



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 20, 2023 for **Project ID No. DBM-2024-01, “Managed Services for the Development of Microservices for the Identity and Access Management (IAM) of the Department of Budget and Management (DBM),”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS				AMENDMENTS/CLARIFICATIONS			
PART I				PART I			
Section III. Eligibility Data Sheet				Section III. Eligibility Data Sheet			
Eligibility Documents				Eligibility Documents			
XXX	XXX			XXX	XXX		
9.2	No.	Evaluation Criteria	Max Score	9.2	No.	Evaluation Criteria	Max Score
	XXX				XXX		
	1.2	With prior Technology related awards			1.2	With prior Technology related awards	
		More than 20 technology related awards received from 2000 - 2023				More than 20 10 FIRM PERFORMANCE OR technology related awards received from 2000 – 2023	
		With 11 - 20 technology related awards received from 2000 - 2023				With 11 6-10 FIRM PERFORMANCE OR technology related awards received from 2000 – 2023	
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XXX	XXX			XXX	XXX		

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PART II Section III. Bid Data Sheet		PART II Section III. Bid Data Sheet																							
ITB Clause		ITB Clause																							
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	<p data-bbox="890 253 1492 432">4.4.3 DEVELOP HIGH-PERFORMANCE APPLICATIONS BY WRITING TESTABLE, REUSABLE, AND EFFICIENT CODES;</p> <p data-bbox="882 439 1492 577">4.4.4 PROVIDE FIXES ON BUGS FOUND IN THE APPLICATION/S WITHIN THE WARRANTY PERIOD.</p> <p data-bbox="794 613 1284 645">4.5 IAM PORTAL APPLICATION</p> <p data-bbox="842 687 1492 804">THE IAM PORTAL IS A WEB APPLICATION THAT WILL BE USED BY THE FOLLOWING USERS:</p> <p data-bbox="879 860 1492 1256">4.5.1 DBM EMPLOYEES/ LINE MANAGERS TO REQUEST ACCESS TO SYSTEMS/APPLICATION OR PLATFORMS WITHIN DBM. EMPLOYEES WOULD BE ABLE TO SEE UPDATES ON THE REQUEST, SYSTEMS THAT THEY HAVE ACCESS TO AND SOME REPORTS APPROPRIATE BASED ON DEFINED ACCESS CONTROL.</p> <p data-bbox="879 1317 1492 1456">4.5.2 DBM SYSTEM/APPLICATION AND PLATFORM OWNERS TO APPROVE REQUEST FOR ACCESS.</p> <p data-bbox="874 1516 1492 1839">4.5.3 EXTERNAL USERS WILL BE GIVEN ACCESS TO THE APPLICATION AS UNAUTHENTICATED USERS TO ONLY SUBMIT REQUEST FOR ACCESS. APPROVAL STATUS AND PROVISIONING UPDATES WILL ONLY BE SENT VIA EMAIL NOTIFICATION.</p> <p data-bbox="762 1877 1268 1908">4.6 IAM MANAGEMENT PORTAL</p> <p data-bbox="818 1951 1492 2054">A WEB APPLICATION THAT WILL BE USED BY THE IAM OFFICER FOR MONITORING REQUESTS AND</p>

PARTICULARS	AMENDMENTS/CLARIFICATIONS
	<p>EXECUTING MANUAL ACCESS PROVISIONING IN THE ABSENCE OF THE AUTOMATED PROVISIONING VIA API OR RPA. ADMIN SHOULD BE ABLE TO CONFIGURE/SETUP DATA MAINTENANCE, USER AND ROLE MANAGEMENT, AS WELL AS VIEW REPORTS.</p> <p>4.7 TECHNICAL REQUIREMENTS</p> <p>4.7.1 MUST BE ABLE TO APPLY BUSINESS RULES TO FORM OR FIELD VALIDATIONS.</p> <p>4.7.2 MUST HAVE A FACILITY TO CONFIGURE THE APPROVAL ROUTING.</p> <p>4.7.3 MUST HAVE A FACILITY TO SEND NOTIFICATIONS TO SPECIFIC USERS OR GROUPS ACCORDING TO THE APPROVAL ROUTE VIA EMAIL.</p> <p>4.7.4 MUST HAVE FUNCTIONALITY TO UPLOAD DOCUMENTS TO A SEPARATE DOCUMENT STORAGE SOLUTION.</p> <p>4.7.5 MUST BE ABLE TO IMPLEMENT SECURITY STANDARDS TO SECURE DATA.</p> <p>4.7.6 MUST HAVE A SECURE CONNECTIVITY (EX. API KEYS, JWT, TOKENIZATION ETC.) TO SYSTEMS WHICH REQUIRES INTEGRATION.</p> <p>4.8 TRAINING, KNOWLEDGE TRANSFER AND TURNOVER</p> <p>4.8.1 PROVIDE TRAINING TO END-USERS AND ADMINISTRATORS</p>

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<p>5.0 QUALIFICATION REQUIREMENTS</p> <p>5.1 The firm must be in the IT business for at least ten (10) years in service based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303);</p> <p><i>Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) will be submitted during post-qualification.</i></p> <p>5.2 The firm must have received at least ten (10) technology-related awards and/or recognitions from year 2000 to 2023 based on certifications validated and authenticated by the recognized body;</p> <p style="text-align: center;">xxx</p> <p>9.0 SERVICE LEVEL AGREEMENT</p> <p>9.1 xxx</p> <table border="1" data-bbox="132 1843 722 1935"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Liquidated Damages</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Component	Description	Liquidated Damages				<p>4.8.2 PROVIDE DOCUMENTATION COVERING SYSTEM FUNCTIONALITIES, TECHNICAL DOCUMENTATION, QUICK GUIDE/USER MANUALS</p> <p>4.8.3 KNOWLEDGE TRANSFER AND TURNOVER OF THE APPLICATION TO DBM APPS TEAM.</p> <p style="text-align: center;">xxx</p> <p>5.0 QUALIFICATION REQUIREMENTS</p> <p>5.1 The firm must be in the IT business/INDUSTRY OR CONSULTING BUSINESS for at least ten (10) years in service based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) AND/OR TPF 10. STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS COMPLETED WHICH ARE SIMILAR IN NATURE;</p> <p><i>Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR) BIR Form 2303 will be submitted during post-qualification.</i></p> <p>5.2 The firm must have received at least ten (10) FIVE (5) FIRM PERFORMANCE OR technology-related awards and/or recognitions from year 2000 to 2023 based on certifications validated and authenticated by the recognized body;</p> <p style="text-align: center;">xxx</p> <p>9.0 SERVICE LEVEL AGREEMENT</p> <p>9.1 xxx</p> <table border="1" data-bbox="798 1872 1452 1964"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Liquidated Damages</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Component	Description	Liquidated Damages			
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Services Availability	The SERVICE PROVIDER shall maintain the Services at an availability level of 99.95% to be measure 24x7, with an allowable downtime of twenty-one (21) minutes per month	1/10th of 1% of the total remaining amount shall be imposed for every hour of systems/solutions unavailability in excess of twenty-one (21) minutes per month.	Services Availability	The SERVICE PROVIDER shall maintain the Services at an availability level of 99.95% to be measure 24x7, with an allowable downtime of twenty one (21) minutes per month	1/10th of 1% of the total remaining amount shall be imposed for every hour of systems/solutions unavailability in excess of twenty one (21) minutes per month.
xxx	xxx	xxx	xxx	xxx	xxx

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

No.	Particulars	Resource Count	Qualifications	Tasks
xxx	xxx	xxx	xxx	xxx
4	Front End Developer	xxx	xxx	xxx
5	Back End Developer	xxx	xxx	xxx
xxx	xxx	xxx	xxx	xxx

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

No.	Particulars	Resource Count	Qualifications	Tasks
xxx	xxx	xxx	xxx	xxx
4	Front End Developer	xxx	xxx	xxx SHOULD BE ABLE TO USE AND WORK WITH THE LOW CODE NO CODE FRONTEND DEVELOPMENT PLATFORMS PROCURED BY DBM.
5	Back End Developer	xxx	xxx	xxx SHOULD BE ABLE TO USE AND WORK WITH THE ROBOTIC PROCESS AUTOMATION TOOLS PROCURED BY DBM.
xxx	xxx	xxx	xxx	xxx

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<p align="center">TPF 9. Omnibus Sworn Statement</p> <p align="center">XXX</p> <p align="center">[[urat]</p> <p align="center">[Format shall be based on the latest Rules on Notarial Practice]</p>	<p align="center">TPF 9. Omnibus Sworn Statement (Revised)</p> <p align="center">XXX</p> <p align="center">[[urat]</p> <p align="center">[Format shall be based on the latest Rules on Notarial Practice]</p> <p>SUBSCRIBED AND SWORN TO BEFORE ME IN [PLACE OF EXECUTION], PHILIPPINES ON THIS [DATE OF NOTARIZATION], AFFIANT EXHIBITING BEFORE ME HIS COMPETENT EVIDENCE OF IDENTITY [VALID IDENTIFICATION ISSUED BY THE GOVERNMENT].</p> <p align="center">NOTARY PUBLIC</p> <p>DOC. NO. _____; PAGE NO. _____; BOOK NO. _____; SERIES OF _____.</p>
<p align="center">TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature</p> <p align="center">XXX</p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) years immediately preceding December 5, 2023.</p> <p>b) Completed contract:</p> <p>(i) Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems within the last five (5) years.</p>	<p align="center">TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised)</p> <p align="center">XXX</p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) to TEN (10) years immediately preceding December 5 OCTOBER 27, 2023.</p> <p>b) Completed contract:</p> <p>(i) Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems OR CONTRACTS USING, ADOPTING AND DEPLOYING LOWCODE FRONTEND PLATFORMS AND ROBOTIC PROCESS</p>

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p style="text-align: center;">XXX</p>	<p style="text-align: center;">AUTOMATION TOOLS within the last five (5) years.</p> <p style="text-align: center;">XXX</p>
<p style="text-align: center;">TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</p> <p style="text-align: center;">XXX</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to December 5, 2023.</p> <p style="text-align: center;">XXX</p>	<p style="text-align: center;">TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised)</p> <p style="text-align: center;">XXX</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to December 5October 27, 2023.</p> <p style="text-align: center;">XXX</p>
<p style="text-align: center;">Bid-Securing Declaration</p> <p style="text-align: center;">BID SECURING DECLARATION</p> <p style="text-align: center;">XXX</p> <p style="text-align: center;"><u>[Jurat]</u></p> <p><i>[Format shall be based on the latest Rules on Notarial Practice]</i></p>	<p style="text-align: center;">Bid-Securing Declaration</p> <p style="text-align: center;">BID SECURING DECLARATION</p> <p style="text-align: center;">XXX</p> <p style="text-align: center;"><u>[Jurat]</u></p> <p><i>[Format shall be based on the latest Rules on Notarial Practice]</i></p> <p style="text-align: center;">SUBSCRIBED AND SWORN TO BEFORE ME IN [PLACE OF EXECUTION], PHILIPPINES ON THIS [DATE OF NOTARIZATION], AFFIANT EXHIBITING BEFORE ME HIS COMPETENT EVIDENCE OF IDENTITY [VALID IDENTIFICATION ISSUED BY THE GOVERNMENT].</p> <p style="text-align: center;">NOTARY PUBLIC</p> <p>DOC. NO. _____; PAGE NO. _____; BOOK NO. _____; SERIES OF _____.</p>
	<p>Notes:</p>

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	<p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> 1. Section VI. Terms of Reference (Revised); 2. TPF 9. Omnibus Sworn Statement (Revised); 3. TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised); 4. Bid Securing Declaration Form (Revised) 5. TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised) <p><u>Attached also for Guidance of the Bidders are the following:</u></p> <ol style="list-style-type: none"> 6. Checklist of Eligibility Documents for shortlisting purposes; and 7. Checklist of the Requirements for the submission of Technical and Financial Proposal.
<ol style="list-style-type: none"> 1. For Firm Qualifications, do you strictly require that the firm is in Information Technology (IT) business for at least ten (10) years? 2. What is the relevance of the awards received by the firm with the engagement? 3. Does the Approved Budget for the Contract (ABC) cover all the necessary “managed services” to complete the deliverables? 4. Whether or not the personnel are already defined? 	<ol style="list-style-type: none"> 1. Yes, we require that the firm is in the IT business/industry or Consulting Business for at least ten (10) years since stability and long period of service are major criteria in determining the firm’s status in the IT industry. 2. The awards/recognitions received represents the good standing of a company in the IT industry as well as firm’s commitment in providing excellent and quality products, services, and solutions. 3. Yes, the ABC includes all the necessary “managed services” to complete the deliverables. The tools are not part of the ABC. 4. Yes, the identified or defined positions are the standard personnel/team for development projects. However, the firm may replace the personnel in case of resignation or separation from the firm, provided

PARTICULARS	AMENDMENTS/CLARIFICATIONS
	that, the same is consistent with Item 6.5 of Section VI. Terms of Reference. Further, the new personnel must necessary possess the same qualifications for the position that he/she will fill.

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective October 27, 2023 right after the opening of bids.
- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Director IV

Vice Chairperson, DBM-BAC

Section VI. Terms of Reference (Revised)

1.0 PROJECT TITLE

Managed Services for the Development of the Microservices for the Identity and Access Management (IAM) of the Department of Budget and Management (DBM)

2.0 OBJECTIVE

The objective of the project is to provide a commensurate amount of management and technology required to support IAM Operations and remediate future findings related to Compliance and Audit of Access Management, to wit:

- 2.1 Address recurring Audit Trail items on Timely and Accurate Creation, Maintenance and Deletion of Employee Accounts on Information Technology (IT) systems;
- 2.2 Address compliance and labor-intensive Access Control Reviews and User Access Management;
- 2.3 Reduce Operational Requirements for Identity and Access Management; and
- 2.4 Improve IT Operations and customer experience

3.0 DURATION OF CONTRACT

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

4.0 SCOPE OF WORK

The Service Provider shall provide a detailed scoping for IAM Solution from Access Requisition, Approval Routing up to Provisioning – covering both Manual and Automated (API or RPA) and shall undertake the following:

4.1 User Requirements Specification

- 4.1.1 Must have a single set of login credentials (such as a username and password) that allows a user to access multiple applications or systems.
- 4.1.2 Must have a user id attached to Active Directory (AD) Core so that only one password to remember or via token.
- 4.1.3 Must have self-administer function to all systems so that it can easily request access.

- 4.1.4 Must have a request for enrollment to all systems for easy access.
- 4.1.5 Must have easy access to modification/transfer to another unit.
- 4.1.6 Must have deletion for immediate revocation of access upon employee resignation.
- 4.1.7 Must have a reset feature so that it can be facilitated immediately.
- 4.1.8 Must have an email notification sent for confirmation for monitoring of requests for creation of access, modification/edit, reset pass, etc.
- 4.1.9 Must have fields with a proper validation so that the user is identified and a mandatory field to complete the filing.
- 4.1.10 Must have listed the endorser/system owner listed to identify who the endorser/approver is.
- 4.1.11 Must have End of Day reports for all types of modification done so that for proper monitoring and accountability.
- 4.1.12 Must have monitoring database and dashboard status for recording of requests.
- 4.1.13 Must have a Robotic Process Automation (RPA) ID so that requests still go through a regular process/monitoring.
- 4.1.14 Must have a User Access Management Review for accountability of user access.

4.2 Security Requirements

- 4.2.1 Detect/prevent/correct the flow of information in transferring networks of different trust levels with a focus on security-damaging data.
- 4.2.2 The processes and tools used to prevent data exfiltration, mitigate the effects of exfiltrated data, and ensure the privacy and integrity of sensitive information.
- 4.2.3 The processes and tools used to track/control/prevent/correct secure access to critical assets (e.g., information, resources, systems) according to the formal determination of which persons, computers, and applications have a need and right to access these critical assets based on an approved classification.
- 4.2.4 Actively manage the life cycle of system and application accounts - their creation, use, dormancy, deletion - in order to minimize opportunities for attackers to leverage them.
- 4.2.5 Manage the security life cycle of all in-house developed and acquired software in order to prevent, detect, and correct security weaknesses.

4.3 Solution Requirements

The recommended solution is to enhance the existing System Automation and Control (SAC) portal by integrating to DBM systems and automating the fulfillment of new access, reset and revocation requests. The system

also aims to capture the list of users and its permission across DBM systems for review and reporting purposes.

4.3.1 The Minimum Viable Product (MVP) release will integrate and automate the access fulfillment of the following systems to IAM Portal:

4.3.1.1 Convergent Gov Hub

4.3.1.2 LGU Single Portal

4.3.1.3 Portal Integration

4.3.2 The system will automate revocation of access for resigned employee and to get employee details for updates to employee's First name, Last name, Middle name, Position, Organization, Unit, Line manager, Second line, Email, Effectivity date, Employee group and new hires.

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

4.4 System analysis and development of Identity and Access Management

4.4.1 Analyze user requirements, determine the needs of the business unit, and align application design with business goals;

4.4.2 Design and develop a system that is easy to navigate to provide better user experience;

4.4.3 Develop high-performance applications by writing testable, reusable, and efficient codes;

4.4.4 Provide fixes on bugs found in the application/s within the warranty period.

4.5 IAM Portal Application

The IAM Portal is a web application that will be used by the following users:

4.5.1 DBM employees / Line Managers to request access to systems/application or platforms within DBM. Employees would be able to see updates on the request, systems that they have access to and some reports appropriate based on defined access control.

4.5.2 DBM System/Application and Platform owners to approve request for access.

4.5.3 External users will be given access to the application as unauthenticated users to only submit request for access. Approval Status and Provisioning updates will only be sent via email notification.

4.6 IAM Management Portal

A web application that will be used by the IAM Officer for monitoring requests and executing manual access provisioning in the absence of the automated provisioning via API or RPA. Admin should be able to configure/setup data maintenance, user and role management, as well as view reports.

4.7 Technical Requirements

- 4.7.1 Must be able to apply business rules to form or field validations.
- 4.7.2 Must have a facility to configure the approval routing.
- 4.7.3 Must have a facility to send notifications to specific users or groups according to the approval route via email.
- 4.7.4 Must have functionality to upload documents to a separate document storage solution.
- 4.7.5 Must be able to implement security standards to secure data.
- 4.7.6 Must have a secure connectivity (ex. API keys, JWT, tokenization etc.) to systems which requires integration.

4.8 Training, Knowledge Transfer and Turnover

- 4.8.1 Provide training to end-users and administrators
- 4.8.2 Provide documentation covering system functionalities, technical documentation, Quick Guide/User Manuals
- 4.8.3 Knowledge transfer and turnover of the application to DBM Apps Team.

5.0 QUALIFICATION REQUIREMENTS

The Managed Services for the Development of Microservices for the IAM of the DBM shall be undertaken by a reputable IT firm, which shall have the following qualifications:

- 5.1 The firm must be in the IT business/industry or consulting business for at least ten (10) years in service based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303) and/or TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature;

Note: The COR BIR Form 2303 will be submitted during post-qualification.

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

Note: Proof/s of awards and/or recognitions will be submitted during post-qualification.

- 5.3 Must have at least one hundred (100) practicing technical IT professionals based on certified Human Resource documents;
- 5.4 The service provider shall mobilize/deploy the following eight (8) personnel for the project within the Philippines based on the qualifications itemized in Annex A.1:

No.	Resource	Resource Count
1	Agile Technical Lead	1
2	Technical Lead	1
3	Application Programming Interface (API) Developer	1
4	Front End Developer	1
5	Back End Developer	1
6	Quality Assurance (QA) Tester	1
7	Network Administrator	1
8	Security Administrator	1

6.0 OBLIGATIONS OF THE SERVICE PROVIDER

- 6.1 The Service Provider shall conform strictly with the terms and conditions of this Terms of Reference and report directly to the Office of the Functional Group Head of the Information and Communication Technology (ICT) Group / Chief Information Officer (OCIO) of the DBM.
- 6.2 Deployment of personnel for the project should either be onsite or offsite, provided at least three (3) personnel (i.e., Technical Lead, the Agile Technical Lead, and Tester) are required to report onsite from 8:00 a.m. to 5:00 p.m., Mondays to Fridays. All personnel that are off-site should be available from 8:00 a.m. to 5:00 p.m., Mondays to Fridays, unless there is a need to accomplish it and report it to the DBM office.
- 6.3 Equipment, such as laptops and other peripherals, should be provided by the Service Provider.
- 6.4 Timeline and deployment process to on-board resources should not be more than 14 calendar days after Notice to Proceed (NTP).
- 6.5 Replacement of personnel due to resignation or separation from the firm should not be more than thirty (30) calendar days.

6.6 The Service Provider shall submit a Project Management Plan based on the approval of the Inception Report to provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.

7.0 OBLIGATIONS OF THE PROCURING ENTITY

7.1 The DBM shall provide the necessary resources for the personnel to be deployed which shall include workstations, internet connection, utilities, office access, repository access, admin access, and database access, as may be necessary, to perform the deliverables for the project.

7.2 The DBM shall be responsible for regular activities using the agile methodology approach such as daily activities such as scrum, daily huddles, and sprint planning to ensure timely and quality accomplishment.

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

8.0 TERMS OF PAYMENT AND MILESTONE

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

MILESTONE			
Project Activity/ Detailed Activities	Deliverables	Amount to be paid (% of Total Contract Price)	Date of Submission of Deliverables
1st tranche - Project Plan Documents and Kick-Off	Inception Report <ul style="list-style-type: none"> ● Project Charter ● Project Management Plan ● Risk Management and Business Continuity Plan ● Change Management Plan ● Project Gantt Chart and Timelines of Project Structure 	20% of the total Project Cost (Payment will be based on submission of Inception Reports and approval thereof by the DBM OCIO.)	January to February 2024 Work for 1 st Tranche will commence thirty (30) days upon issuance of the Notice to Proceed (NTP)
2nd tranche - Portal Development,	Project Development Phase <ul style="list-style-type: none"> ● System Design and Architecture Plan 	40% of the total Project Cost	March to August. 2024

Configuration, Testing and Deployment	<ul style="list-style-type: none"> ● Front-End Development ● Back-End Development ● System Functional Integration and Testing ● Quality Assurance and Testing ● User Acceptance Testing for functional and non-functional requirement ● Overall System Acceptance ● Production Deployment ● Data Migration 	Payment will be based on submission of Users Acceptance Test Report for the Project Development Phase and approval thereof by the DBM OCIO	Work for 2 nd Tranche will commence from the approval of the 1 st Tranche Deliverables
3rd Tranche - System Go-Live and Stabilization	<p>Full Implementation Plan for Project Completion</p> <ul style="list-style-type: none"> ● System and Functional Documentation Manual ● Delivery and completion of all project deliverables ● Project technical support in Go-Live implementation ● System Stabilization ● Training of the DBM ICTSS personnel ● Knowledge Transfer ● Project source code turn-over 	40% of the total Project Cost Payment will be based on submission of Certificate of Acceptance for the Project Completion with the following supporting documents: a. Statement of Account (SOA)/Billing Statement b. Non-Disclosure of Agreement (NDA) and approval thereof by the DBM OCIO	September to December Work for 3 rd Tranche will commence from the approval of the 2 nd Tranche Deliverables

9.0 SERVICE LEVEL AGREEMENT

9.1 DBM shall maintain a Service Level Agreement (SLA) with the Service Provider with provisions for liquidated damages for their non-compliance, as follows:

Component	Description	Liquidated Damages
Technical Support	Resolve every problem and fix bugs on both software and hardware components mentioned above within four (4) hours after it was reported during the project period. It shall refer to a condition wherein the reported problem is resolved by the SERVICE PROVIDER to the satisfaction of the DBM.	1/10 th of 1% of the total contract price shall be imposed for every hour of delay.
Provision of system backup	Must provide back-up and restore services.	1/10th of 1% of the total contract price shall be imposed for every day of every backup that are not performed.
Systems Administration	Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four (4) hours after it was reported at Help Desk Facility.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
Provision of Reports	Must provide monthly Technical and Service Reports to be submitted every first week of the subsequent month.	1/10th of 1% of the total contract price shall be imposed for every day of delay.
Compliance with deliverables	Deliverables based on Section 8. Terms of Payment and Milestones	1/10th of 1% of the total contract price shall be imposed for every day of delay.

9.2 If the Service Provider fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (1%) of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract.

10.0 PERFORMANCE EXPECTATIONS FROM THE SERVICE PROVIDER

- 10.1 The Service Provider to be engaged for this project shall undertake the activities/tasks with the highest standards of professional and ethical competence and integrity.
- 10.2 The Service Provider shall not engage in any activity or action, or make any kind of public pronouncement which may adversely affect the implementation of the project.

11.0 CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

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

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

No.	Particulars	Resource Count	Qualifications	Tasks
1.	Technical Lead	One (1)	<p>a. Must have a Bachelor’s Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.</p> <p>b. Must have at least five (5) years of experience in ALL of the following IT industry:</p> <ul style="list-style-type: none"> i. Application and Web-Based Development; ii. Implementing Cloud-Based Applications; and iii. Leading database, front-end, and back-end frameworks, and technologies <p>c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy of training certificates:</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	<p>Determine project requirements and develop work schedules for the team.</p> <p>Delegating tasks and overseeing the technical team into achieving daily, weekly, and monthly goals.</p> <p>Liaise and coordinate with team members, end-users, and management to ensure projects are completed to standards.</p> <p>Identifying risks and forming contingency plans as soon as possible.</p> <p>Analyzing existing operations and scheduling training sessions and meetings to discuss improvements.</p> <p>Performs troubleshooting as needed.</p> <p>Writing progress reports and delivering presentations to the relevant stakeholders.</p>
2.	Agile Technical Lead	One (1)	<p>a. Must have a Bachelor’s Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.</p> <p>b. Must have at least four (4) years of experience in ALL of the</p>	<p>Coaching the Scrum team to observe Agile practices and self-organization.</p> <p>Using collaborative tools for the scrum team and its activities.</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<p>following IT industry:</p> <ul style="list-style-type: none"> i. Senior Developer for Agile Software Development ii. Manager or a Team Leader iii. managing on-premises or cloud-based application projects <p>c. Certified Agile Scrum Master based on certifications</p> <p>d. Must have IT related training within the last five (5) years for the following IT related training based on the certified true copy of training certificates</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	<p>Identifying and resolving impediments that hinder project progress towards the goal.</p> <p>Performing coordination and stakeholder engagement activities among the product owner, the scum team, and the stakeholders.</p> <p>Addressing disruptions in the solutions delivery.</p>
3.	API Developer	One (1)	<ul style="list-style-type: none"> a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least three (3) years of experience in ALL of the following IT industry: <ul style="list-style-type: none"> i. Application and web-based development and services; ii. Development and services for integration and APIs; iii. Development using Agile Methodology development; and 	<p>Using Agile Methodology development and writing microservices and APIs NodeJS technology.</p> <p>API development, web services, and microservices (RESTful, SOAP).</p> <p>Develop high-performance applications by writing testable, reusable, and efficient codes.</p> <p>Implement effective security protocols and data protection measures.</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<ul style="list-style-type: none"> iv. Have worked on at least five (5) projects using API integration and industry-standard solutions. c. At least one (1) training certificate related to latest API Management solutions and framework d. Must have IT related training within the last five (5) years for the following IT related training based on the certified true copy of training certificates: <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	Run diagnostic tests, repairing defects, and providing technical support.
4.	Front End Developer	One (1)	<ul style="list-style-type: none"> a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least three (3) years of experience in ALL of the following IT industry: <ul style="list-style-type: none"> i. Must have experience in design and implementation of web applications. ii. Proficient in HTML, CSS, and JavaScript. iii. Must be experience in ReactJS technology and framework iv. Must have worked on at least three (3) projects as a front-end developer. 	<p>Develop services for front-end application design execution using leading technologies.</p> <p>Develop implementing highly responsive user interface components using leading front-end framework concepts.</p> <p>Write application interface codes.</p> <p>Troubleshoot interface software and debugging application codes.</p> <p>Develop and implement front-end architecture to support user interface concepts.</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<p>c. Must have at least one (1) training certificate related to latest front-end solutions and framework.</p> <p>d. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	<p>Develop front-end prototypes using a collaborative user interface design tool to support UI concepts.</p> <p>Monitor and improve front-end application performance through code optimization.</p> <p>Document application changes and development updates.</p> <p>Should be able to use and work with the low code no code frontend development platforms procured by DBM.</p>
5.	Back End Developer	One (1)	<p>a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.</p> <p>b. Must have at least three (3) years of experience in ALL of the following IT industry:</p> <ul style="list-style-type: none"> i. Application and web-based development and services; ii. Development and services for back-end application's business logic design execution using leading technologies; iii. Server-side scripting/programming languages like Java, .NET, PHP, Python, JavaScript, C#, etc. ; AND iv. Must have worked on at least three (3) projects as a back-end developer. 	<p>Design, develop, coding, test, enhance, and fix bugs.</p> <p>Analyze user requirements and apply it to application design.</p> <p>Define application objectives and functionalities.</p> <p>Align application designs with business goals.</p> <p>Debug and resolve technical issues that arise.</p> <p>Produce detailed design documentation.</p> <p>Recommend changes to existing codes as necessary.</p> <p>Should be able to use and work with the robotic process automation tools procured by DBM.</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<p>c. <i>Must have at least one (1) training certificate related to latest back-end solutions and framework</i></p> <p>d. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	
6.	Quality Assurance (QA) Tester	One (1)	<p>a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.</p> <p>b. Must have at least two (2) years of experience in ALL of the following IT industry:</p> <ul style="list-style-type: none"> i. Must have relevant work experience in development and/or testing role ii. Must have strong knowledge/practical exposure to development/scripting languages and environments (e.g. C#, Java, C++, PHP, etc.) iii. Must have strong knowledge/practical exposure to both Relational and NoSQL DMBs 	<p>Overall testing of UI and functional issues</p> <p>Test for possible bugs encountered</p> <p>Coordinate with the developers for possible changes to be made</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<ul style="list-style-type: none"> iv. Must be knowledgeable of automated testing tools, (e.g. QTP, Rational Robot, etc.) c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy: <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	
7.	Network/System Administrator	One (1)	<ul style="list-style-type: none"> a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least three (3) years of experience in ALL of the following IT industry: <ul style="list-style-type: none"> i. Must have experience in network administration ii. Must be able to ensure the stable operation of the computer networks iii. Must have network security principles, including firewalls, intrusion detection systems (IDS), intrusion prevention systems (IPS), VPNs, access controls, and security policies iv. Experience working with and configuring network devices such as routers, switches, firewalls, load balancers, and access points 	<p>Perform Business Process Management (BPM) on the identified systems</p> <p>Collaborate with system owners, technical team, and functional team to design, implement, test, and validate a system</p> <p>Work with business analysts to understand desired system requirements and write functional and technical specifications</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<p>c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	
8.	Security Administrator	One (1)	<p>a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.</p> <p>b. Must have at least three (3) years of experience in ALL of the following IT industry:</p> <ul style="list-style-type: none"> i. security administration; ii. Experience in conducting security audits, compliance assessments, and vulnerability assessments; iii. Identity and Access Management Principle; iv. Must have common protocols such as SSL, HTTP, DNS, SMTP and IPSec <p>c. Must have IT related training within the last five (5) years with any of the following IT related training based on the certified true copy:</p> <ul style="list-style-type: none"> i. IT Infrastructure Trainings; ii. Programming and Database Trainings; iii. Enterprise Business Applications Trainings; 	<p>Support Active Directory servers or any user-based systems</p> <p>Plan and manage all the migrations and upgrades related to Active Directory and Domain controllers.</p> <p>Interpret requirements, performs highly complex analyses and presents options and recommendations to obtain desired results on Windows and AD</p>

No.	Particulars	Resource Count	Qualifications	Tasks
			<ul style="list-style-type: none"> iv. Desktop Applications Trainings; v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings. 	

TPF 9. Omnibus Sworn Statement

(Revised)

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

AFFIDAVIT

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

1. **Select one, delete the other:**

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

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

2. **Select one, delete the other:**

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

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

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

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

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

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

a) Carefully examine all of the Bidding Documents;

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

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

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

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

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or

converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this__day of _____, 20 __ at _____ Philippines.

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

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

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

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

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within five (5) to ten (10) years immediately preceding October 27, 2023.
- b) Completed contract:
 - (i) Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.
- c) Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of**

the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.”

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

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

Business Name: _____

Business Address: _____

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

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- ii. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to October 27, 2023.
- iii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iv. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

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

Bid-Securing Declaration

(Revised)

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

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

Project Identification No.: *DBM-2024-01*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this

ay of *[month]* *[year]* at *[place of execution]*. d

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

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

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

CHECKLIST OF ELIGIBILITY REQUIREMENTS

ELIGIBILITY AND SHORTLISTING

I. Class “A” Documents –

Legal Documents

1. (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

Technical Documents

2. (b) Eligibility Documents Submission Form accompanied by a duly notarized company’s Secretary’s Certificate or Special Power of Attorney, as applicable (See form) ; **and**
3. (c) Curriculum Vitae for the Proposed Professional Staff (Use TPF 6); **and**
4. (d) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10); **and**
5. (e) Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts); **and**
6. (f) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use TPF 11); **and**
7. (g) Statement of the Consultant’s Nationality (Use TPF 12); **and**
8. (h) Photocopy of the following documents may be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
 1. Certificate of Employment and similar documents (e.g. certificate of engagement)
 2. Training programs attended
 3. Diploma
 4. Professional Certifications and/or Licenses

II. Class “B” Document –

Legal Documents

9. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

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

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

Class “A” Documents

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

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

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

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

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