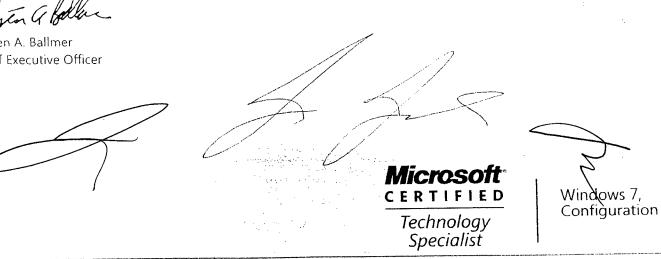
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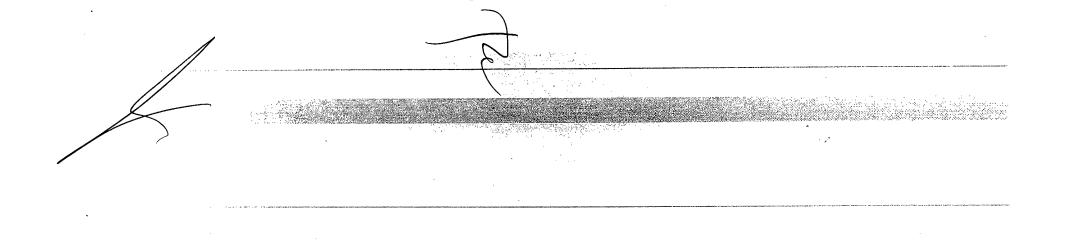
Steven A. Ballmer Chief Executive Officer **Microsoft** CERTIFIED MCTS Technology Specialist



Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist: Windows 7, Configuration

Steven A. Ballmer Chief Executive Officer



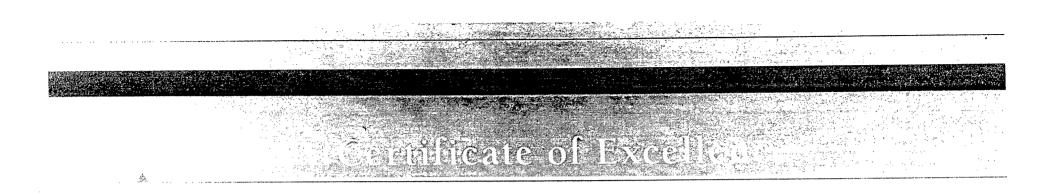


Has successfully completed the requirements to be recognized as a Microsoft® Certified Technology Specialist: Windows 7, Configuration

Steven A. Ballmer Chief Executive Officer

Microsoft <u>CERTIFIED</u> Technology Specialist

Windows 7, Configuration

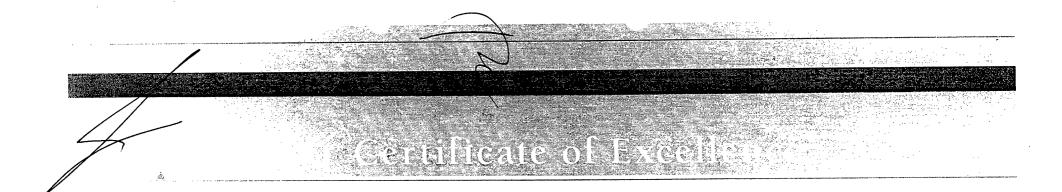


Has successfully completed the requirements to be recognized as a Microsoft® Certified IT Professional: Enterprise Desktop Support Technician 7

Steven A. Ballmer Chief Executive Officer



Enterprise Desktop Support Technician 7



Has successfully completed the requirements to be recognized as a Microsoft® Certified IT Professional: Enterprise Desktop Administrator 7

Steven A. Ballmer Chief Executive Officer



Enterprise Desktop Administrator 7

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Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date April 12, 2013 |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tabayog Street | Арті 12, 2013 |
| At the request of the Department of | City |
| Budget and Management, | Mandaluyong City |
| Malacanang Manila | V |
| | Country |
| | Philippines |
| L certify t | that on the above date, I examined |
| Name | Age Sex Citizenship |
| Manuel, Albert M. | |
| | 33 Male Filipino |
| | Idiots, insane persons, person who had been insane, persons/ |
| CLASS A | Idiots, insane persons, person who had been insane, persons, afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. |
| CLASS A | afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, |
| | afflicted with epilepsy or loathsome or dangerous contagious diseases as: tubercolosis, venereal disease, trachoma, ringworm, scalp, nail or beard, actinomycosis, favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis, filiarisis, schistosomiasis, parago nomiasis. If not Class A: Persons having diseases or defects that will impair their ability to earn a living as to make them likely to |

MEDICAL RECORDS / EVALUATIONS

- 1. Pertinent medical history
 - 2. Significant physical examination

3. Chest X-ray report: (for ages 11 years and above)

4. Laboratory Examination::

- a. Blood serology (for ages 15 years and above)
- b. Urine (for ages 1 year and above)
- c. Stool (for ages 1 year and above)
- d. Other examination(s), if necessary
- 5. Remarks

Address Examining Physician 124 TABAYOG Mada Mynz (Print Full, Name, License No., PTR) ALINO P. VALERIO DE 10 2:838230 10435

Nir J ROSALIRO P. VALERIO BO Lie.) Ko. 104357

Signature of Examining Physician

M.D.

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Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Helpdesk Support | |
|---------------------------------------------------------|--|
| Name of Firm: Computer Network Systems Corporation | |
| Name of Staff: Sharon Joy R. Esta | |
| Profession: Bachelor of Science in Computer Engineering | |
| Date of Birth: July 29, 1989 | |
| Years with Firm/Entity:Nationality: | |
| Membership in Professional Societies: Cisco Systems | |

Detailed Tasks Assigned:

- Maintains network infrastructure such as switches, routers and firewalls and diagnoses problems with these or with the behavior of network-attached computers
- Monitors the performance of the network and troubleshoots any problem such as slow performance or network crashes
- Works with individual users who are having network problems
- Develop, install and maintain emergency systems to back up the main network server
- Keeps records of all users' problems and errors as well as the steps taken to solve the problems
- Control user access to network including the setup of passwords and access levels

Key Qualifications:

- A degree in B.S. Computer Engineering
- Two (2) years cumulative experience in hardware infrastructure, maintain and troubleshooting network problems.
- CISCO Certified Network Associate (CCNA)
- Knowledgeable in configuration, installation, implementation and monitoring of network devices and network issues.
- Capable in handling network projects also suggest recommendations to improve client's network infrastructure.
- Reviews and documents completed troubleshooting issues.

Education:

| School | Address | Course | Years Enrolled & Graduated |
|--------------------------------------------------|--------------------------------|----------------------------------------------------|-------------------------------|
| Technological Institute of the Philippines | Arlegui St. Quiapo Manila | Bachechor of Science in Computer Engineering | 2006 - 2011 |
| Isabela National High School | llagan Isablea | | 2002 – 2006 |
| San Jose Elementary School | San Jose Quirino iSabela | | 1996 - 2002 |

Certifications (as required in the TOR)

(see attached)

Employment Record:

2012 – Present: Network Administrator

Computer Network Systems Corporation – Taipan Bldg. Ortigas pasig City

- Manages the network of central Office and Regional Offices of client
- Performs daily monitoring o network devices as well as bandwidth link between ISPs.
- Provides technical troubleshooting in network connections and other technical issues.
- Performs planning of client's projects.
- · Reviews and documents completed projects of client.

2011 – 2012: Network Engineer

Trends and Technologies Inc. – Trafalgar Bldg. dela Costa St. Makati City

Assigned in Routing and Switching group, responsibilities are:

- Configuring/installation of network equipment such as Cisco and Nortel/Avaya.
- Troubleshooting on site or remotely of client's network issues/problems encountered.
- Reviews and documents completed troubleshooting issues.

| Languages: | 4 | | | hu |
|------------|------|---------|---------|----|
| | Oral | Reading | Written | |
| English | Good | Good | Good | J |
| Filipino | Good | Good | Good | |

Medical Certificate

(See attached)

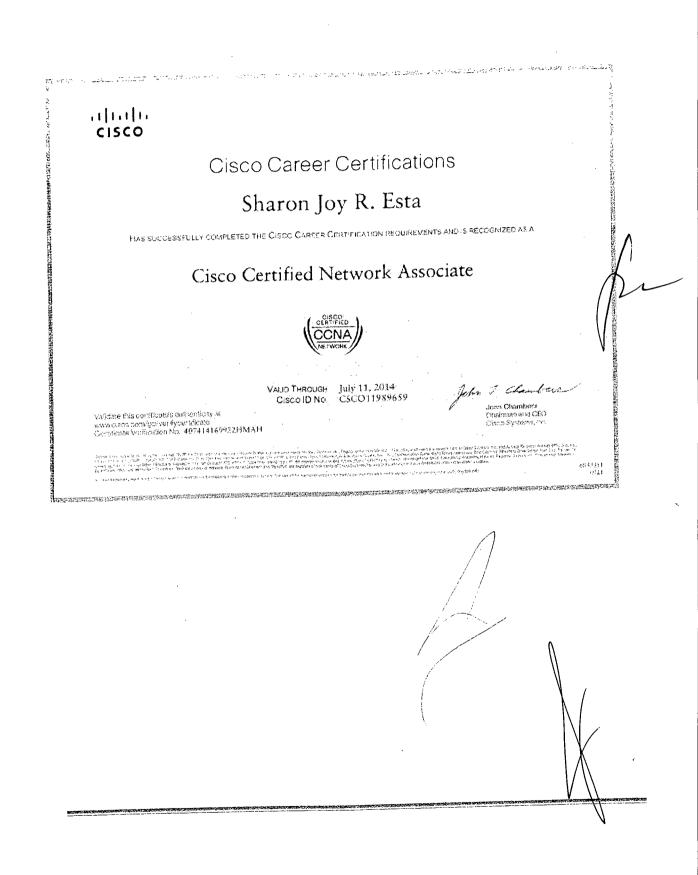
Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as a formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | Signature of staff member] | Date: | Day/Month/Year |
|-----|-----------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| | | | |
| | Full name of staff member: Sharon Joy | y R. Esta | |
| · | Full name of authorized representative: | Dave John A. Macias | |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Posit | ion: Telephone Operator | | |
|---------------------|------------------------------------|-----------------------|---------|
| Name of Firm: | Incuventure Partners Corporation | | |
| Name of Staff: | John Raymond C. Jacob | | |
| Profession : | Bachelor of Science in Information | echnology | |
| Date of Birth: | September 28, 1985 | | |
| Years with Firm | /Entity: <u>3 years</u> | Nationality: Filipino | |
| Membership in | Professional Societies <u>NA</u> | | <u></u> |
| Detailed Tasks | Assigned: | | |
| | | | |

Key Qualifications:

- College graduate of Bachelor of Science in Information Technology (2006)
- More than four (4) years relevant IT working experience
- Responsible for resolving client requests and creating documentation for different applications in the Department of Budget and Management (2010 – present)
- Attended training sessions on technical support protocols, helpdesk and work etiquette (Incuventure Partners Corporation)
- Excellent skills in computer operations.

Education:

| School | Address | Course | Years Enrolled & Graduated | X |
|----------------------------|-------------------------------------------|--------------------------------------------------|-------------------------------|----------|
| University of the East. | 2219 C.M Recto Ave. Sampaloc Manila | Bachelor of Science in Information Technology | 2002 - 2006 | |
| | | · · · · · · · · · · · · · · · · · · · | | <u> </u> |

Certifications (as required in the TOR)

N/A

Employment Record:

Incuventure Partners Corporation December 2010 to Present Junior PowerBuilder Developer

Projects (MMIS System and other Internal Applications) DBM, Malacañang Manila

Duties & Responsibilities:

- Diligently and faithfully perform duties and functions, which include but not limited to, the following:
 - (a) Respond and resolve client requests and
 - (b) Create documentation for applications, and any and all other duties/functions as may be assigned by the Company from time to time.
- Developed and enhanced the MMIS System, PMIS and other Internal Applications in the Department of Budget and Management (DBM). Software Maintenance of the MMIS System, PMIS and Other DBM Information Systems Project.

Affinity Express Phil. Inc.

November 2008-April 2009 Data Encoder

Duties & Responsibilities:

- Prepare, compile and sort documents for data entry
- Check source documents for accuracy
- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Update data and delete unnecessary files
- Combine and rearrange data from source documents where required
- Enter data from source documents into prescribed computer database, files and forms
- Transcribe information into required electronic format
- Scan documents into document management systems or database
- Store completed documents in designated locations
- Respond to requests for information and access relevant files

Tupperware Philippines, Inc. August 2007 – February 2008 Sales / Finance Assistant Duties & Responsibilities:

- Maintains promotional database by inputting invoice and bill-back data.
- Updates managers by consolidating analyzing and forwarding daily action summaries.
- Resolves order and inventory problems by investigating data and history: identifying alternate means for filling orders: notifying managers and customers.
- Resolves promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices; forwarding resolution to managers.
- Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
- Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
- Prepares sales presentations by compiling data; developing presentation formats and materials.
- Tracks sales expenses by tracking, consolidating, analyzing, and summarizing expenses; forwarding for reimbursement.

Trainings:

Sybase Fast Track to PowerBuilder 12 Pasig City

IPC Training on Support and Maintenance Protocols Pasig City - 2010

Languages:

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| | Oral | Reading | Written |
|----------|------|---------|---------|
| English | Good | Good | Good |
| Filipino | Good | Good | Good |

Medical Certificate

(see attached)

Certification and Commitment:

L the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

| | Date: <u>JULY</u> 2013 Day/Month/Year |
|------------------------------------------------------------------------------|------------------------------------------|
| [Signature of staff member] | Day/Month/Year |
| | |
| Full name of staff member: John Raymond C. Jacob | + |
| | |
| Noted by: Full name and Signature of authorized representative of the fir | m: <u>Dave John A. Macias</u> |
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TPF 6. Format of Curriculum Vitae (CV) for Proposed Key Professional Staff

| Proposed Position: Contingency Developer |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of Firm: Incuventure Partners Corporation |
| Name of Staff: Jillaine E. Paa |
| Profession: Bachelor of Science in Information Technology |
| Date of Birth: May 6, 1985 Image: Comparison of the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second se |
| Membership in Professional Societies: <u>N/A</u> |
| Development of priority improvements, innovations and major enhancements |
| Key Qualifications: Graduate of Bachelor of Science in Information Technology More than 4 years technical experience in the I.T. industry Knowledgeable in different programming languages such as: Java (J2EE) using Eclipse IDE Axapta IBM Series RPG Programming Visual Basic.NET ASP.NET Javascript CSS JQuery PHP/PHP web components Knowledgeable in Operating Systems such as Windows and Linux Proficient in MS Office (Word, Excel, and PowerPoint) |

Education:

| School | Address | Course | Years Enrolled & Graduated |
|----------------------------------|----------------------------------------------|--------------------------------------------------|-------------------------------|
| MAPUA Institute of Technology | 333 Senator Gil Puyat Ave, Makati City | Bachelor of Science in Information Technology | 2009 |

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Certifications (as required in the TOR)

N/A

Employment Record:

Analyst Programmer United Coconut Planters Bank August 2010 – July 2012

Key responsibilities and accountabilities:

Assigned in Programmer's Pool (CDSD1) as a Java Programmer which developed the Internet Banking front end and back end of UCPB which was programmed using Java and DB2 as our database. Used HTML, JQuery and Javascript. Also handled projects and programs in RPG, VB.Net and ASP.Net.

Java Developer Ivant Technologies and Business Solutions Inc October 2008 – July 2009

Key responsibilities and accountabilities:

In charge of design, construction, implementation and support. Networking and setting up of SIMS Application Software in LAN and through VPN. Do tests in websites and fix some bugs using Eclipse. Sometimes does system administration.

Technical Skills

Proficient in Microsoft Office (Word, Excel, and Power Point); Knowledgeable in different programming languages such as: Java (J2EE) using Eclipse IDE, Axapta, IBM iSeries RPG programming, VB.Net and ASP.Net; Knowledgeable in HTML development tools such as Javascript, CSS, JQuery; Knowledgeable in Microsoft SQL Server and DB2; Knowledgeable in Operating System such as Windows and Linux.

Project Handled

<u>Video Rental Computerized System (August 2002)</u> Description: Adds, edits, deletes, and searches for video tapes, CDs, DVDs. Technology used: C++ Participation: Associate programmer, also took part in the documentation and presentation

E-Book (August 2003)

Description: Provides an Online Book about JavaScript like tutorials about forms, buttons, trames, and other related topic regarding Java Scripting. Technology used: JavaScript

Participation: Associate programmer, also participated in documentation, and researches

Personal Website (December 2003)

Description: Provides personal information and interests about the developer. Developed using Macromedia Tools to make it more presentable to the viewer and which includes animations in it Technology used: Flash, Dreamweaver, Adobe Photoshop Participation: Main Programmer

WAN Technology designed for Telecommunication Company (Eastern Telecom) (August 2004)

Description: Designs of WAN, LAN, and peer-to-peer technology for a telecom company using ISDN. RIP. DSL etc. and CISCO equipments. Documentation of equipments, diagrams and technology used. Also included were the configurations of each device given on the diagram.

TV Commercial (Fashion Eyewear) (September 2005)

Description: A TV commercial, which must be developed using Macromedia Flash with animations added.

Technology used: Flash MX. Adobe Photoshop

Participation: Main programmer, designer and developer

Bingo Game (March 2005)

Description: Displays the bingo card and the winning slots. Numbers are randomly selected. The game indicates if the player won or looses the game. Technology used: Java (J2SE)

Participation: Associate programmer, assisted in documentation

Hope Christian Payroll System (June 2005) Description: Includes time monitoring system in a peer-to-peer environment, report generation and computation of salary Technology used: SQL, Microsoft Visual Basic 6.0 Participation: Associate programmer, handled the documentation and presentation

Configuration Management Database for Fujitsu Caltex Team (August 2006) Description: A program of configuration management which has a database and WAN designs of the sites. Adds. edits. deletes and search a certain site which includes WAN designs, hardware, software, site installation form, endorsement form and site information on NAMOS sites. Technology used: SQL 2000, JCreator LE

Participation: Main programmer, handled the documentation and user's manual and the networking.

Christinas Uniform

Description: A website which sells nurse uniforms. The user can register and order and add them to their cart. They can pay through different modes of payment like visa, paypal and etc. Technology used: MySal, PHP, PHP web components

RPG Programs

Description: Top 100 Clients (Depositors); Outstanding Balance; List of Clients which change two grades over time.

Technology used: IBM iSeries RPG

Internet Banking (UCPB Connect - Training Project)

Description: Registration and logging in of clients to check their balances online and real time. They can also view their transaction history, enroll billers and pay bills online. Technology used: VB.Net and ASP.Net, CSS, JQuery

Internet Banking (UCPB Connect)

Description: Enables UCPB clients to check their balance, view transactions, pay dills online, send online inquiry regarding their account(s), fund transfer, edit their account details, customize/their account, check reports regarding their transactions. Technology used: Java, DB2, HTML, JQuery, Javascript, CSS

Internet Banking (UCPB Connect - ADMIN)

Description: This serves as the tool for people who have access for the full functionality and maintenance of UCPB Connect. Technology used: Java, DB2, HTML, JQuery, Javascript, CSS

DW PMS and DW Maintenance Facility

Description: Functionality includes add, edit, delete, and search with filter and generation of reports on excel for the Data Warehouse of UCPB.

Technology used: VB.Net, Micriosoft SQL Server

Languages:

| Language | Speaking | Reading | Writing |
|----------|-----------|-----------|-----------|
| English | Good | Good | Good |
| Filipino | Excellent | Excellent | Excellent |

Medical Certificate

(see attached)



Certification and Commitment:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, this shall serve as formal personal commitment to perform any and all services required to be rendered by the Consultant to the DBM in the event that award is made to the Consultant pursuant to the procurement process for which this CV is being submitted.

__Date: _\`\ Dàv/Month/Year [Signature of staff member] Jillaine E. Paa Full name of staff member: Noted by: Full name and Signature of authorized representative of the firm: Dave John A. Macias



Department of Budget and Management Bids and Awards Committee Malacanang, Manila

MEDICAL EXAMINATION

| Place | Date |
|-------------------------------------|-------------------------------------------------------------------------------------|
| Tabayog Street | April 12, 2013 |
| | . , |
| At the request of the Department of | City |
| Budget and Management, | Mandaluyong City |
| Malacanang Manila | |
| | Country |
| | Philippines |
| | |
| | hat on the above date, I examined |
| Name | Age Sex Citizenship |
| Paa, Jillaine E. | 27 Female Filipino |
| | |
| | Idiots, insane persons, person who had been insane, persons |
| | afflicted with epilepsy or loathsome or dangerous |
| | contagious diseases as: tubercolosis, venereal disease |
| CLASS A | trachoma, ringworm, scalp, nail or beard, actinomycosis, |
| | favus blastomycosis, leprosy, yaws, amebiasis, leishmaniasis $\lambda_{\rm c}$ |
| | filiarisis, schistosomiasis, parago nomiasis. |
| | |
| | |
| | If not Class A: Persons having diseases or defects that will |
| CLASS B | impair their ability to earn a living as to make them likely to be a public charge. |
| | be a public charge. |
| | |
| | Persons having diseases or defects that do not come under |
| CLASS C | Class A or B |
| _ | h |
| | |
| (CLASS D | IN GOOD PHYSICAL AND MENTAL CONDITION |
| | |
| | |
| MEDIC | CAL RECORDS / EVALUATIONS |
| 1. Pertinent medical history | $\langle \cdot \rangle$ |
| 2. Significant physical examinatio | on All All All All All All All All All Al |

3. Chest X-ray report: (for ages 11 years and above)



4. Laboratory Examination:: a. Blood serology (for ages 15 years and above) b. Urine (for ages 1 year and above) c. Stool (for ages 1 year and above) d. Other examination(s), if necessary 5. Remarks **Examining Physician** Address 424 TABAYOG ST. manda huyong city (Print Full Name, License No., PTR) O P. VALERIO AD. 2898220 :203 Ea. 104357 aro VO P. VALERIO MO. 84. 104357 M.D. Signature of Examining Physician

| | S | ystem Support, Maintenance and Deve | lopr | | | | | | | | | | | | |
|--------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|-----|--------|------|-------|--------|-------|-------|----|----------|----|---------------------|
| | | | | Mor | ths | (in th | e Fo | orm o | of a E | Bar C | hart) |) | . | | |
| Name | Position | Reports Due / Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of Months |
| Arvin Flores | Overall Project Manager | Provide guidance and monitoring of all matters and commitments relating to all ICT pertinent-matters in DBM Applications and Network. Setup of Environment and Operating Procedures: SLA, Helpdesk, Status Reporting Methodology, Requirements Gathering, Capacity Building. Ensure monthly submission of the following reports:1) Project Enhancement Status Report. 2) Problem Logging and Tracking Report. 3) In-depth Profiles of Reported and Resolved Problems. 4) Statistical Analysis of Reported and Resolved Problems | | | | | | | | | | | | | 12 |
| | | Spearhead the planning and organizing of the initial assessment workshop to ensure that all stakeholders within the ICTSS and office of the CIO are aligned in terms of project objectives, project management strategies and rules of engagement. This includes the submission of the Inception Report or the Project Management Plan (Includes Software Access Plan, Software Improvement Roadmap, Risk Management Plan, Issue Management Plan, etc.) | | | | | | | | | | | | | 12 |

TPF 7. Time Schedule for Professional Personnel

| Ference Gamboa | Technical Manager (Software and | Resolution of issues regarding priority of work requests | | | | | | | |
|-----------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--|---|--|--|--|--------------|-----|
| | Maintenance | | | | | | | | 12 |
| | Development . | Provision of logistical requirements of the Project (Software Maintenance Component) | | | | | | | 12 |
| | | Ensure the availability of persons knowledgeable on DBM systems and procedures | | | | | | | |
| | | Constant communication and | | | | | | <u>993</u> 6 | 12 |
| | | coordination with the concerned DBM Project Manager | | | | | | \int | |
| | | Develop System Architecture for enhancement and innovations | | | | | | | |
| | | (development projects) and ensure creation of a platform that is future-proof and Service Oriented Architecture | | | | | | V | |
| | | compliant. | | | | | | | 1 |
| | | Monitoring and proper implementation of system support and development environment and operating procedures: | | | | | | | |
| | | SLA, Helpdesk, Status Reporting Methodology, Requirements Gathering. | | 7 | | | | | . 7 |
| | | | | | | | | | 12 |
| John Anthony Mariquit | Database/System Administrator | Provide monitoring of day-to-day application and database server administration | | | | | | | 12 |
| | | Installing and maintaining database management software | | | | | | | 12 |
| | | Perform upgrades and data migration | | | | | | | 12 |

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| | | Preside during the recommended IT project working com meetings and take the lead in the IT Steering com presentations. | | |
|-------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---|
| Anthony Esmero | Systems Security Officer | Provide support for system security, including but not limited to periodic penetration testing (network, web, applications). | | |
| | | Implementation of the controls prescribed under Information Security Management Systems (ISMS) standards (IS027001) | | |
| Del Ria Natividad | Business Analyst/ Documentation Specialist/ QA | Conduct Business Process Management, Systems Analysis and Design activities to document the business processes and requirements of the end-users and business process owners. Provide recommendations for process optimization and articulate the proper design documents so the development team can create the the most effective system/application. | | Ž |
| | | Spearhead and coordinate-resources for Quality Assurance, system testing, functional testing, user interface testing and User Acceptance and Testing, Create the script for End-User Testing. Ensure complete documentation for all systems migrated. | 12 | |

| | | Manage Oracle Automatic Storage | | - 34- | | | | | | 53-75 1 | | | |
|--------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------|----|-------|----|-----|---------|----------------|-------|--------------------------------|------------|------------------------------------------|------|
| | | Management | | | | | | | | | | an an an an an an an an an an an an an a | 12 |
| | | Apply one-off patches, patch set, and critical patch updates | | | | | | | | | | | 12 |
| | | Conduct periodic Backup and Recovery of Oracle DB | | | | | | | | | | | 12 |
| Maintain and Enhance ex | | | | | | | | | | New Contract | NAMES OF A | | |
| Anastacio, Joselyn C. | Developer 1 | Primary End-User Support | | | | | | | | 7.3 | | | 12 |
| Alonzo, Jeffrey L. | Developer 2 | Continuing Enhancements Implementation | | | | | | | | | | | 12 |
| Chan, Nelson O. | Developer 3 | Initiate defect correction measures to solve problems of the Applications | A. | | ÷ | | | | | | | | 12 |
| Janerol, Maricar B. | Developer 4 | detected through monitoring or reported through the established Helpdesk • Conduct knowledge transfer, training | | ¥.4. | | | | | | | | 2 | M |
| Puguon, Jory | Developer 5 | sessions and orientations as needed including knowledge and technology | - | 2 | | | | | 1 | | | | . 12 |
| ruguon, Jory | | transfer and also provide necessary documentations | | | | | | | | | | K | |
| Papio, Agapita D. | Developer 6 | | | er e | | | | 18.5 | | ayana ku Saya Ku Saya Ku | | χ | 12 |
| Sobrecaray, Jerome M. | Developer 7 | | | * | | | | | | | | (K.) | 12 |
| Development of New Sys | tems (Planned and Pr | ority Improvement): | | Τ | | | | | | | | | |
| Amerkhan L.Majini | Developer 8 | Development of priority improvements, | | s | | | | | | | | | |
| Pecaoco, Valentino P. | Developer 9 | innovations | | | | | | | | | | | V hz |
| Vargas, Marc A. | Developer 10 | and major enhancements. This may | | | 14 | | | | | -12-3235.6 | | | 12 |
| Regencia, Allan R. | Developer 11 | include the development of Improvements to the GMIS, PMIS, | ×. | | 1 | | | | | | | | |
| | | eBudget, FAP's, eTAILS (Phase 1), Security Module, OSBP, among others. | | | | | | | | | | | 12 |
| New Possible Unidentifie | ed (Contingency): | 1 | | | | | <u></u> | 1.775-3.7% | | | 5 | | 1 |
| Familar, Gladys T. | Developer 12 | Development of additional priority | | | | | | | 87.9 | | s statisti | | 12 |
| Cabriana, Katherine H. | Developer 13 | improvements/new requirements. These | | | | | | | | | | | 12 |
| Giancarlo Angulo | Developer 14 | may include developments for the | | | | | | | N. m. | | | | 12 |
| Oblenida, Lowiegie A. | Developer 15 | GIFMIS, NBES, GIFMIS Portal, GMIS+GHRIS, Cloud-enablement of the | | | | 25. | | | | | | | 12 |

| Jillaine Paa | Developer 16 | Integrated Budget System, eLibrary or the Open Budget Data Initiative. | 12 |
|----------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Raymond Jacob | Helpdesk Support | Primary contact or point for user inquiries requests and problems; routing and dispatching of appropriate technical concerns. | |
| Full time: | 22 | • • • • • • • • • • • • • • • • • • • | Part time: None |
| | (4 S&M report types x 12 months) + 1 inception report = 49 | | |
| Reports Due: | reports | | Signature/ |
| Activities Duration: | 12 months | | |
| Location: | Manila (Bocodin Hall) | | Full Name: Dave John A. Macias Title: Authorized Representative JV of IPC-ComNet Address: 3002 Tycoon Centre Bldg., Pearl Drive, Pasig City |
| | | | |
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| | · | Network Management Project Te | am | | | | | | | | | | | | - ···· |
|-----------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------|-------|---------------|---|---|---|---|----------------------------------------------|----|----|--------------|---------------------|
| | | | Months (in the Form of a Bar Chart) | | | | | | | | | | | | |
| Name | Position | Reports Due / Activities | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Number of Months |
| Roberto de los Santos | Hardware/ Infrastructure Manager / Regional Network Coordination Head | Overall Project Responsibility for Network Management Project | | ture T | | | | | | | | | | | 12 |
| | | Risk Analysis Tables & Risk Assessment Report | | | | | | | | | 5 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - | | | | 12 |
| | | List of Information and Communication Assets | 1 | | · | | | | | | | | | 105-2 (C) | 12 |
| | | Summary of Corrective Actions Compilation of weekly reports | | | | | | | | | | | | | |
| | | Resource Utilization Report Performance Report Indicators | | | | | | | | | | | | | 12 |
| | | Responsibility list for proper and coordinated shutdown/termination of various ICT Equipment for disposal and replacement forecast | 10 1 | | | | | | | | | | | | 12 |
| | | General Summary of Sccurity Assessment in Cause-Effect Diagram | 2 | | 1940 | | | 1 | | | | | | | 12 |
| Liberato Samala | System Administrator | Maintenance, Mangement and Admin of Servers & Data Center Facilities and Equipment | 13 | | - X.4 | 2 | | | | | | | | | 12 |
| | | Data Center Servers, Storage and UPS Resources Statistics | | * | - | | | | | | | | | 14.55 | 12 |
| | | Sumary of Virus Incidents for DBM desktops and servers | | ð e | | | | | | | | | | | 12 |
| Melquiades Manapil | System Administrator | Maintenance, Mangement and Admin of Servers & Data Center Facilities and Equipment | | | | Cont a contra | | | | | | | | | 12 |
| | | Data Center Servers, Storage and UPS Resources Statistics | 1992) 1992 1993 | | - | 4 | | | _ | | | | | | 12 |
| | | Sumary of Virus Incidents for DBM desktops and servers | | | 57 | | | | | | | | | | 12 |

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

| | | • | | | |
|-----------------|-----------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|----------|
| | | Maintenance, Mangement and Admin of Servers & Data Center Facilities and | | | |
| lan La Madrid | System Administrator | Equipment | | | 12 |
| | | Data Center Servers, Storage and UPS | | | |
| | | Resources Statistics | | | 12 |
| | | Sumary of Virus Incidents for DBM | | | |
| | | desktops and servers | | | 12 |
| Jayson Bacarro | Network Administrator | Maintenance, Mangement and Admin of Network and Voice Devices | | | 10 |
| Jayson Bacano | Network Administrator | Call Accounting Report | | | 12 12 |
| | | Summary of Exceptions and Network | | | 12 |
| | | Incidents | 1 | | 12 |
| | | Security Incidents and Vulnerability | | | |
| | | Report | | | .12 |
| | | | | | Λ. |
| | | Summary & details of Telco Disruptions | | | 12 |
| | | Photocopy of actual invoices and receipts | | | |
| | | to the billing statements Quarterly Preventive Maintenance at | | | 12 |
| | | DBM HQ | | | 4 |
| | | Maintenance, Mangement and Admin of | | | |
| Sharon Joy Esta | Network Administrator | Network and Voice Devices | | | 12 |
| | | Call Accounting Report | | | 72, |
| | | Summary of Exceptions and Network | | | |
| | | Incidents | | | 12 |
| | | Security Incidents and Vulnerability Report | | | 12 |
| | | | | | 12 |
| | | Summary & details of Telco Disruptions | | | 12 |
| | | Photocopy of actual invoices and receipts | | | |
| | | to the billing statements | A. The second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second sec | nan dan se shinyin daga tu. Kana kana kana kana kana kana kana kana | 12 |
| | | Quarterly Preventive Maintenance at | | | |
| | | DBM HQ | | | 4 |
| Michael Jimenez | Network Administrator | Maintenance, Mangement and Admin of Network and Voice Devices | | | 10 |
| | Network Auministrator | Call Accounting Report | | | 12 12 |
| I | | Can Accounting Report | | | |

| | , | | |
|----------------------|-----------------------------|-----------------------------------------------|----------------------------------|
| | | Summary of Exceptions and Network | |
| | | Incidents | |
| | | Security Incidents and Vulnerability | |
| | | Report | |
| | | | |
| | | Summary & details of Telco Disruptions | |
| | | Photocopy of actual invoices and receipts | |
| | | to the billing statements | |
| | | Quarterly Preventive Maintenance at DBM HQ | |
| Raymond Francisco | Desktop/Technical Support | First level Technical Support | 12 |
| | | Summary of User Assistance and Admin | |
| | Specialist | Requests | |
| Hyacinth Magabo | Desktop/Technical Support | First level Technical Support | |
| | • | Summary of User Assistance and Admin | |
| | Specialist | Requests | |
| Albert Manuel | Desktop/Technical Support | First level Technical Support | |
| | | Summary of User Assistance and Admin | |
| | Specialist | Requests | |
| | | | |
| Elmer Perea | Helpdesk Support Specialist | First level Technical Support | |
| | | | |
| | | Sumary and Details of Service Requests | |
| | | Summary and Details on Incidents | |
| Full time: | 11 | | Part time: None |
| | (5 S&M report types x 12 | | Signatura |
| Reports Due: | months) = 60 reports | | Signature. |
| Activities Duration: | 12 months | | Full Name: Dave John A. Macias |
| Location: | Manila (Bocodin Hall) | | Title: Authorized Representative |
| | | | JV of IPC-ComNet |
| | | | |

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W of IPC-ComNet Address: 3002 Tycoon Centre Bldg., Pearl Drive, Pasig City

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A. Field Investigation and Study Items

System Support, Maintenance and Development Team Jun Jul Aug Sep Oct | Nov Dec Jan Feb Mar Apr May Activity (Work) Setup of Environment and Operating Procedures: SLA, Helpdesk, Status Reporting Methodology, Requirements Gathering, Capacity Building. Initial Assessment Workshop: Inception Report/Project Management Plan Monthly submission of the following reports: 1) Project Enhancement Status Report. 2) Problem Logging and Tracking Report. 3) In-depth Profiles of Reported and Resolved Problems. 4) Statistical Analysis of Reported and Resolved Problems Conduct Business 1 Process Management. Systems Analysis and Design activities to document the business processes and requirements of the end-users and business process owners. Provide recommendations for process

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| | ptimization and | | 1 | | : | | | | : | | | | | · |
|---------------|----------------------------------------------------|----|-----|----------|----------|---|---|---|---------|--------|---|--------|-----|--------|
| | rticulate the | l. | | | | 1 | - | | | | | | | |
| | roper design | | | | 1 | | | | 1 | | 1 | i | 1 | |
| 1 2 | ocuments so the | | | | | | i | ļ | 1 | i | | | | : |
| | evelopment team | | . : | | | | | 1 | | r - | | | | |
| | an create the most | | | | | | 4 | • | | | | | 1 | |
| | ffective | | 1 | | | | | | ! | | | | | |
| | ystem/application. | • | | | | | | | ; | | · | | | |
| | Develop System | | 1 | | | | | | | | | ; | | |
| | Architecture for | | | | | | | | 1 | | | | | i |
| | enhancement and | | | | | | | | | | | | | |
| | nnovations | | 1 | | | | | | | | | | | |
| | development | | | | | | | | | | | | | |
| | projects) and | | | | | | | | | | | | | |
| | ensure creation of | | | | | | | | | | | | | |
| | a platform that is | | | | | | | | | | | | | |
| | future-proof and | | | | | | | | | | | | | |
| | Service Oriented | | | | | | | | E . | | | | | |
| | Architecture | | | | | | | | | | ĺ | | | |
| | enabled. | | | | | | | | · · · · | | | | | |
| | Monitoring and | | | | | | | Į | | | | ł | | |
| | proper | , | | ĺ | | | | | | | | | | |
| ļ | implementation of | | | ĺ | | | | 1 | | | | | | |
| | system support and | | | | | | | 1 | | | | | | |
| | development | | | | | | | | ĺ | | | | | |
| | environment and | | | | | | | | 1 | | | | . ~ | 1 |
| | operating | | | | | | 1 | | | | | | | |
| | procedures: SLA, | | | | | | | | | | | | | |
| | Helpdesk, Status | | | | | | 1 | | | ł | | | | - |
| | Reporting | | | | | | | | | | | | 1 Y | |
| | Methodology, Requirements | | | | | | • | | 1 | ļ | | | 1 | ч , |
| - | Gathering. | | | | | | | | | | | N | | |
| | Cathering. | | | | | | | | | | | | · | |
| ł | Provide monitoring | | | ł | | | | | 1 | | | 1 | | |
| | of day-to-day | | | | | | | | | | | | | |
| | application and | | | | | ĺ | 1 | | | | | | | |
| | database server | | | | | | | | | | | | | |
| | administration | ļ | | | | | | + | | | | | | |
| | Primary End-User | | | | | | | | | | | | | |
| | Support | | | | | | | | | | | | | |
| | Continuing | | | | | | | | | | | | | |
| ļ | Enhancements | | | | | | | | | | | | | |
| | Implementation Initiate defect | | | | | { | | | | | | | | |
| | correction | | | | | | | | | | | | | |
| | measures to solve | | ļ | | | | | | - | | | | | |
| | problems of the | | | i . | | | ĺ | | | | | | | |
| | Applications | | | | | | 1 | | | | 1 | | | 1 |
| | detected through | | | | | | | ! | ł | | | ĩ | | |
| | monitoring or | | 1 | 1 | | | - | : | | | ļ | 1 1 | | |
| \mathcal{N} | reported through | 1 | | | 1 | 1 | | : | | | | | | |
| // | the established | | | | | | 1 | | | | 1 | 1 | | |
| | Heipdesk | | | | | | | | 1 | | 4 | | | |
| | Conduct | 1 | | | · . | | | | ; | | | | - | |
| | knowledge transfer. | : | | | | | | | | | | i | | 1 |
| | training sessions | | | | | | | | 1 | | | : | • | : |
| | and orientations as | | 1 | | | | | : | · · | 1 | | | ! | |
| | needed including | | | | : | | | 3 | : | | | | ; | |
| | knowledge and | | | <u>.</u> | <u> </u> | | | | | | | | | |

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| technology transfer | | | | | | | 1 | | | ! | |
| and also provide | : | | | 1 | | - | | | | | |
| necessary | : | | | | - | 1 | 1. | | | | |
| documentations | | | | | | i | ļļ | | | | |
| Development of | | | | | | i | | | | | |
| priority | | | | | | | | | | | |
| improvements. | | | | | | 1 | ļ | | | | |
| innovations | | | | : | 1 | | 1 | | | | |
| and major | | |] | | | | | | | | |
| enhancements. | | | | | | | | | | | |
| This may include | | | | | | | | | | | |
| the development of | | | | | | | | | | | |
| Improvements to | | | | | | 1 | | | | | |
| the GMIS, PMIS, | | | | | | | | | | | |
| eBudget, FAP's, | | ł | | | | | | | | | |
| eTAILS (Phase 1), | | | | | ĺ | | | | | | |
| Security Module, | | | | | | | | | | | |
| OSBP, among | | | | | | | | | | | |
| others. | | | | | | | | | | | |
| Development of | | | | | | | | | | | |
| additional priority | | 1 | | İ | | | | | | | |
| improvements/new | | | | | | | | | | ÷Λ | |
| requirements. | | | | | | | | | | | / |
| These may include | | | | | | | | | ۲. ۲ | \mathcal{A} | • · |
| developments for | | | | | | | | | | | r |
| the GIFMIS, NBES, | | | | | | | | | | | |
| GIFMIS Portal, | | | | 1 | | | | | 1 | | |
| GMIS+GHRIS, | | | | | | | | | | | |
| Cloud-enablement | | | | | | | | | Ň | | |
| of the Integrated | | | | | | | | | • | J | ĺ |
| Budget System, | | | | | | 1 | | | | | Ν. |
| eLibrary or the | | | | | | | | | | | |
| Open Budget Data | , | | | | | | | | | 1 | |
| Initiative. | | | | iI | | | | | | | |

B. Completion and Submission of Reports

| Reports | Date |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1.Project Enhancement Status Report | Monthly submission starting the 2 nd month (every 5 th day of the month) |
| 2.Problem Logging and Tracking Report | Monthly submission starting the 2 nd month (every 5 th day of the month) |
| 3.In-depth Profiles of Reported and Resolved Problems | Monthly: submission starting the 2 nd month (every 5 th day of the month) |
| 4. Statistical Analysis of Reported and Resolved Problems | Monthly submission starting the 2 nd month (every 5 th day of the month) |
| 5.Inception Report / Project Management Plan | Submission on the 1 st week of the 3 rd month |

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A. Field Investigation and Study Items Network Management Project Team

| | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | Мау | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|-----|--|
| Activity (Work) | | | | | : | | | | • | | | | |
| Maintenance Management & Admin of current and proposed DBM Integrated Data and Voice Infrastructures, Network and Shared Storage Devices, and Security Equipments Network Security Assessment | | | | | | | | | | | | | |
| Computer Management and Security Policy Assessment and Implementation | | | | | | | | | | | | 1 | |
| 24 x 7 Service Monitoring 24 x 7 Helpdesk Services | | | | | | | | | | | | | |

B. Completion and Submission of Reports

| Reports | Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1. Inception Report | Day 1 of the Project |
| Interim Progress Report (a) First Status Report (b) Second Status Report 3 Draft Report | 2(a). Every 5 days 2(b). Every 10 days 3 days before end of Project |
| 4. Final Report | End of Project |

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Annex E – Financial Proposal Forms submitted by the Consultant

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Reproduced in its entirety without modifications

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FPF1. FINANCIAL PROPOSAL SUBMISSION FORM

April 17. 2013

The Chairperson DBM-Bids and Awards Committee Department of Budget and Management Malacanang, Manila

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Software and Network Maintenance and Development in accordance with your Bidding Documents dated April 1, 2013 and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of Thirty Five Million Two Hundred Sixty Seven Thousand Eight Hundred Fifty Seven & 14/100 Pesos only (P35,267,857.14). This amount is exclusive of the local taxes, which we have estimated at Four Million Two Hundred Thirty Two Thousand One Hundred Forty Two & 86/100 Pesos only (P4,232,142.86).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, August 15, 2013.

In accordance with GCC Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions

We understand you are not bound to accept any Bid you receive.

We remain,

s sincerely,

Authorized Signature: Dave John A. Macias Title of Signatory: President & Chief Operating Officer/Incuventure Partner Name of Firm: Joint Venture of Incuventure Partners Corporation & Computer Netwo Systems Corporation (JV of IPC – ComNet) Address: Unit 3002 Tycoon Centre, Ortigas Center, Pasig¹City

FPF 2. Summary of Costs

Amount in Philippine Peso Costs P39,500,000.00 Total Amount of Financial Proposal inclusive of all taxes

FPF 3. Breakdown of Price per Activity

| Activity No. 1 | Activity No. 1 | Description: Software and Network Maintenance and |
|------------------------------------|-----------------|------------------------------------------------------|
| | | Development – Month 1 |
| | | |
| Price Component | | Amount in Philippine Peso |
| Remuneration | | 3,291,666.67 |
| Reimbursables (Not Applicable) | | Not Applicable |
| Miscellaneous Expenses | | 0 |
| Subtotal | | 3,291,666.67 |
| Activity No. 2 | Activity No. 2 | Description: Software and |
| | | Network Maintenance and |
| | | Development – Month 2 |
| Price Component | | Amount in Philippine Peso |
| Demonster | | 3,291,666.67 |
| Remuneration | | Not Applicable |
| Reimbursables (Not Applicable) | | 0 |
| Miscellaneous Expenses Subtotal | | 3,291,666.67 |
| | A ativity bla 2 | Description: Software and |
| Activity No. 3 | Activity No. 3 | Network Maintenance and |
| | | Development – Month 3 |
| | | |
| Price Component | | Amount in Philippine Peso |
| Remuneration | | 3,291,666.67 |
| Reimbursables (Not Applicable) | | Not Applicable |
| Miscellaneous Expenses | | × v |
| Subtotal | | 3,291,666.67 |
| Activity No. 4 | Activity No. 4 | Description: Software and |
| | | Network Maintenance and |
| | | Development – Month 4 |
| Price Component | | Amount in Philippine Peso |
| Remuneration | | 3,291,666.67 |
| Reimbursables (Not Applicable) | | Not Applicable |
| | | |
| Miscellaneous Expenses | | 3,291,666 |
| Subtotal | | Description: Software and |
| Activity No. 5 | Activity No. 5 | Network Maintenance and |
| | | Development – Month 5 |
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| Price Component | | Amount in Philippine Peso |
|--------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------|
| | | |
| Remuneration | · · · · · · · · · · · · · · · · · · · | 3,291,666.6 |
| Reimbursables (Not Applicable) Miscellaneous Expenses | | Not Applicab |
| Subtotal | | 3,291,666.6 |
| Activity No. 6 | Activity No. 6 | Description: Software and Network Maintenance and Development – Month 6 |
| Price Component | | Amount in Philippine Peso |
| - | | 3,291,666.6 |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses | | Not Applicab |
| Subtotal | | 3,291,666.6 |
| Activity No. 7 | Activity No. 7 | Description: Software and Network Maintenance and Development – Month 7 |
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses | | 3,291,666.6 Not Applicab |
| Subtotal | | 3,291,666.6 |
| Activity No. 8 | Activity No. 8 | Description: Software and Network Maintenance and Development – Month 8 |
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses Subtotal | | 3,291,666.6 Not Applicabl 3,291,666.6 |
| Activity No. 9 | Activity No. 9 | Description: Software and Network Maintenance and Development – Month 9 |
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses | | 3,291,666.6 Not Applicabl |
| Subtotal | | 3,291,666.6 |

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| Activity No. 10 | Activity No. 10 | Description: Software and Network Maintenance and Development – Month 10 |
|--------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses | · · · | 3,291,666. Not Applicat |
| Subtotal Activity No. 11 | Activity No. 11 | 3,291,666.6 Description: Software and Network Maintenance and Development – Month 11 |
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses Subtotal | | 3,291,666.6 Not Applicab 3,291,666.6 |
| Activity No. 12 | Activity No. 12 | Description: Software and Network Maintenance and Development – Month 12 |
| Price Component | | Amount in Philippine Peso |
| Remuneration Reimbursables (Not Applicable) Miscellaneous Expenses Subtotal | | 3,291,666.6 Not Applicabl |
| Subtotai | | 3,291,666.6 |

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| Activity No. 1 | | Activity No. 1 Name: Software and | | | | | | |
|---------------------------|------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------|--------------------------------|--|--|--|--|
| Names | Position | Input | - Month 1 Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | | | | |
| Regular Staff | | | | | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | | | | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | | | | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | | | | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | | | | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | | | | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | | | | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | | | | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | | | | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | | | | |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | | | | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | | | | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | | | | |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | | | | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | | | | |

FPF 4. Breakdown of Remuneration per Activity

| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
|--------------------------------|------------------------------------------------------------------|----------------|----------------|--------------|
| ⁻ amilar, Gladys T. | Development of New Systems | 1 staff-month | Php | 95,716.13 |
| | (Planned and Priority Improvement) | | 1.116 | |
| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
| | (Planned and Priority Improvement) | | | 05 740 40 |
| Marc A. Vargas | New Possible Unidentified (Contingency): | 1 staff-month | Php | 95,716.13 |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 |
| | (Contingency): | | 1.1.15 | , |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| | (Contingency): | | | |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| Paa, Jillaine E. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 108,072.21 |
| | (Contingency): | | | 100,012.21 |
| De Los Santos Jr., | Network Manager and Regional | 1 staff-month | Php | 131,182.46 |
| Roberto R. | Coordination Head | | | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| (arl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| ₋a Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| sidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0,00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | | | 3,291,666.67 |

| | | Name: Software and Network Maintenance and Developmen - Month 2 | | | | |
|---------------------------|------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------|--------------------------------|--|--|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | | |
| Regular Staff | | | | · · | | |
| -Iores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | | |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | | |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 | | |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | \$95,716.13 | | |

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| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 | |
|----------------------------------|-----------------------------------------------------------------|----------------------------|---------------------|--------------|------------------|
| Marc A. Vargas | (Planned and Priority Improvement) New Possible Unidentified | 1 staff-month | Php | 95,716.13 | |
| maro / c. vargao | (Contingency): | | | | |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 | |
| | (Contingency): | | | 174,000,00 | |
| Angulo, Giancarlo C. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 174,029.32 | |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 | |
| | (Contingency): | | · · · · · · · · · · | | |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072.21 | |
| | (Contingency): | 4 - 1 - 55 | Dha | 101 100 10 | |
| De Los Santos Jr., Roberto R. | Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 | , |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 | |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 | |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 | |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 | |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 | |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 | |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 | \ |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |) |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 | H |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 | () |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 | $\cup \setminus$ |
| Consultants | Not Applicable | Not Appl icable | Not Applicable | 0.00 | |
| Grand Total | | | | 3,291,666.67 | |

| Activity No. 3 | | Name. Sonwar | - Month 3 | enance and Development | |
|---------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|-----|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | · . |
| Regular Staff | | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php / | 64,390.85 | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | 1 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 | |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 | |

| Marc A. Vargas | New Possible Unidentified | 1 staff-month | Php | 95,716.13 |
|----------------------------------|---------------------------------------------------------------|----------------|----------------|--------------|
| Pecaoco, Valentino P. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 118,688.00 |
| Angulo, Giancarlo C. | (Contingency): New Possible Unidentified (Contingency): | 1 staff-month | Php | 174,029.32 |
| Oblenida, Lowiegie A. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 104,417.59 |
| Paa, Jillaine E. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 108,072.21 |
| De Los Santos Jr., Roberto R. | Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php - | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0,00 |
| Grand Total | | | | 3,291,666.67 |

| Names | Position | Input | Remuneratio n Currency(ies) Rate'' | Amount (in Philippine Peso) |
|---------------------------|------------------------------------------------------------------|---------------|---------------------------------------------|---------------------------------------|
| Regular Staff | | | | · · · · · · · · · · · · · · · · · · · |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
|------------------------|------------------------------------------------|----------------|----------------|--------------|
| | (Planned and Priority Improvement) | | Dha | 05 746 40 |
| Marc A. Vargas | New Possible Unidentified (Contingency): | 1 staff-month | Php | 95,716.13 |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 |
| | (Contingency): | | | |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| Oblenida, Lowiegie A. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| Obletilda, Lowlegie A. | (Contingency): | r stan-month | rnp | 104,417.55 |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072,21 |
| De Los Santos Jr., | (Contingency): Network Manager and Regional | 1 staff-month | Php | 131,182.46 |
| Roberto R. | Coordination Head | | μημ | 101,102.40 |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | · 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | | | 3,291,666.67 |

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| | | Name: Software and Network Maintenance and Development - Month 5 | | | |
|---------------------------|------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|--------------------------------|--|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | |
| Regular Staff | | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417-59 | |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716. <u>1</u> 3 | |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 | |
|------------------------|-----------------------------------------------------------------|----------------|----------------|---------------------------------------|---|
| Marc A. Vargas | (Planned and Priority Improvement) New Possible Unidentified | 1 staff-month | Php | 95,716.13 | |
| indro / L. Palgao | (Contingency): | | | , , , , , , , , , , , , , , , , , , , | |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 | |
| | (Contingency): | 1 staff month | Dha | 174,029.32 | |
| Angulo, Giancarlo C. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 174,029.32 | |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 | |
| | (Contingency): | | | | |
| Paa, Jillaine E. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 108,072.21 | |
| De Los Santos Jr., | Network Manager and Regional | 1 staff-month | Php | 131,182.46 | |
| Roberto R. | Coordination Head | | | · · | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 | |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 | |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 | |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 | |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 | |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 | |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 | |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 | |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 | |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 | |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 | |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 | |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 | |
| Grand Total | | | | 3,291,666.67 | 7 |

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| Activity No. 6 Name: Software and Network Maintenance and De - Month 6 | | | | |
|---------------------------------------------------------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) |
| Regular Staff | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
|------------------------|------------------------------------------------|-------------------|----------------|--------------|
| | (Planned and Priority Improvement) | | | |
| Marc A. Vargas | New Possible Unidentified | 1 staff-month | Php | 95,716.13 |
| | (Contingency): | 4 - t - ff | Dha | 118,688.00 |
| Pecaoco, Valentino P. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 110,000.00 |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| | (Contingency): | | F | |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| | (Contingency): | | | |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072.21 |
| De Los Santos Jr., | (Contingency): Network Manager and Regional | 1 staff-month | Php | 131,182.46 |
| Roberto R. | Coordination Head | i stan-month | ГПР | 101,102.40 |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | | | 3,291,666.67 |

| Activity No. 7 | | Name: Softwar | re and Network Maint Month 7 - | enance and Development | |
|---------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|---|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | |
| Regular Staff | | · · · | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | Δ |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 | |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 | |
| | | | ۶V | | |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
|------------------------|-----------------------------------------------------------------|----------------|----------------|--------------|
| Marc A. Vargas | (Planned and Priority Improvement) New Possible Unidentified | 1 staff-month | Php | 95,716.13 |
| (no, e r n r engele | (Contingency): | | | |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 |
| Angulo, Giancarlo C. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| Angulo, Olancano C. | (Contingency): | i stan-month | 1 HP | 11 1,020.02 |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| | (Contingency): | | | 400.070.04 |
| Paa, Jillaine E. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 108,072.21 |
| De Los Santos Jr., | Network Manager and Regional | 1 staff-month | Php | 131,182.46 |
| Roberto R. | Coordination Head | | | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | | | 3,291,666.67 |

| | | | - Month 8 Remuneratio | | |
|---------------------------|------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------|--------------------------------|------------------------|
| Names | Position | Input [.] | n Currency(ies) Rate" | Amount (in Philippine Peso) | |
| Regular Staff | | · · · · · · · · · · · · · · · · · · · | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | N N |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | $\left \right\rangle$ |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) Development of New Systems | 1 staff-month | Php | 104,417.59 | |
| Familar, Gladys T. | | 1 staff-month | Php | 95,716.13 | |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
|----------------------------------|---------------------------------------------------------------------|----------------|------------------------|--------------|
| Marc A. Vargas | (Planned and Priority Improvement) New Possible Unidentified | 1 staff-month | Php | 95,716.13 |
| | (Contingency): | | Dha | 440 600 00 |
| Pecaoco, Valentino P. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 118,688.00 |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| Oblenida, Lowiegie A. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| Obienida, Lowiegie 74. | (Contingency): | | 1.110 | |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072.21 |
| De Los Santos Jr., Roberto R. | (Contingency): Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | (| $\left \right\rangle$ | 3,291,666.67 |

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| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) |
|---------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|
| Regular Staff | | | | |
| lores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 |

| Regencia, Allan R. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 60,301.16 | |
|----------------------------------|------------------------------------------------------------------|----------------|----------------|--------------|----------------|
| Marc A. Vargas | New Possible Unidentified (Contingency): | 1 staff-month | Php | 95,716.13 | |
| Pecaoco, Valentino P. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 118,688.00 | |
| Angulo, Giancarlo C. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 174,029.32 | |
| Oblenida, Lowiegie A. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 104,417.59 | • |
| Paa, Jillaine E. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 108,072.21 | |
| De Los Santos Jr., Roberto R. | Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 | |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 | |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 | |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 | |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 | |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 | |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 | |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 | <u>,</u> |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 | |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 | |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 | |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 | $ \chi\rangle$ |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 | W |
| Grand Total | | | | 3,291,666.67 | |
| L | | | the | A | |

| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) | |
|---------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|--------------------------------|-----|
| Regular Staff | | | | | 7 |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 | |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 | |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 | |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 | |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 | |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 | |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 | |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 | |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 | |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 | |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 | |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 | K |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 | 0 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | .103,025.36 | |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 | |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 | |

| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 | |
|-----------------------------------|---------------------------------------------------|-------------------------|----------------|--------------|---|
| | (Planned and Priority Improvement) | | | | |
| Marc A. Vargas | New Possible Unidentified | 1 staff-month | Php | 95,716.13 | |
| | (Contingency): | A staff as sufficiently | Dha | 118,688.00 | |
| Pecaoco, Valentino P. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 118,088.00 | |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 | |
| Aliguio, Giancano C. | (Contingency): | r olan month | 1.110 | | |
| Oblenida, Lowiegie A. | New Possible Unidentified | 1 staff-month | Php | 104,417.59 | |
| | (Contingency): | | | | |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072.21 | · |
| | (Contingency): | | | 101 100 10 | |
| De Los Santos Jr., | Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 | |
| Roberto R. Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 | |
| | • | 1 staff-month | Php | 96,960.95 | |
| Karl Trinidad | System Administrator 1 – LINUX | | | , | |
| La Madrid, lan | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 | |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 | |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 | |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 | |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 | |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 | |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 | |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 | |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 | |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 | |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 | |
| Grand Total | | | | 3,291,666.67 | |
| | | | | | |

| Names | Position | Input | - Month 11 Remuneratio n Currency(ies) Rate" | Amount (in Philippine Peso) |
|---------------------------|------------------------------------------------------------------|---------------|----------------------------------------------------------|--------------------------------|
| Regular Staff | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 |

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| Regencia, Allan R. | Development of New Systems | 1 staff-month | Php | 60,301.16 |
|-----------------------------------|-----------------------------------------------------------------|----------------|----------------|-----------------------------------------|
| Marc A. Vargas | (Planned and Priority Improvement) New Possible Unidentified | 1 staff-month | Php | 95,716.13 |
| Marc A. Vargas | (Contingency): | i stan-month | , np | |
| Pecaoco, Valentino P. | New Possible Unidentified | 1 staff-month | Php | 118,688.00 |
| | (Contingency): | | | |
| Angulo, Giancarlo C. | New Possible Unidentified | 1 staff-month | Php | 174,029.32 |
| Oblanida, Lawiagia A | (Contingency): New Possible Unidentified | 1 staff-month | Php | 104,417.59 |
| Oblenida, Lowiegie A. | (Contingency): | r stan-month | THP | |
| Paa, Jillaine E. | New Possible Unidentified | 1 staff-month | Php | 108,072.21 |
| | (Contingency): | | | |
| De Los Santos Jr., | Network Manager and Regional | 1 staff-month | Php | 131,182.46 |
| Roberto R. Samala, Liberato C. | Coordination Head System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 |
| | | | | , · · · · · · · · · · · · · · · · · · · |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 |
| Grand Total | | | | 3,291,666.67 |

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| Activity No. 12 | | Hame. Conwar | - Month 12 | enance and Developme |
|---------------------------|------------------------------------------------------------------|---------------|--------------------------------------------|-------------------------------|
| Names | Position | Input | Remuneratio n Currency(ies) Rate" | Amount (in Philippine Pesc |
| Regular Staff | | | | |
| Flores, Arvin M. | Overall Project Manager | 1 staff-month | Php | 134,307.13 |
| Esmero, Anthony D. | Systems Security Officer | 1 staff-month | Php | 134,002.58 |
| Natividad, Del Ria D. | Business Analyst/ Documentation Specialist/ QA | 1 staff-month | Php | 95,716.13 |
| Albert Manuel | Help Desk Support | 1 staff-month | Php | 86,423.49 |
| Gamboa, Terence S. | Technical Manager (Software and Maintenance Development) | 1 staff-month | Php | 169,796.90 |
| Mariquit, John Anthony M. | Database/System Administrator | 1 staff-month | Php | 124,307.41 |
| Anastacio, Joselyn C. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 88,441.70 |
| Alonzo, Jeffrey L. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 64,390.85 |
| Chan, Nelson O. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 161,808.11 |
| Janerol, Maricar B. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 97,687.88 |
| Puguon, Jory | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 73,092.32 |
| Papio, Agapita D. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 117,888.77 |
| Sobrecaray, Jerome M. | Maintain and Enhance existing systems:(On-site) | 1 staff-month | Php | 112,530.20 |
| Majini, Amerkhan L. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 103,025.36 |
| Cabriana, Katherine H. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 104,417.59 |
| Familar, Gladys T. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 95,716.13 |

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| Regencia, Allan R. | Development of New Systems (Planned and Priority Improvement) | 1 staff-month | Php | 60,301.16 | |
|----------------------------------|------------------------------------------------------------------|----------------|----------------|---------------|---------------------|
| Marc A. Vargas | New Possible Unidentified | 1 staff-month | Php | 95,716.13 | |
| Pecaoco, Valentino P. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 118,688.00 | |
| Angulo, Giancarlo C. | (Contingency): New Possible Unidentified | 1 staff-month | Php | 174,029.32 | |
| Oblenida, Lowiegie A. | (Contingency): New Possible Unidentified (Contingency): | 1 staff-month | Php | 104,417.59 | |
| Paa, Jillaine E. | New Possible Unidentified (Contingency): | 1 staff-month | Php | 108,072.21 | |
| De Los Santos Jr., Roberto R. | Network Manager and Regional Coordination Head | 1 staff-month | Php | 131,182.46 | |
| Samala, Liberato C. | System Administrator 1 – MCSA | 1 staff-month | Php | 96,960.95 | |
| Karl Trinidad | System Administrator 1 – LINUX | 1 staff-month | Php | 96,960.95 | |
| La Madrid, Ian | System Administrator 2- MCSA | 1 staff-month | Php | 96,960.95 | |
| Isidro Dadula | System Administrator 3- Linux | 1 staff-month | Php | 0.00 | |
| Michael Jimenez | Network Administrator 1 | 1 staff-month | Php | 85,553.78 | |
| Elmer B. Perea | Network Administrator 2 | 1 staff-month | Php | 85,553.78 | 1 |
| Bacarro, Jayson D. | Network Administrator 3 | 1 staff-month | Php | 85,553.78 | |
| Raymond P. Francisco | Desktop/Tech Support 1 | 1 staff-month | Php | 57,035.85 | |
| Hyacinth F. Magabo | Desktop/Tech Support 2 | 1 staff-month | Php | 57,035.85 | |
| Sharon Joy R. Esta | Desktop/Tech Support 3 | 1 staff-month | Php | 57,035.85 | $ \rangle \rangle$ |
| Jacob, John Raymond C. | Telephone Operator | 1 staff-month | Php | 17,055.53 | I KI |
| Local staff | Not Applicable | Not Applicable | Not Applicable | 0.00 | v V |
| Consultants | Not Applicable | Not Applicable | Not Applicable | 0.00 | |
| Grand Total | | | | 3,291,666.6 | 7 |
| <u>.</u> | | <u> </u> | | | |
| | · · · · · · | | T | \rightarrow | |

| No. | Description | Unit | Quantity | Unit Price In | Total Amount In |
|-----|---------------------------------------------------|------|----------|------------------|----------------------|
| 1. | Domestic flights | Trip | | 113 | <u> </u> |
| 2. | Miscellaneous travel expenses³ | Trip | | | |
| 3. | Subsistence allowance⁴ | Day | | | |
| 4. | Local transportation costs⁵ | | | | |
| 5. | Office rent/accommodation/ clerical assistance | | | | N/A ⁶ |
| | Grand Total | | | | 750,000 ⁷ |

FPF 5. Reimbursables² per Activity (Not-Applicable)

Name:

²Costs are not included if the items to which they relate will be made available by the Procuring Entity. Whenever possible, the same shall avail of provisions by the Procuring Entity instead of resorting to reimbursement.

Otherwise, All travel related expenses such as airfares, land transportation fares (taxi/bus/van/jeep/tricycle), terminal fees, rebooking fees, meals and lodging expenses incurred by the Consultant shall be reimbursable on a separate statement of account/invoice and supported by necessary documents.

³ Each man-trip shall mean one person per two-way trip to one (1) DBM Regional Office outside of Metro Manila with a maximum duration of three (3) calendar days on-site, travel time/day(s) exclusive.

The authorized ceiling amount for lodging shall be TWO THOUSAND PESOS (PHP 2,000.00) per day.

The waximum allowable taxi fare for Metro Manila, Metro Cebu, Metro Davao and Cagayan de Oro shall be THREE HUNDRED PESOS (PHP 300.00) per one (1) way. The rest of the cities which have DBM Regional Offices shall be entitled to a maximum of TWO HUNDRED PESOS (PHP 200.00) per one (1) way. In some areas where tricycle ride is the mode of transportation, the allowable fare shall be ONE HUNDRED PESOS (PHP 100.00) per way.

The meals allowance must not exceed THREE HUNDRED PESOS (PHP 300.00) per day.

Activity No:_____

The total ceiling cost for each man-trip shall not exceed FIFTEEN THOUSAND PESOS (PHP 15,000.00) inclusive of plane fares. rebooking fees if any, etc.

⁴ Supra

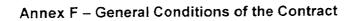
⁵ Supra

⁵ To be provided by the Procuring Entity

⁷ Maximum amount

FPF 6. Miscellaneous Expenses (Not-Applicable)

| Activity | No | Activity Na | ime: | | | |
|----------|-----------------------------------------|-------------|----------|---------------|-----------------|---|
| No. | Description | Unit | Quantity | Unit Price | Total Amount | |
| 1. | Communication costs between | | | | | h |
| | and | | | | | |
| 2. | (telephone, telegram, telex) | | | | | |
| | Drafting, reproduction of reports | | | | | |
| 3. | Equipment: vehicles, computers, etc. | | | | | |
| 4. | Software | | | | | |
| | Grand Total | | | | | |



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Section IV. General Conditions of Contract

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1. Definitions

- 1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
 - (a) "Applicable Law" means the laws and any other instruments having the force of law in the Philippines as they may be issued and enforced from time to time.
 - (b) "Consultant" refers to the short listed consultant with the Highest Rated and Responsive Bid determined by the Procuring Entity as such in accordance with the ITB.
 - (c) "Consulting Services" refer to services for infrastructure projects and other types of projects or activities of the Government of the Philippines (GOP) requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Procuring Entity to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.
 - (d) "Contract" means the agreement signed by the Parties, to which these General Conditions of Contract (GCC) and other sections of the Bidding Documents are attached.
 - (e) "Effective Date" means the date on which this Contract comes into full force and effect.
 - (f) "Foreign Currency" means any currency other than the currency of the Philippines.
 - (g) "Funding Source" means the entity indicated in the SCC.
 - (h) "GCC" means these General Conditions of Contract.
 - (i) "Government" means the Government of the Philippines (GOP).
 - (i) "Local Currency" means the Philippine Peso (Php).
 - (k) "Member," in case the Consultant is a Joint Venture (JV) of two (2) or more entities, means any of these entities; and "Members" means all these entities.
 - (1) "Party" means the Procuring Entity or the Consultant, as the case may be, and "Parties" means both of them.

- (m) "Personnel" means persons hired by the Consultant or by any Sub-Consultant as employees and assigned to the performance of the Services or any part thereof; "Foreign Personnel" means such persons who at the time of being so hired had their domicile outside the Government's country; "Local Personnel" means such persons who at the time of being so hired had their domicile inside the Philippines; and "Key Personnel" means the Personnel referred to in GCC Clause 39.
- (n) "Procuring Entity" refers to any branch, constitutional commission or office, agency, department, bureau, office or instrumentality of the Government, including GOCC, GFI, SUC, and LGU procuring Goods, Consulting Services, and Infrastructure Projects.
- (o) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- (p) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix I.
- (q) "Sub-consultant" means any person or entity to whom/which the Consultant subcontracts any part of the Services in accordance with the provisions of **GCC** Clause 50.
- (r) "Third Party" means any person or entity other than the Government, the Procuring Entity, the Consultant or a Sub-Consultant.

. Headings

The headings shall not limit, alter or affect the meaning of this Contract.

Location

The Services shall be performed at such locations as are specified in Appendix I and, where the location of a particular task is not so specified, at such locations, whether in the Philippines or elsewhere, as the Procuring Entity may approve.

4.

Law Governing Contract and Services

- 4.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4.2. The Consultant shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Sub-Consultant, as well as the Personnel of the Consultant and any Sub-Consultant, complies with the Applicable Law. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

4.3. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased on a no loss-no gain basis, and corresponding adjustments shall be made to the ceiling amounts specified in GCC Clause 52, provided that the cost is within the Approved Budget for the Contract (ABC).

5. Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6. Consultants and Affiliates Not to Engage in Certain Activities

- 6.1. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultant and any entity affiliated with such Sub-Consultant, shall be disqualified from providing goods, works, or consulting services for any project resulting from or closely related to this Contract other than the Services and any continuation thereof provided there is no current or future conflict.
- 6.2. The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:
 - (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; and
 - (b) after the termination of this Contract, such other activities as may be specified in the **SCC**.

7. Authority of Member in Charge

In case the Consultant is a JV, the Members hereby authorize the entity specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

8. Resident Project Manager

If required by the SCC, the Consultant shall ensure that at all times during the Consultant's performance of the Services in the Government's country, a resident

project manager, acceptable to the Procuring Entity, shall take charge of the performance of such Services.

9. Entire Agreement

This Contract, including the documents specified in Section 37.2.3 of the IRR, contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make any statement, representation, promise, or agreement not set forth herein of which the Parties shall not be bound by or be liable for.

10. Modification

Unless otherwise specified in the <u>SCC</u>, no modification of the terms and conditions of this Contract, including any modification of the scope of the Services shall be allowed. Pursuant to **GCC** Clause 14 hereof, however, each Party shall give due consideration to any proposal for modification made by the other Party.

11. Relationship of Parties

- 11.1. Nothing contained herein shall be construed as establishing a relation of employer and employee or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of its Personnel and Sub-Consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
- 11.2. The Consultant shall during the performance of the Services be an independent contractor, retaining complete control over its Personnel, conforming to all statutory requirements with respect to all its employees, and providing all appropriate employee benefits.

Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the <u>SCC</u>.

13. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

14. Operation of the Contract

The Parties recognize that it is impractical for this Contract to provide for every contingency which may arise during the life of this Contract, and the Parties hereby

agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them; and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties shall use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with **GCC** Clause 34 hereof.

15. Notices

- 15.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the <u>SCC</u>.
- 15.2. Notice shall be deemed to be effective as specified in the SCC.
- 15.3. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC with respect to GCC Clause 15.2.

16. Warranty as to Eligibility

- 16.1. The Consultant represents, warrants, and confirms that it, as well as its Sub-Consultant, if any, is eligible, *i.e.*, has the legal personality to act as a consultant in accordance with Part I, Section II, Eligibility Documents issued for this project.
- 16.2. The Consultant shall fulfill its obligations under this Contract by using knowledge according to the best accepted professional standards. The Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties agreed to be performed and shall work in the best interest of the GOP.

17. Confidentiality

Except with the prior written consent of the Procuring Entity, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. For purposes of this clause, "confidential information" means any information or knowledge acquired by the Consultant and/or its Personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

18. Payment

- 18.1. In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make to the Consultant such payments and in such manner as is provided by GCC Clause 53 of this Contract. However, the Procuring Entity may refuse to make payments when the terms and conditions of the contract are not satisfactorily performed by the Consultant.
- 18.2. Subject to the ceilings specified in GCC Clause 52 hereof, the Procuring Entity shall pay to the Consultant: (i) remuneration as set forth in GCC Clause 53.2; and (ii) reimbursable expenditures as set forth in GCC Clause 53.4. Said remuneration shall not be subject to price adjustment.
- 18.3. All payments under this Contract shall be made to the account of the Consultant specified in the <u>SCC</u>.

Currency of Payment

19.

21.

All payments shall be made in Philippine Pesos.

Liability of the Consultant

Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as provided by the laws of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Republic of the Repub

Insurance to be Taken Out by the Consultant

- 21.1. The Consultant, at its own cost, shall be responsible for taking out or maintaining any insurance policy against any risk related to the project.
- 21.2. The Procuring Entity undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.

22. Effectivity of Contract

This Contract shall take effect on the date of the Consultant's receipt of the NTP, in accordance with **ITB** Clause 32, provided that the effectiveness of the conditions, if any, listed in the **SCC** have been met.

23. Commencement of Services

The Consultant shall begin carrying out the Services starting from the effectivity date of this Contract, as mentioned in **GCC** Clause 22.

24. Expiration of Contract

Unless sooner terminated pursuant to **GCC** Clauses 27 or 28 hereof, this Contract shall terminate at the end of such time period after the effectivity date as shall be specified in the **SCC**.

25. Force Majeure

- 25.1. For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Consultant could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Consultant.
- 25.2. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of force majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- 25.3. Unless otherwise agreed herein, force majeure shall not include:
 - (a) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultants or agents or employees;
 - (b) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder;
 - (c) insufficiency of funds or failure to make any payment required hereunder; or
 - (d) the Procuring Entity's failure to review, approve or reject the outputs of the Consultant beyond a reasonable time period.
- 25.4. A Party affected by an event of force majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder immediately or within a reasonable time.
- 25.5. A Party affected by an event of force majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

- 25.6. The Parties shall take all reasonable measures to minimize the consequences of any event of force majeure.
- 25.7. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a direct and proximate result of force majeure.
- 25.8. During the period of their inability to perform the Services as a direct and proximate result of an event of force majeure, the Consultant shall be entitled to continue receiving payment under the terms of this Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period, provided that such costs are still within the total contract price. However, the foregoing provision shall not apply if the Procuring Entity suspends or terminates this Contract in writing, notice thereof duly received by the Consultant, pursuant to GCC Clauses 26 and 27 hereof with the exception of the direct and proximate result of force majeure.
- 25.9. Not later than fifteen (15) days after the Consultant, as the direct and proximate result of an event of force majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures considering the circumstances.
- 25.10. In the case of disagreement between the parties as to the existence, or extent of force majeure, the matter shall be submitted to arbitration in accordance with GCC Clause 34 hereof.

Suspension

- 26.1. The Procuring Entity shall, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fail to perform any of their obligations due to their own fault or due to force majeure or other circumstances beyond the control of either party (e.g. suspension of civil works being supervised by the consultant) under this Contract, including the carrying out of the Services, provided that such notice of suspension:
 - (a) shall specify the nature of the failure; and
 - (b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.
- 26.2. The Consultant may, without prejudice to its right to terminate this Contract pursuant to GCC Clause 28, by written notice of suspension, suspend the Services if the Procuring Entity fails to perform any of its obligations which

are critical to the delivery of the Consultant's services such as, non-payment of any money due the Consultant within forty-five (45) days after receiving notice from the Consultant that such payment is overdue.

27. Termination by the Procuring Entity

- 27.1. The Procuring Entity shall terminate this Contract when any of the following conditions attends its implementation:
 - (a) Outside of force majeure, the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Consultant prior to the delay;
 - (b) As a result of force majeure, the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
 - (c) In whole or in part, at any time for its convenience, the Head of the Procuring Entity may terminate the Contract for its convenience if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies;
 - (d) If the Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction; in which event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Consultant;
 - (e) In case it is determined prima facie that the Consultant has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following: corrupt, fraudulent, collusive and coercive practices; drawing up or using forged documents; using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and any other act analogous to the foregoing. For purposes of this clause, corrupt, fraudulent, collusive, and coercive practices shall have the same meaning as that provided in ITB Clause 3.1(a):
 - (f) The Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant

to GCC Clause 15.2 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Procuring Entity may have subsequently approved in writing;

- (g) The Consultant's failure to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 34 hereof; or
- (h) The Consultant fails to perform any other obligation under the Contract.
- 27.2. In case of termination, written notice shall be understood to mean fifteen (15) days for short term contracts, *i.e.*, four (4) months or less, and thirty (30) days for long term contracts.

28. Termination by the Consultant

The Consultant must serve a written notice to the Procuring Entity of its intention to terminate this Contract at least thirty (30) calendar days before its intended termination. This Contract is deemed terminated if no action has been taken by the Procuring Entity with regard to such written notice within thirty (30) calendar days after the receipt thereof by the Procuring Entity. The Consultant may terminate this Contract through any of the following events:

- (a) The Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach;
- (b) The Procuring Entity's failure to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 34 hereof
- (c) As the direct and proximate result of force majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) The Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to GCC Clause 32 hereof within eighty four (84) days after receiving written notice from the Consultant that such payment is overdue.

29. Procedures for Termination of Contracts

The following provisions shall govern the procedures for the termination of this Contract:

(a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;

- (b) Upon recommendation by the Procuring Entity, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Consultant conveying such termination. The notice shall state:
 - that the contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Consultant to show cause as to why the contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Consultant shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Consultant fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (d) The Procuring Entity may, at anytime before receipt of the Consultant's verified position paper to withdraw the Notice to Terminate if it is determined that certain services subject of the notice had been completed or performed before the Consultant's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Consultant of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Consultant of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity.

30. Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to **GCC** Clauses 27 or 28 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep

expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by **GCC** Clauses 35 or 36 hereof.

31. Payment Upon Termination

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Upon termination of this Contract pursuant to GCC Clauses 27 or 28 hereof, the Procuring Entity shall make the following payments to the Consultant:

- (a) remuneration pursuant to **GCC** Clause 53 hereof for Services satisfactorily performed prior to the effective date of termination;
 - reimbursable expenditures pursuant to **GCC** Clause 53 hereof for expenditures actually incurred prior to the effective date of termination; and

in the case of termination pursuant to **GCC** Clause 27.1(b) hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel and their eligible dependents.

Disputes about Events of Termination

If either Party disputes whether an event specified in GCC Clause 27.1 or in GCC Clause 28 hereof has occurred, such Party may refer the matter to arbitration pursuant to GCC Clause 34 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

33. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to **GCC**: Clauses 27 or 28 hereof, or upon expiration of this Contract pursuant to **GCC** Clause 24, all rights and obligations of the Parties hereunder shall cease, except:

- (a) such rights and obligations as may have accrued on the date of termination or expiration;
- (b) the obligation of confidentiality set forth in GCC Clause 17 hereof; and
- (c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in GCC Clauses 51.1(b) and 51.1(c) hereof, any right which a Party may have under the Applicable Law.

34. Dispute Settlement

34.1. If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this Contract, the Parties

shall make every effort to resolve amicably such dispute or difference by mutual consultation.

34.2. Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in accordance with the rules of procedure specified in the **SCC**.

35. Documents Prepared by the Consultant and Software Developed to be the Property of the Procuring Entity

- 35.1. All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity, and the Consultant shall, prior to termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. The plans, drawings, specifications, designs, reports, other documents and software, including restrictions on future use of such documents and software, if any, shall be specified in the <u>SCC</u>.
- 35.2. All computer programs developed by the Consultant under this Contract shall be the sole and exclusive property of the Procuring Entity; provided, however, that the Consultant may use such programs for its own use with prior written approval of the Procuring Entity. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the Procuring Entity's prior written approval to such agreements. In such cases, the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

36. Equipment and Materials Furnished by the Procuring Entity

Equipment and materials made available to the Consultant by the Procuring Entity, or purchased by the Consultant with funds provided by the Procuring Entity, shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Entity an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment and materials, the Consultant, unless otherwise instructed by the Procuring Entity in writing, shall insure it at the expense of the Procuring Entity in an amount equal to their full replacement value.

37. Services, Facilities and Property of the Procuring Entity

The Procuring Entity shall make available to the Consultant and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix V at the terms and in the manner specified in said

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appendix, provided that if such services, facilities and property shall not be made available to the Consultant as and when so specified, the Parties shall agree on:

- (a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services;
- (b) the manner in which the Consultant shall procure any such services, facilities and property from other sources; and
- (c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereinafter which should be within the agreed contract ceiling.

Consultant's Actions Requiring Procuring Entity's Prior Approval

The Consultant shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

 (a) appointing such members of the Personnel as are listed in Appendix III merely by title but not by name;

- (b) entering into a subcontract for the performance of any part of the Services, it being understood that:
 - the selection of the Sub-Consultant and the terms and conditions of the subcontract shall have been approved in writing by the Procuring Entity prior to the execution of the subcontract; and
 - the Consultant shall remain fully liable for the performance of the Services by the Sub-Consultant and its Personnel pursuant to this Contract;
- (c) replacement, during the performance of the contract for any reason, of any Personnel as listed in Appendix III of this Contract requiring the Procuring Entity's prior approval; and
- (d) any other action that may be specified in the **SCC**.

39. Personnel

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- 39.1. The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services.
- 39.2. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix III.
- 39.3. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix III are hereby approved by the Procuring Entity. In respect of other Key Personnel which the Consultant proposes to use in the carrying out of

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the Services, the Consultant shall submit to the Procuring Entity for review and approval a copy of their biographical data and, in the case of Key Personnel to be assigned within the GOP, a copy of a satisfactory medical certificate attached as part of Appendix III. If the Procuring Entity does not object in writing; or if it objects in writing but fails to state the reasons for such objection, within twenty-one (21) calendar days from the date of receipt of such biographical data and, if applicable, such certificate, the Key Personnel concerned shall be deemed to have been approved by the Procuring Entity.

- 39.4. The Procuring Entity may request the Consultants to perform additional services not covered by the original scope of work but are determined by the Procuring Entity to be critical for the satisfactory completion of the Services, subject to GCC Clause 55.6.
- 39.5. No changes shall be made in the Key Personnel, except for justifiable reasons beyond the control of the Consultant, as indicated in the <u>SCC</u>, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the SCC, the Consultant shall be liable for the imposition of damages as described in the <u>SCC</u>.
- 39.6. Any of the Personnel provided as a replacement under GCC Clauses 39.5 and 39.7, the rate of remuneration applicable to such person as well as any reimbursable expenditures the Consultant may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Procuring Entity. Except as the Procuring Entity may otherwise agree, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.
- 39.7. If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

40. Working Hours, Overtime, Leave, etc.

40.1. Working hours and holidays for Key Personnel are set forth in Appendix III. Any travel time prior to and after contract implementation shall not be considered as part of the working hours.

- 40.2. The Key Personnel shall not be entitled to claim payment for overtime work, sick leave, or vacation leave from the Procuring Entity since these items are already covered by the Consultant's remuneration. All leaves to be allowed to the Personnel are included in the staff-months of service set forth in Appendix III. Taking of leave by any Personnel should not delay the progress and adequate supervision of the Services.
- 40.3. If required to comply with the provisions of GCC Clause 43.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix III may be made by the Consultant by prior written notice to the Procuring Entity, provided that:
 - (a) such adjustments shall not alter the originally estimated period of engagement of any individual by more than ten percent (10%); and
 - (b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in GCC Clause 52.1 of this Contract. Any other such adjustments shall only be made with the Procuring Entity's prior written approval.

41. Counterpart Personnel

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- 41.1. If so provided in Appendix III hereto, the Procuring Entity shall make available to the Consultant, as and when provided in such Appendix III, and free of charge, such Counterpart Personnel to be selected by the Procuring Entity, with the Consultant's advice, as shall be specified in such Appendix III. Counterpart Personnel shall work with the Consultant. If any member of the Counterpart Personnel fails to perform adequately any work assigned to such member by the Consultant which is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.
 - 41.2. The responsibilities of the Counterpart Personnel shall be specified in Appendix III, attached hereto, and the Counterpart Personnel shall not perform any work beyond the said responsibilities.
 - 41.3. If Counterpart Personnel are not provided by the Procuring Entity to the Consultant as and when specified in Appendix III, and or if the Counterpart Personnel lack the necessary training, experience or authority to effectively undertake their responsibilities, the Procuring Entity and the Consultant shall agree on how the affected part of the Services shall be carried out, and the additional payments, if any, to be made by the Procuring Entity to the Consultant as a result thereof pursuant to GCC Clause 52 hereof.



42. Performance Security

- 42.1. Unless otherwise specified in the **SCC**, within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the Consultant shall furnish the performance security in any the forms prescribed in the ITB Clause 31.2.
- 42.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Consultant is in default in any of its obligations under the contract.
- 42.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 42.4. The performance security may be released by the Procuring Entity and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Consultant or the surety company filed by the PROCURING ENTITY;
 - (b) The Consultant has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the <u>SCC</u>.
- 42.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

43. Standard of Performance

- 43.1. The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods.
- 43.2. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Sub-Consultants or third parties.
- 43.3. The Consultant shall furnish to the Procuring Entity such information related to the Services as the Procuring Entity may from time to time reasonably request.

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43.4. The Consultant shall at all times cooperate and coordinate with the Procuring Entity with respect to the carrying out of its obligations under this Contract.

44. Consultant Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultant pursuant to **GCC** Clause 53 hereof shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and, subject to **GCC** Clause 45 hereof, the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-Consultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

45. Procurement by the Consultant

If the Consultant, as part of the Services, has the responsibility of advising or procuring goods, works or services, for the Procuring Entity, the Consultant shall comply with any applicable procurement guidelines of the Funding Source, and shall at all times exercise such responsibility in the best interest of the Procuring Entity. Any discounts or advantages obtained by the Consultant in the exercise of such procurement responsibility shall be for the benefit of the Procuring Entity.

Specifications and Designs

- 46.1. The Consultant shall prepare all specifications and designs using the metric system and shall embody the best design criteria applicable to Philippine conditions. The Consultant shall specify standards which are accepted and well-known among industrial nations.
- 46.2. The Consultant shall ensure that the specifications and designs and all documentation relating to procurement of goods and services for this Contract are prepared on an impartial basis so as to promote national and international competitive bidding.

47. Reports

The Consultant shall submit to the Procuring Entity the reports, deliverables and documents in English, in the form, in the numbers, and within the time periods set forth in Appendix II.

48. Assistance by the Procuring Entity on Government Requirements

48.1. The Procuring Entity may assist the Consultant, Sub-Consultants, and Personnel in the payment of such taxes, duties, fees and other impositions as

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may be levied under the Applicable Law by providing information on the preparation of necessary documents for payment thereof.

- 48.2. The Procuring Entity shall use its best efforts to ensure that the Government shall:
 - (a) provide the Consultant, Sub-Consultants, and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Sub-Consultants, or Personnel to perform the Services
 - (b) arrange for the foreign Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, and any other documents required for their stay in the Philippines for the duration of the Contract;
 - (c) facilitate prompt clearance through customs of any property required for the Services and of the necessary personal effects of the foreign Personnel and their eligible dependents;
 - (d) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services; and
 - (e) grant to foreign Consultant, any foreign Sub-Consultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into the Government's country reasonable amounts of foreign currency for purposes of the Services or for the personal use of the foreign Personnel and their dependents.

49. Access to Land

The Procuring Entity warrants that the Consultant shall have, free of charge, unimpeded access to all lands in the Philippines in respect of which access is required for the performance of the Services. The Procuring Entity shall be responsible for any damage to such land or any property thereon resulting from such access and shall indemnify the Consultant and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultant or any Sub-Consultant or the Personnel of either of them.

50. Subcontract

50.1. Subcontracting of any portion of the Consulting Services, if allowed in the BDS, does not relieve the Consultant of any liability or obligation under this Contract. The Consultant will be responsible for the acts, defaults, and negligence of any sub-consultant, its agents, servants or workmen as fully as if these were the Consultant's own acts, defaults, or negligence, or those of its agents, servants or workmen.

50.2. Sub-consultants disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

51. Accounting, Inspection and Auditing

- 51.1. The Consultant shall:
 - (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as shall clearly identify all relevant time changes and costs, and the bases thereof;
 - (b) permit the Procuring Entity or its designated representative and or the designated representative of the Funding Source at least once for short-term Contracts, and annually in the case of long-term Contracts, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Procuring Entity; and
 - (c) permit the Funding Source to inspect the Consultant's accounts and records relating to the performance of the Consultant and to have them audited by auditors approved by the Funding Source, if so required.
- 51.2. The basic purpose of this audit is to verify payments under this Contract and, in this process, to also verify representations made by the Consultant in relation to this Contract. The Consultant shall cooperate with and assist the Procuring Entity and its authorized representatives in making such audit. In the event the audit discloses that the Consultant has overcharged the Procuring Entity, the Consultant shall immediately reimburse the Procuring Entity an amount equivalent to the amount overpaid. If overpayment is a result of the Consultant having been engaged in what the Procuring Entity (or, as the case may be, the Funding Source) determines to constitute corrupt, fraudulent, or coercive practices, as defined in GCC Clause 27.1(e) and under the Applicable Law, the Procuring Entity shall, unless the Procuring Entity decides otherwise, terminate this Contract.
- 51.3. The determination that the Consultant has engaged in corrupt, fraudulent, coercive practices shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and in including imprisonment.

52. Contract Cost

52.1. Except as may be otherwise agreed under GCC Clause 10, payments under this Contract shall not exceed the ceiling specified in the <u>SCC</u>. The Consultant

shall notify the Procuring Entity as soon as cumulative charges incurred for the Services have reached eighty percent (80%) of this ceiling.

52.2. The cost of the Services shall be payable in Philippine Pesos and shall be set forth in the Appendix IV attached to this Contract.

53. Remuneration and Reimbursable Expenditures

- 53.1. Payments of Services do not relieve the Consultant of any obligation hereunder.
- 53.2. Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services including other additional factors indicated in the <u>SCC</u> after the date determined in accordance with GCC Clause 22, or such other date as the Parties shall agree in writing, including time for necessary travel via the most direct route, at the rates referred to, and subject to such additional provisions as are set forth, in the <u>SCC</u>.
- 53.3. Remuneration for periods of less than one month shall be calculated on an hourly basis for time spent in home office (the total of 176 hours per month shall apply) and on a calendar-day basis for time spent away from home office (1 day being equivalent to 1/30th of a month).
- 53.4. Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services are provided in the <u>SCC</u>.
- 53.5. Billings and payments in respect of the Services shall be made as follows:
 - (a) The Procuring Entity shall cause to be paid to the Consultant an advance payment as specified in the SCC, and as otherwise set forth below. The advance payment shall be due after the Consultant provides a bank guarantee in favor of the Procuring Entity issued by a bank acceptable to the Procuring Entity in accordance with the requirements provided in the <u>SCC</u>.
 - (b) As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, the Consultant shall submit to the Procuring Entity, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to GCC Clauses 52.1 and 53 for such month. Separate monthly statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.

(c) The Procuring Entity shall cause the payment of the Consultant's monthly statements within sixty (60) days after the receipt by the Procuring Entity of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Entity may add or subtract the difference from any subsequent payments. Interest shall be paid for delayed payments following the rate provided in the <u>SCC</u>.

54. Final Payment

The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Entity. The Services shall be deemed completed and finally accepted by the Procuring Entity and the final report and final statement shall be deemed approved by the Procuring Entity as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Procuring Entity unless the Procuring Entity, within such ninety (90)-day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections within a maximum period of ninety (90) calendar days, and upon completion of such corrections, the foregoing process shall be repeated.

54.2. Any amount which the Procuring Entity has paid or caused to be paid in accordance with this clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Entity within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with the above.

55. Lump Sum Contracts

- 55.1. For Lump Sum Contracts when applicable, notwithstanding the terms of GCC Clauses 10, 18.1, 31(c), 41.3, 53.2, 53.3, 53.4, 53.5, and 54.1, the provisions contained hereunder shall apply.
- 55.2. Personnel Any replacement approved by the Procuring Entity in accordance with ITB Clause 26.3 shall be provided by the Consultant at no additional cost.
- 55.3. Staffing Schedule Should the rate of progress of the Services, or any part hereof, be at any time in the opinion of the Procuring Entity too slow to ensure that the Services are completed in accordance with the Staffing Schedule, the Procuring Entity shall so notify the Consultant in writing and the Consultant shall at its sole cost and expense, thereupon take such steps

as necessary, subject to the Procuring Entity's approval, or as reasonably required by the Procuring Entity, to expedite progress so as to ensure that the Services are completed in accordance with the Staffing Schedule.

- 55.4. Final payment pursuant to the Payment Schedule in Appendices IV and A shall be made by the Procuring Entity after the final report has been submitted by the Consultant and approved by the Procuring Entity.
- 55.5. Termination Upon the receipt or giving of any notice referred to in GCC Clause 29 and if the Consultant is not in default under this Contract and has partly or substantially performed its obligation under this Contract up to the date of termination and has taken immediate steps to bring the Services to a close in prompt and orderly manner, there shall be an equitable reduction in the maximum amount payable under this Contract to reflect the reduction in the Services, provided that in no event shall the Consultant receive less than his actual costs up to the effective date of the termination, plus a reasonable allowance for overhead and profit.
- 55.6. Unless otherwise provided in the <u>SCC</u>, no additional payment for variation order, if any, shall be allowed for this Contract.

56. Liquidated Damages for 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 of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract pursuant to GCC Clause 27.

Annex G – Special Conditions of the Contract

Reproduced in its entirety without modifications

Section V. Special Conditions of Contract

| GCC Clause | N N |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1(g) | The Funding Source is the Government of the Philippines (GOP). |
| 6.2(b) | No further instructions. |
| 7 | The Member in Charge is [name of member, address, and other necessary contact information]. |
| | NOTE : If the Consultant is not a joint venture, state "Not applicable". |
| 8 | The person designated as resident project manager in Appendix III shall serve in that capacity, as specified in GCC Clause 8. |
| 10 | The terms and conditions of this Contract, including the scope of the Services may be modified during contract implementation as between Parties; provided, however, that each Party shall give due consideration to any proposal for modification made by the other Party. Such modifications shall become effective upon the execution of a written agreement between the Parties. |
| 12 | The Authorized Representatives are as follows: |
| | For the Procuring Entity: Undersecretary Richard E. Moya |
| | For the Consultant: |
| 15.1 | The addresses are: |
| | Procuring Entity: Department of Budget and Management |
| | Attention: Undersecretary Richard E. Moya |
| | Address: Boncodin Hall, Gen. Solano St., San Miguel Malacañang, Manila. |
| | Facsimile: |
| | Email Address: |
| | |
| | Consultants: [insert name of the Consultant] |

| . <u></u> | Attention: [insert name of the Consultant's authorized representative] |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Address: |
| | Facsimile: |
| | Email Address: |
| 15.2 and 15.3 | Notice shall be deemed to be effective as follows: |
| | (a) in the case of personal delivery or registered mail, on delivery; |
| | (b) in the case of facsimiles, within 24 hours following confirmed transmission; or |
| | (c) in the case of telegrams, within 24 hours following confirmed transmission. |
| 18.3 | State here Consultant's account where payment may be made. |
| 20 | For Consultants under joint venture agreement, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity. |
| 22 | The effectiveness conditions are the following: |
| | 1. Procuring Entity's approval of Consultant's bid for appointment of specified key staff members; |
| | 2. Others, as may be discussed during negotiations. |
| 24 | The time period shall be two (2) years from effectivity date of contract or such other time period as the parties may agree in writing subject to performance evaluation by the end-user. |
| 34.2 | Any and all disputes arising from the implementation of this contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Acts 876 and 9285, as required in Section 59 of the IRR of RA 9184. |
| 35.1 | Any and all works (including source codes) resulting from the engagement as originating from the Terms of Reference shall be the sole property of the DBM which shall be turned over whenever required by DBM. |
| 38(d) | The Consultant's actions requiring the Procuring Entity's prior approval are: |
| | a. When non-disclosure and confidentiality clause need to be observed; and b. Will a private the contract of a performance in marketing collateral |
| | b. When using this contract as a reference in marketing collateral, |

| - | | |
|----------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | other business ventures, and corporate profile. |
| | 39.5 | The Consultant may change its Key Personnel only for reasons of death, serious illness, incapacity of an individual Consultant, or until after fifty percent (50%) of the Personnel's man-months have been served. |
| | | Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement. |
| X | 42.1 | No further instructions. |
| | 42.4(c) | No further instructions |
| | 52.1 | The total ceiling amount in Philippine Pesos is [insert amount]. |
| ∇ | 53.2 | No additional instructions. |
| | 53.4 | Not applicable |
| | 53.5(a) | No advance payment is allowed. |
| | 53.5(c) | The interest rate is zero. |
| | 55.6 | No further instructions. |



Annex H – Notice of Award of Contract & Contractor's Conforme Thereto

Reproduced in its entirety without modifications



REPUBLIC OF THE PHILIPPINES Department of Budget and Management Malacañang, Manila

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

MR. DAVE JOHN A. MACIAS

Authorized Representative Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation Unit 3002 Tycoon Centre Condominium Pearl Drive, Pasig City

Dear Mr. Macias:

Based on Department of Budget and Management Bids and Awards Committee Resolution No. 2013-<u>36</u>, we are pleased to inform you that the contract for the Project, "Software and Network Maintenance and Development" is hereby awarded to the Joint Venture of Incuventure Partners Corporation and Computer Network Corporation in the amount of Thirty Nine Million Five Hundred Thousand Pesos (P39,500,000.00).

In this regard, you are hereby required to post a performance security in the amount and form stated in Section 39 of the Implementing Rules and Regulations of Republic Act No. 9184 within ten (10) calendar days upon receipt of this Notice.

Very truly yours,

FLORENCIO B. ABAD Secretary anula FERMANDO Q - LOILADO



Annex I – Performance Security

Reproduced in its entirety without modifications



INSURANCE COMPANY, INCORPORATED

E D'EC'I

ACKNOWLEDGEMENT

Republic of the Finil polities () . E E reset Diry

Hinfeket, City Philodones, utricey, of July, 2018 personal ji eppeared before me

| | - Residence | | TEECEL | |
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| F07042 (DELOS REVES 15) | 0.5150092 | OF4 Manta | NG NE 109 | |

and ROMULO I. DELOS REYES, JR. with Comm. Tex. Cert. No. X: 5150092 issued at CFA Metha 12.15.09 for anothe behalf of STRONGHOLD INSURANCE COMPANY INC. with communities Cart Y conscine laqued at Makati City on 04/04/18 to me known to be the same persons who ergoed and encuted the foregoing instrument and knowledge before the that same is of their own voluntary act and ceed

L.S. ATTIEES "Whereof" I have hereunto set my hand and affixed my notarial seal at the place and date first above watten.

Coc No - 135 Page No. 28 Bree No XVIII TORENTINO H. GARGES Series of 2013 UNTIL DECEMBER 37, 2013 * TK & C. 1612306/16AN1LA/01-2-2018 ROLL NO. 39917

Republic of the Philippines } Makati City 3.8

ROMULO I, DELOS REYES, JR. of STRONGHOLD INSURANCE COMPANY INC. having been dury shorn states and deposes that the STRONGHOLD INSURANCE COMPANY INC. is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Makao City and is only authorized to execute and furnish suraty bonds for all purposes within the said Rhippines and that is actually worth the amount specified in the foreopting undertaking to wit ELEVEN MILLION EIGHT HUNDRED FIFTY THOUSAND & 00/100 Pesos (PHP 1 1350,000.00) Provisione Curvency: or en and spake of your debts and obligations and property exempt from execution.

CE CCUR STRONGHO i 🗅 195 JE 4 ROMULTO DELLE RE ES 14

Freedent & General Manager

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STRONGHOLD INSURANCE COMPANY, INCORPORATED

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PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we Joint Venture of INCUVENTURE PARTNERS CORPORATION AND COMPUTER NETWORK SYSTEMS CORP.-Unit 3002 Tycoon Centre Bidg , Peerl Drive, Ortiges Center, Pesig Dit Principal and STRONGHOLD INSURANCE COMPANY INC.-17/F Security Bank Centre, 6778 Avenue Makati City, a corporation duly organized and existing under and by virtue of the laws/of h⊇ Fomppines, as Surety, are held and firmly bound unto the DEPARTMENT OF BUDGE MANAGEMENT, as obligge in the sum of PESOS: ELEVEN MILLION EIGHT HUNDRED FIF TΥ THOUSAND & 00/100 (PHP 11,850,000.00) Only, Philippine Currency, for the payment of which well ene truly to be made, we bind ourselves, our heirs, executors, administrators, successor, and assigns, until, and severally firmly by these presents. WHEREAS, The CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS: Comply with the Software and Network Maintenance and Development. This bond is cellable on demand. "The right to institute action on the penal bond pursuant to Act No.3589 of any individual, firm, partnership, corporation and association supplying the contractor with labor and materials for the prosecution of the work is hereby acknowledged and confirmed." This bond is co-terminus with the final completion of the contract. WHEREAS, the liability of the Surety Company under this bond shall in no case exceed the sum of PESOS: ELEVEN MILLION EIGHT HUNDRED FIFTY THOUSAND & 00/100 (PHP 11,850,000.00) Only, Philippine Currency, inclusive of interest, attorney's fee and other damages, and shall not be liable for any advances of the Obligee to the Principal, WHEREAS, said contract requires the said Principal to give a good and sufficient bond in the abovestated sum to secure the full and faithful performance on its part of said contract; NOW THEREFORE, if the Principal shall perform well and truly and fulfill all the write and covenants, terms, conditions and agreements of said contract, then, this obligation shall of otherwise it shall remain in full force and effect. tiability of the surety company under this bond shall expire on , med absolutely cancelled Ten (10) days thereafter. THIS BOND IS CO-TERMINUS WITH THE FINAL COMPLETION OF THE CONTRACT. IN WITNESS WHEREOF, we have set our hands and signed our names at MAKATING Berof July, 2013 STRONGHOLD INSURANCE COMPANY INC Joint Venture of INCUVENTURE (Suretvi PARTNERS CORPORATION and COMPUTER THA HE COD¥884-224 NETWORK SYSTEMS CORP - I man ROMULO I. DELOS REVES. JR. President & General Manager EMMANUEL REY R. CAINTIC Fresident

SIGNED IN THE PRESENCE OF: The Floor Security Bank Centre, 6776 Ayata Avenue, Makati City, Philippines - Tels 20102201 EG1A53 OFFCULL-201-16-10

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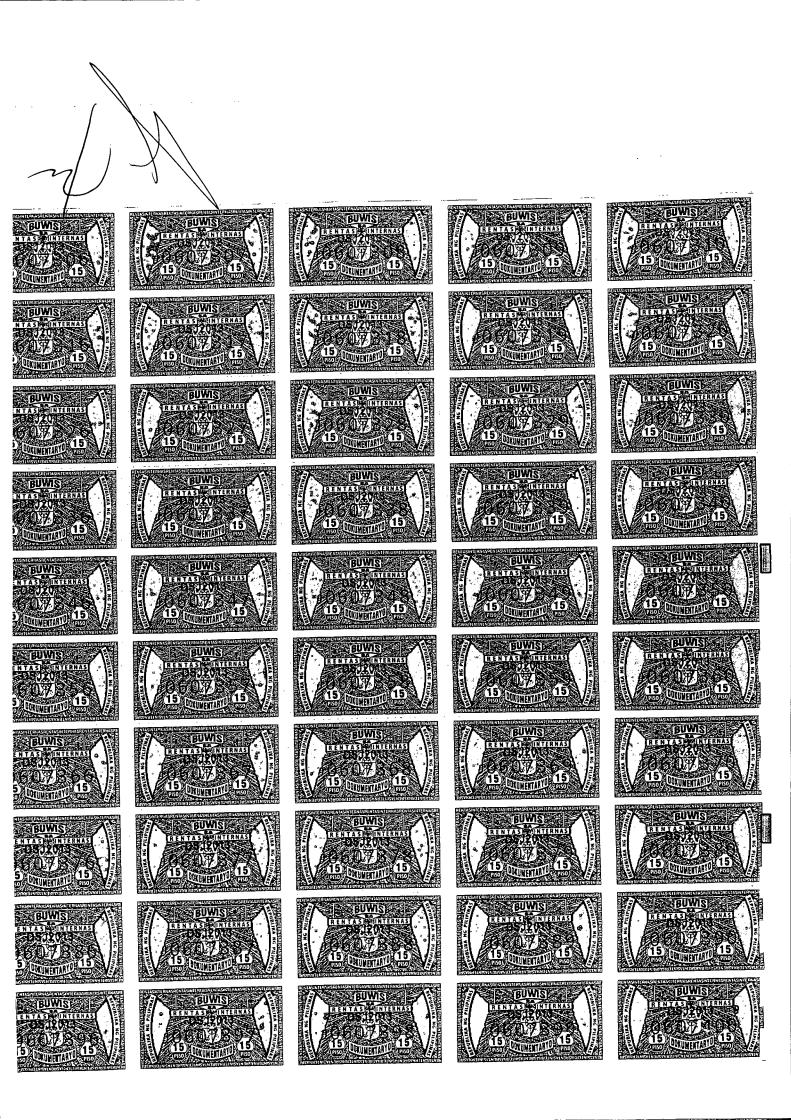




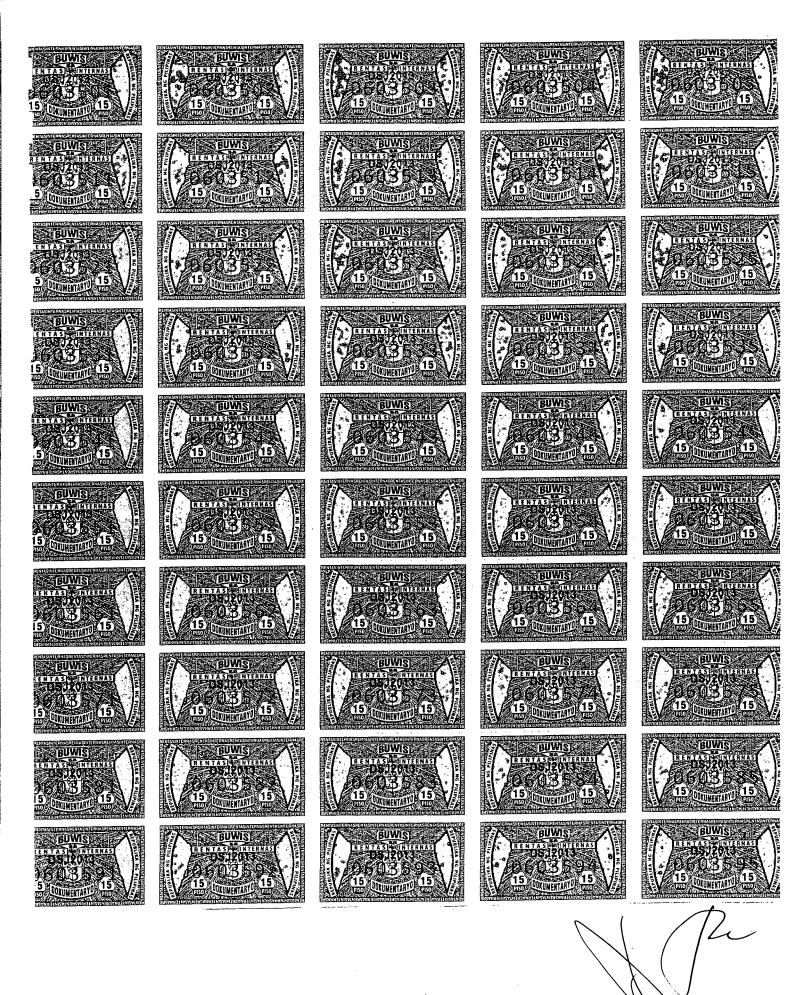




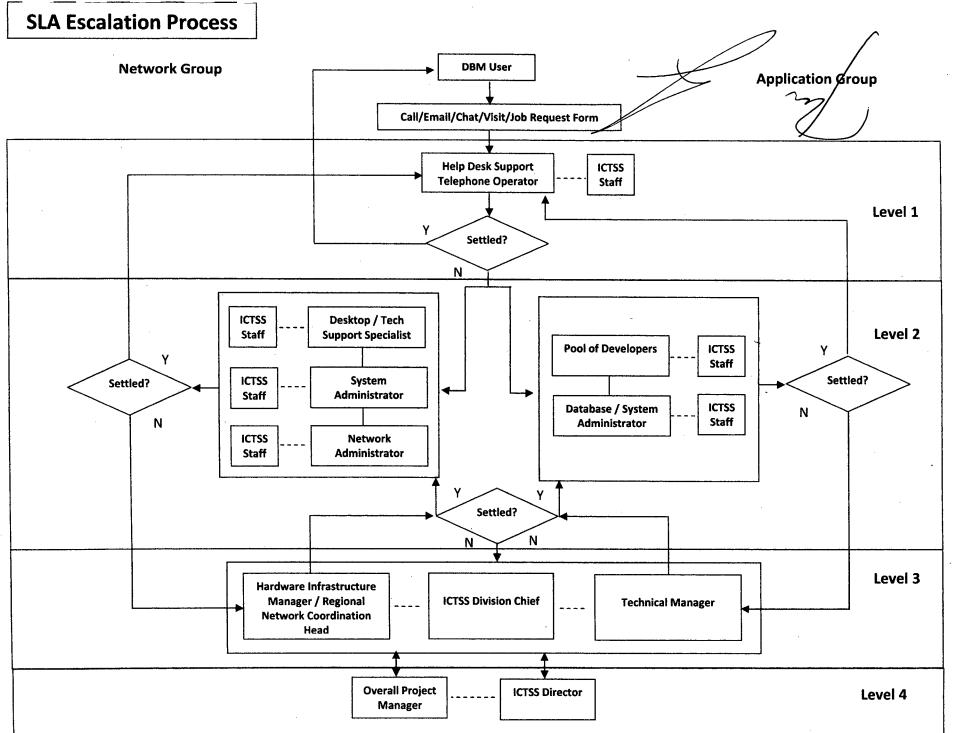








Annex J – Service Level Agreement



Page 1 of 12

I. Network and Software Maintenance and Development Partners (NS-MDP) Comprehensive Service Level Agreement and Escalation Process

A. Consolidated Process Flow Narrative

Support activities may vary depending on the nature of the problem being reported by the client. For inquiries, requests and minor problems that do not require immediate and onsite assistance, technical support and resolution is normally done via telephone, e-mail, interactive messaging facilities and/or remote management.

Process flow for issues/concerns requiring alerts and immediate resolutions is narrated below.

- The DBM user can call the temporary local hotline 2636, send a message to helpdesk@dbm.gov.ph, use the Google/Spark chat service or personally submit a Job Request Form (JRF)
- Whenever the users have encountered an issue, the Help Desk Support (HDS) will be the primary interface and the Telephone Operator will be his/her back-up. The latter should be technically capable as well. Night-shift assigned staff will act as a Help Desk Support during the night. ICTSS personnel are also part of the support process on each level.
- Help Desk Support is the one responsible for receiving users' concerns and addressing it. The telephone Operator will be his/her back-up in assisting the users' concerns
- Help Desk Support must create a Job Request Form (JRF) with ticket number and then
 resolve the concerns using a defined script for each application. Every concern or issue
 is tagged as a network, connection or system program error. If a concern is new and the
 Help Desk Support won't able to solve it immediately, he/she will coordinate with the
 appropriate Technical Consultant (network or application support). Help Desk Status
 Reports should always be updated. If the HDS will not able to identify the type of the
 concern (network/application), he/she will ask the Overall Project Manager (OPM)
 /Technical Manager (TM)/Hardware Infrastructure Manager (HIM)/Regional Network
 Coordination Head (RNCH) for proper identification.
- Technical Consultants refer to Developers, DBA, System/Network Administrators and Desktop/Technical Support Specialists.
- After resolving a concern, the Technical Consultant should get a feedback or response from the user in order to close the ticket. If the feedback is not readily available, the Technical Consultant should inform the HDS to do the follow-ups.
- Help Desk Support is the only one authorized to close any request ticket.
- If the Technical Consultant cannot resolve the issue, he/she may confer it to the ICTSS Personnel before cascading to the OPM/TM/HIM/RNCH for his/her review and assessment. The Technical Consultant will be the one directly responsible for addressing the requirements of user and updating the HDS for status documentation purposes.

Also, a resolution time may vary depending on the availability of the regional staff or the on-site technical support.

B. Software Maintenance

1. Types of Support Requests

Support requests and activities fall into one of the types below:

- Defects Effort needed to fix application failures/problems of any size or duration, where the application is not meeting the existing defined requirements. Some examples include code failure, field size changes, maintenance or hard coded data or tables embedded within a program, or an equipment failure. The term "bug" or "break-fix" are commonly used for this type of requests.
- Enhancements Requests These are changes required to an application that is not within the original scope of the requirements. Enhancements can come from support tickets logged by users. These can also be changes to the system that will help users be more productive in their work. Enhancements are categorized as Small Project enhancements and Large Project enhancements. All should be batched into a Release. They will have a separate work plan and timeline and will not overlap with support activities.
- Minor Enhancement Category:
- Small Project enhancements composed of less than 5 enhancements requests. These are time critical work needed by the system. Timeline ideally would be 2-3 weeks plan and can be developed by one resource. Examples include new regulatory or tax reports.
- Large Project enhancements composed of 5 or more requests. These are issues which are important but not necessarily urgent. Ideal timeline for large projects would be a period of 2-6 months, however, if the proposed enhancement is not doable for the said period, NS-MDP and DBM must agree for a reasonable time to cover such enhancement. Examples include continuous improvement requests from users.
- > Major Enhancement Category
- Large Project enhancements These are important and urgent requirements which will require extra man hours and/or additional manpower with an ideal timeline of 2-6 months, however, if the proposed enhancement is not doable for the said period, NS-MDP and DBM must agree for reasonable time to cover such enhancement.
- Data Related Requests These are database related requests from the users, ICTSS or ASMs. These requests are by default priority and will be handled by the DBA. All data related requests will need an approval from the requesting user and from the ASM before being migrated to production. These are ideally documented though hard copy forms.
- Procedural Requests Effort directed to support general inquiries from the users on an application when no specific problem can be identified. These may result from

- Help Desk Support should be pro-active in checking if the assigned tickets are being attended to.
- Should the request fall on a Sunday or Holiday, users should submit a written/email notice that support is needed. This request shall be accommodated the immediate working day.
- Priority, severity and types of concerns are discussed below.

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A. Network Maintenance

1. Network Resolution Steps

| | Network Resolution Steps 2012 | Responsible |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 1 | Acknowledge problem by issuing ticket number and logging into the Ticket Tracking tool. | Helpdesk Support/Telephone Operator |
| 2 | Gets pertinent details from the requestor such as name, location/office/bureau, contact information, bardware/connection affected and nature of the problem. | Helpdesk Support |
| 3 | Initially diagnose and troubleshoot the problem reported by the client. | Helpdesk Support |
| 4 | If the Helpdesk cannot resolve the problem, he/she shall notify the designated technical consultant (whose expertise is in-line with the nature of the problem reported) and the Hardware Infrastructure Manager/ Regional Network Coordination Head. | Helpdesk Support |
| 5 | Assign work to appropriate technical consultant. | Hardware Infrastructure Manager/ Regional Network Coordination Head |
| 6 | If the reported network problem is not resolved within thirty (30) minutes from the time the call was received by Helpdesk Support, the designated technical consultant shall be dispatched to the troubled/affected site. Before proceeding, the responding technical consultant should determine if any tool, equipment, or spare part(s) are needed to address the problems/issues | Technical consultant and ICTSS Team |
| 7 | Helpdesk will issue an alert and notify the Lead Consultant regarding the problem encountered. | Helpdesk Support |
| 8 | When the responding technical consultant arrives at the site, he/she shall perform troubleshooting activities and isolate the cause of the problem. (a) If the problem requires spare part(s) other than what was brought to the site. | Technical consultant/Helpdesk Support |
| | The responding technical consultant calls the Helpdesk Support and orders the part(s) needed Helpdesk Support withdraws the part(s) from the stock room and instructs the delivery of the part(s) to the client site As soon as the spare part(s) arrive at the client site, the engineer replaces the failing component and conducts a test | |

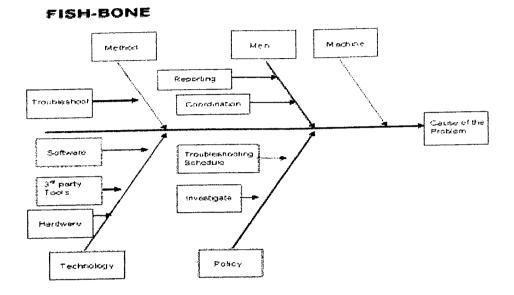
| resolution activities If the responding consultant cannot resolve problem within one (1) hour from the time of the arrival of the part(s) at the client site, he/she shall escalate the problem to the Lead Consultant through Helpdesk notification. (b) If the problem does not require part(s) replacement: | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| the problem to the Lead Consultant through Helpdesk notification. 9 The Lead technical consultant shall assess the problem resolution activities done by the responding technical consultant and determine if the problem cannot be resolved and if it needs further escalation. - If no escalation is required, the Lead technical consultant shall go to the site, perform troubleshooting activities and try to isolate the cause of the problem/issue. - If escalation is required, the Lead technical consultant notifies the Helpdesk Support who will escalate the problem to the Level III Support for further assistance and resolution. 10 The Helpdesk Support then notifies the Hardware Infrastructure Manager/ Regional Network Coordination Head who will escalate the problem to the Level-IV Support for further assistance and resolution if he/she cannot resolve it. 11 If the problem can be fixed without a need for further escalation, the responding technical consultant for the Lead technical consultant echnical consultant shall inform the client about the diagnosis and resolution activities and obtains confirmation that the problem, resolution and closure remark/s. 12 Client confirms the problem resolution by signing on the service report. Once the service report to document the cause of the problem, resolution and closure of the problem/issue. 13 Helpdesk shall retrieve the trouble ticket and enter the action Helpdesk Support | | If the responding consultant cannot resolve problem within one (1) hour from the time of the arrival of the part(s) at the client site, he/she shall escalate the problem to the Lead Consultant through Helpdesk notification. (b) If the problem does not require part(s) replacement: The responding technical consultant shall perform the necessary problem resolution activities If the problem cannot be resolved within one (1) hour from | An |
| consultant and determine if the problem cannot be resolved and if it needs further escalation. If no escalation is required, the Lead technical consultant shall go to the site, perform troubleshooting activities and try to isolate the cause of the problem/issue. | 9 | the problem to the Lead Consultant through Helpdesk notification. The Lead technical consultant shall assess the problem | Technical consultant |
| 10 The Helpdesk Support then notifies the Hardware Infrastructure Manager/ Regional Network Coordination Head who will escalate the problem to the Level-IV Support for further assistance and resolution if he/she cannot resolve it. 11 If the problem can be fixed without a need for further escalation, the responding technical consultant (or the Lead technical consultant) shall conduct a test on the system and verify that the problem has been resolved. Once the problem is resolved, the responding technical consultant shall inform the client about the diagnosis and resolution activities and obtains confirmation that the problem is resolved / closed. The technical consultant shall then prepare a service report to document the cause of the problem, resolution and closure remark/s. 12 Client confirms the problem resolution by signing on the service report. Once the service report is signed, the technical consultant (or Lead technical consultant) shall call the Helpdesk Support to inform about the completion and closure of the problem/issue. 13 Helpdesk shall retrieve the trouble ticket and enter the action | | consultant and determine if the problem cannot be resolved and if it needs further escalation. If no escalation is required, the Lead technical consultant shall go to the site, perform troubleshooting activities and try to isolate the cause of the problem/issue. If escalation is required, the Lead technical consultant notifies the Helpdesk Support who will escalate the problem to | |
| 11 If the problem can be fixed without a need for further escalation, the responding technical consultant (or the Lead technical consultant) shall conduct a test on the system and verify that the problem has been resolved. Once the problem is resolved, the responding technical consultant shall inform the client about the diagnosis and resolution activities and obtains confirmation that the problem is resolved / closed. The technical consultant shall then prepare a service report to document the cause of the problem, resolution and closure remark/s. 12 Client confirms the problem resolution by signing on the service report. Once the service report is signed, the technical consultant (or Lead technical consultant) shall call the Helpdesk Support to inform about the completion and closure of the problem/issue. 13 Helpdesk shall retrieve the trouble ticket and enter the action | 10 | The Helpdesk Support then notifies the Hardware Infrastructure Manager/ Regional Network Coordination Head who will escalate the problem to the Level-IV Support for | Infrastructure Manager/ Regional Network Coordination Head |
| 12 Client confirms the problem resolution by signing on the service report. Once the service report is signed, the technical consultant (or Lead technical consultant) shall call the Helpdesk Support to inform about the completion and closure of the problem/issue. 13 Helpdesk shall retrieve the trouble ticket and enter the action | 11 | If the problem can be fixed without a need for further escalation, the responding technical consultant (or the Lead technical consultant) shall conduct a test on the system and verify that the problem has been resolved. Once the problem is resolved, the responding technical consultant shall inform the client about the diagnosis and resolution activities and obtains confirmation that the problem is resolved / closed. The technical consultant shall then prepare a service report to document the cause of the problem, resolution and closure | Technical consultant |
| 13 Helpdesk shall retrieve the trouble ticket and enter the action Helpdesk Support | 12 | Client confirms the problem resolution by signing on the service report. Once the service report is signed, the technical consultant (or Lead technical consultant) shall call the Helpdesk Support to inform about the completion and closure of the problem/issue. | |
| | 13 | Helpdesk shall retrieve the trouble ticket and enter the action taken and then tag the ticket as closed. | Helpdesk Support |

An incident report containing the details of the problem and the action(s) taken will be sent to the clien via email based on the following time frames.

| SIME OF OCCURRENCE | TIME SENTIO CHENI | |
|--------------------------|------------------------------------------|--------------------|
| FROM 6:00 AM TO 2:00 PM | ON OR BEFORE 6:00 PM OF SAME DAY | \bigtriangledown |
| FROM 2:01 PM TO 11:00 PM | ON OR BEFORE 6:00 AM OF NEXT WORKING DAY | |

| FROM 11:01 PM TO 5:59 AM OF NEXT DAY | ON OR BEFORE 10:00 AM OF NEXT WORKING DAY |
|-----------------------------------------|-------------------------------------------|
| | ON OR RECORE 10:00 AM OF NEXT WORKING |

Fishbone Analysis will be used to determine the root cause and effect of the incident.



2. Severity Levels

Severity Level 1 – Production system completely down. All users are affected or critical hardware, link, application or system is down with no alternate access.

Examples include, but are not limited to:

- a. Entire DBM offices are down and all users are not able to work/call,
- b. Entire applications are down.

Severity Level 2 – Production system performance degraded. Not all users (50%) are affected.

Examples include, but are not limited to:

- a. Application performance is degraded or there is intermittent problem encountered.
- b. Slow system response time or redundant hardware, link or alternate access is unavailable.

Severity Level 3 – Problem affecting some users or non-critical system performance degraded.

Examples include, but are not limited to:

- a. Administrative users are affected
- b. Intermittent problems encountered by users on their telephone units

3. Service Levels

| Seveniy Levelses. | | Response In Manualemin | | Resolution techn troms techn consoliant sarty | CENTRAL SECTION AND A |
|---------------------------------------------|---------|----------------------------|-----|-----------------------------------------------------|-----------------------|
| | | aconsulants : dispatcin | | EDBM suel | |
| Level 1 | | | | | |
| Metro Manila Area | | 2 hours | 99% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |
| Outside of Metro Ma | nila | 2 to 4 hours | 99% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |
| Level 2 | | | | | |
| Metro Manila Area | | 2 hours | 95% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |
| Outside of Metro Ma | nila | 2 to 4 hours | 95% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |
| Level 3 | | | | | |
| Metro Manila Area | | 3 to 4 hours | 95% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |
| Outside Metro Manil | а | 4 to 8 hours | 95% | | |
| without replacement | part(s) | | | 1 hour | 95% |
| with replacement | part(s) | | | 4 hours | 90% |

Note:

In the context of SLAs, the insurance approach to support service level agreements is the most prevalent one in the DBM community. The consultant provides assurances on the availability and responsiveness of connectivity and accessibility services for DBM and thru remote support, addressing client concern is the main priority to meet client expectations. Hence, Provider shall attend and conduct onsite troubleshooting in the event that remote support cannot resolve client's major concerns.

In line with the service levels outside Metro Manila (with or without part(s) replacement should be in coordination with ICTSS marching orders and the availability of their on-site technical support.

improperly following procedures, human errors, and the like. These requests are by default priority 3.

• **Preventive Requests** – On-going activities to reduce the long-term support costs, improve stability and availability for an application (i.e. improving documentation, introducing restart/recovery procedures, database tuning, etc.)

2. Normal Application Support Request Escalation Process

| S.O. | emontel Resolution Steps, on the second second second | Responsibile |
|------|-----------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1 | Acknowledge problem by issuing ticket number and logging into the Ticket Tracking tool. | Helpdesk Support/Telephone Operator |
| 2 | Confirm priority 1 request based on the agreed upon SLA. | Technical Manager and ICTSS ASM |
| 3 | Assign to appropriate technical consultant for issue resolution. | Technical Manager |
| 4 | Investigate and resolve issue. | Helpdesk Support/Technical consultant/ICTSS Team |
| 5 | Secure appropriate approval for production migration | Technical consultant and ICTSS Team |
| 6 | Migrate fix to production | Technical consultant and ICTSS Team |
| 7 | Close ticket in the Ticket Tracking Tool. Log time | Helpdesk Support |

| 5 | Enomy Arresolution Steps | Resionsible-constants |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 1 | Confirm Priority 2 request based on the agreed upon SLA. | Technical Manager and ICTSS ASM |
| 2 | Update ticket to P2. Create ticket no. and send update to requestor. | Helpdesk Support |
| 3 | Assign work to appropriate technical consultant. | Technical Manager |
| 4 | Further evaluate issue to determine if there is an issue on functionality. Confirm with user as regards to correct business | Technical consultant |
| 5 | process. Is there a functionality change or issue? If YES, proceed to handling as Priority 3 request. If none, proceed with step #5 and handle as P2. | Technical consultant |
| 6 | Investigate and fix issue. Devise a workaround if necessary. | Technical consultant and ICTSS Team |
| 7 | Require production migration approval. Migrate the fix once it has passed thorough testing and review. | Technical consultant and ICTSS Team |
| 8 | Secure appropriate approval for production migration. | Technical consultant and ICTSS Team |
| 9 | Close ticket in the Ticket Tracking Tool. Log time. | Helpdesk Support |

| | Priority Resolutionsleps | Resploinsable |
|---|------------------------------------------------------------------|------------------------------------|
| 1 | Confirm Priority 3 request based on the agreed upon SLA. | Technical Manager and ICTSS ASM |
| 2 | Update ticket P3. Create ticket no and send update to requestor. | Helpdesk Support |

| 3 Assign work to appropriate technical consultant. | Technical Manager |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Assign work to appropriate technical consultant. Investigate and resolve. Devise a workaround if necessary. | Technical consultant |
| 5 Close ticket in the Ticket Tracking Tool. Log time. | Helpdesk Support |
| 3. Tables Table 1: Initial Priority (Severity) | |
| | |
| A problem has made the application (or major component of | ASEAVE OF A |
| application) unusable or unavailable; no feasible workaround exists. | |
| A Priority 1 issue is described as follows: | |
| Complete or Partial System Loss on a single critical site. | |
| Complete loss of connectivity on multiple critical or non- | |
| critical sites. Multiple users that cannot perform critical work and there is no workaround. | |
| VIP requests from Assistant Secretary level upwards Issue which will result in fines, penalties or legal consequences for the DBM (i.e. SARO releases on contract with penalties, releases, wherein if not released on time, may result to cases with the Ombudsman) | |
| A problem has made the application (or major component of application) unusable or unavailable; feasible workaround does exist. A Priority 2 issue is described as follows: Any Priority 1 issue that has a feasible workaround. Single user that cannot perform critical work and there is no workaround. | |
| a lesue impacting time sensitive processing (i.e. BIR | |
| Issue impacting time addines) for a single user. | |
| Access, username, password requests | |
| | 3 |
| A problem degrades system functionality; major functions of application (or major component of application) still work. A problem does not degrade system functionality; major functions of application (or major component of application) still work Minor problem in the application (or major component of application) | |
| functionality Description of Priority 3 issue as follows: | |
| Affacts single non-VIP user regarding a non-childan ssue. | |
| leave for which a workaround is already in place or available. | |
| Minor enhancement requests which will be treated under the Small Project Arrangement process. Small projects involve | |
| and or two enhancement requests which will require a | |
| approve timeline commitment and is not treated as a support | |
| issue Priority of these enhancements will be discussed | 1 |
| separately in a small project arrangement meeting. | |
| Data downloading requests | |
| Issues which are important but not urgent. | |

An issue is brought to our attention by the users which can improve productivity and system performance but is not part of the original scope of the system business requirements. These can also be regulatory or legal requirements which are needed by the DBM. These requests are important but not urgent. They will form part of a Large Project Arrangement Process. These projects should have 5 or more enhancements requests and involve a separate work plan and timeline of 2-6 months depending on the size of the project. The priority and timing of the requests should be separately discussed in a Project Arrangement Meeting.

Table 2: Business Importance

| | Simportani (s. 1996) |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Process Critical: The availability of the system is critical to the | 1 |
| Department's operations. It directly affects the current efforts and | N N |
| productivity of the system use but is not directly visible to the end | |
| beneficiary of the system output. Loss of the system for a period of | |
| time leads to non-recoverable consequences. Process Critical | |
| applications should be currently functioning and critical to the | |
| Department's operations. | 1 |
| End User Critical: The availability of the system is critical to the Department's operations. It directly affects the end user beneficiary | |
| and affects the Department's mandate to use the system. Loss of | |
| the system for a period of time leads to non-recoverable | |
| consequences. End User Critical applications should be currently | |
| functioning and critical to the Department's operations. | |
| Process Important: The availability of the system is critical to the | 2 |
| Department's operations. It directly affects the efforts and | |
| productivity of the system user but is not directly visible to the end | |
| user beneficiary. However, a period of downtime is perhaps | |
| recoverable. | |
| End User Important: The availability of the system is critical to the | 3 |
| Department's operations. It directly affects both the system user and | |
| the end user beneficiary. However, a period of downtime is perhaps | |
| recoverable. Reporting: Provides information necessary to run the company, but | 4 |
| • • | • |
| a period of downtime has only internal consequences. | |
| Infrastructure: Helps run the internals of the company. A period of | 5 |
| downtime usually is recoverable. Example: A payroll system. | |
| | |

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Table 3: Priority

This table determines a problem's priority by taking into account both the severity of the functionality from the user's perspective and the importance of the functionality to the Department's day to day operations.

Business Importance

| | | Settine: | era Brocess Innoceau | | |
|---|------------|------------|-------------------------|------------|------------|
| 1 | Priority 1 | Priority 1 | Priority 2 | Priority 2 | Priority 3 |
| 2 | Priority 1 | Priority 2 | Priority 2 | Priority 3 | Priority 3 |
| 3 | Priority 2 | Priority 3 | Priority 3 | Priority 3 | Priority 3 |
| 4 | Priority 3 | Priority 4 | Priority 4 | Priority 4 | Priority 4 |

CARD TO CARD

*Refer to initial Priority Table to establish Priority Description

Normal Application Support Metrics 4.

| Refer to findar fronty fuble to container | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 4. Normal Application Support Metrics | | | |
| Response (measured from notification of Technical consultant of the request to assigning of Application Ticket Number) Priority 1 – 1 hour Priority 2 – 4 hours Priority 3 – 4 hours Priority 4 – 8 hours Resolution (measured from problem ticket creation to ticket closure) Priority 1 – immediate execution, work continues until resolved Priority 2 – execute after all priority 1 requests have been addressed. Request to be scheduled based on overall priority of all outstanding requests. Priority 3 & 4 – Request to be scheduled based on overall priority/value of all outstanding requests and /or capacity. When service levels are impacted due to technologies on non-supported versions/releases, resolution time could be extended based on agreement between the Technical Manager and ASM. | Response Target 90% of Priority 1 requests will be responded to within 1 hour 90% of Priority 2 & 3 requests will be responded to within 4 hours. 90% of Priority 4 requests will be responded to within 8 hours. Resolution Target – The resolution time starts from the point the incident is reported to the NS-MDP Team and logged into the Ticket Tracking Tool and continues until the incident is resolved and closed by NS-MDP Team in the Ticket Tracking Tool. 90% of Priority 2 requests within 24 hours 90% of Priority 2 requests within 7 business days. 90% of Small and Large Projects (P3 and P4 enhancements requests) based on agreed upon timeline from Project Arrangement meetings. | | |
| Support Metrics Renegotiation These metrics are to be revisited for every 4 months that the contract is in place for any possible revisions based on negotiation agreements between NS-MDP and the ICTSS. | Communication and updates to users on issues is provided as follows: Priority 1 – Every 4 hours Priority 2 – Twice a week. Critical issues communication should be more frequent. Priority 3 & 4 Support or Break Fix – Twice a week Priority 3 & 4 Enhancement Requests | | |

| normal service requests | incident supersedes and corresponding | Monthly. These are Project Arrangement Meetings. |
|-------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| priorities. | | Incident Management Root Cause Analysis (RCA) Sessions will be conducted as necessary (or upon request) |

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Annex K – Out-of-Scope Service Rates

Billing of all Out-of-Scope service rates shall be included in the monthly billing statement of the Project.

Technical Service Rates

The JV OF IPC AND COMNET hourly rates for out-of-scope Requirements Gathering, Functional and Technical Design, Programming and Software Maintenance Services are as follows:

| Level | Business Hours | Off-business Hours | |
|---------------------|-----------------------|-----------------------|------------|
| Programmer I | PHP 800.00 | PHP 1,200.00 | |
| Programmer II | PHP 1,200.00 | PHP 1,400.00 | |
| System Analyst | PHP 1,300.00 | PHP 1,500.00 | |
| Security Officer | PHP 1,500.00 | PHP 1,800.00 | / / |
| Desktop/Technical | PHP 800.00 | PHP 1,200.00 | |
| Support | | | |
| Specialist/Helpdesk | | | |
| Support/Telephone | | | |
| Operator | | | $+ D_{A}$ |
| Systems | PHP 1,200.00 | PHP 1,400.00 | 1 0 |
| Administrator | | | 4 / |
| Network | PHP 1,200.00 | PHP.1,400.00 | |
| Administrator | | | J |

- Rates are per hour or fraction thereof. Rates are also inclusive of VAT.
- Business Hours are from 7:00 AM to 6:00 PM, Mondays to Saturdays, except public holidays. Off-business Hours is the time outside of the Business Hours.
- For sites outside Central Office, service hours include travel time, up to a maximum of eight (8) hours a day per JV OF IPC AND COMNET consultant/specialist.



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KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between:

INCUVENTURE PARTNERS CORPORATION, a corporation duly organized, registered and existing under the laws of the Republic of the Philippines with principal place of business at the 30th Floor Tycoon Center, Pearl Drive, Ortigas Center, Pasig City, and which is herein represented by its duly authorized representative <u>DAVE JOHN A. MACIAS</u>, President, of legal age, married and a resident of #26 Bahamas Street, Better Living Subdivision, Paranaque City.

- and -

<u>COMPUTER NETWORK SYSTEMS CORPORATION</u>, a corporation duly organized, registered and existing under the laws of the Republic of the Philippines with principal place of business at Suite 707, The Taipan Place, F. Ortigas Jr. Avenue, Ortigas Center, Pasig City and which is herein represented by its duly authorized representative <u>GARY BABY A. VILLAMOR</u>, Head of Managed Services, of legal age, married and a resident of #654 P. Ańonuevo Street, Kanluran, City of Santa Rosa, Laguna.

THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **Department of Budget and Management**.

THAT both parties are to be treated as a single entity and that the entities forming themselves into the Joint Venture expectedly intend themselves to be jointly and severally responsible or liable for the obligations and civil liabilities actually incurred by the particular Joint Venture.

NAME OF PROJECT

APPROVED BUDGET FOR THE CONTRACT

Software and Network Maintenance and Development

CONTRACT

P 40, 558,000.00

That under this agreement, <u>Incuventure Partners Corporation</u> is assigned as the lead representative or the Prime Bidder of the Joint Venture with authority and power to receive payments and issue receipts.

That the Joint Venture hereby appoints, constitutes and assigns <u>Dave</u> John A. Macias as the official representative of the Joint Venture, and as its lawful attorney-in-fact, to represent the joint venture in the bidding and the procurement process and to sign the contract, if awarded the Project. The parties hereby issue a Joint Venture resolution for the purpose of granting full power and authority to <u>Dave John A. Macias</u> to do, execute and perform any and all acts pecessary and/or as fully and effectively as the Joint Venture max-

Both parties agree to provide the Joint Venture with all the necessary documents that the procuring entity may require from each of parties in order to establish their respective eligibilities.

Nothing in this Agreement shall be construed as constituting a partnership / and/or agency between the parties except for the purpose of participating in the above mentioned project.

This Joint Venture is deemed effective from the date of execution of this JVA and shall remain in full force and effect only for the duration of the implementation of the Project as well as the execution of the Joint Venture's warranties under the Contract, until terminated, amended or revoked by agreement of the parties in writing.

The Parties agree to enter into a more detailed Joint Venture Agreement setting forth their respective rights, obligations and interests in relation to the implementation of the Project, if awarded the same.

IN WITNESS WHEREOF, the Parties have hereunto affixed their signatures this MAUCH 12, 2013 in PASIG CITY

INCUVENTURE PARTNERS CORPORATION

By: ÓAVE JOHN A. MACIAS

President / Chief Operating Officer

By: GARY BABY A. VILLAMOR

Head of Managed Services

COMPUTER NETWORK SYSTEMS

CORPORATION

OATH / AFFIRMATION OF WITNESS

I, the undersigned witness, do hereby affirm that I personally know the parties to the foregoing JOINT VENTURE AGREEMENT. I hereby certify that the parties executed the foregoing instrument and signed the same in my presence and in the presence of the notary public.

RUTH LETICIA E. PASCUAL

Republic of the Philippines)

) S.S.

QUEZON QITE ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig this _____ day of , 2013 personally appeared the following:

| Name | Valid ID | ID No. | Date/Place Issued |
|----------------------------|-------------------------|---------------------|-------------------------------------------------------|
| Dave John A. Macias | Passport | EA0003642 | October 30, 2009, Manila |
| | стс | 01186185 | January 11, 2013 |
| Gary Baby A. Villamor | Postal I.D. Card CTC | 2778777 01252826 | Sta Rosa, Laguna March 8, 2013 Mandaluyong City |
| Duth Laticia E | Passport | XX2845974 | January 22, 2009/ Manila |
| Ruth Leticia F. Pascual | стс | 01252824 | March 8, 2013 Mandaluyong City |

who were identified by me through competent evidence of identities to be the same persons described in the foregoing instrument, who acknowledged before me that their respective signatures on the instrument were voluntarily affixed by them for the purposes stated therein, and who declared to me that they have executed the instrument as their free and voluntary act and deed. Further, the signatories have declared that they are the fully authorized representatives of their respective companies to sign the foregoing instrument.

This instrument, which refers to a Joint Venture Agreement, consisting of three (3) pages, including the page on which this acknowledgment is written, has been signed by the parties and their instrumental witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL this _____ day of 1 2013

Doc. No. 239 Page No. 49 Book No. ge Series of 2013..

MAS F. DU TARY PUBLIC Dec. 31, 2013 111 - 01/07/18 Q.C. ~_{1,02/13} Q.C. DET . 0:415.1961 72 (1997) 1997, 1995, 4. Q.C.

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2013 at the City of



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

NOTICE TO PROCEED

MR. DAVE JOHN A. MACIAS

Authorized Representative Joint Venture of Incuventure Partners Corporation and Computer Network Systems Corporation Unit 3002 Tycoon Centre Condominium Pearl Drive, Pasig City

Dear Mr. Macias:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "Software and Network Maintenance" shall commence upon receipt of this Notice to Proceed.

Very truly yours,

Secretary/

FLORENCIO B. ABAD

Recepted: 2 Dare Maars