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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2

This SBB No. 2 dated November 28, 2023 for **Project ID No. DBM-2024-04, "Managed Services for the Development, Installation, and Configuration of the Envisioned Convergent Gov Hub, Local Government Unit (LGU) Single Portal, and Portal Integration of the Department of Budget and Management,"** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
Section IV. Terms of Reference	**Section IV. Terms of Reference (REVISED)**
VIII. TERMS OF PAYMENT The schedule of payment shall be based on the following milestones:	**VIII. TERMS OF PAYMENT** The schedule of payment shall be based on the following milestones:

Project Activity/ Detailed Activities	Deliverables	[…]	[…]
xxx	xxx	xxx	xxx
2nd tranche - Portal Development, Configuration, Testing and Deployment	Project Development Phase ● System Design and Architecture Plan xxx ● Data Migration		
xxx	xxx	xxx	xxx

Project Activity/ Detailed Activities	Deliverables	[…]	[…]
xxx	xxx	xxx	xxx
2nd tranche - Portal Development, Configuration, Testing and Deployment	Project Development Phase ● System Design and Architecture Plan xxx ● Data Migration **TEMPLATES AND OPTIMAL STRATEGY FOR DATA MIGRATION**		
xxx	xxx	xxx	xxx

xxx	xxx
IX. SERVICE LEVEL AGREEMENT DBM shall maintain a Service Level Agreement (SLA) with the Service Provider with provisions for liquidated damages for their non-compliance.	**IX. SERVICE LEVEL AGREEMENT** DBM shall maintain a Service Level Agreement (SLA) with the Service Provider with provisions for liquidated damages for their non-compliance.

Left Column

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

xxx

XI. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

xxx

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

xxx

Right Column

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.~~ **THE CREATED PLATFORMS MENTIONED ABOVE WITHIN FOUR (4) HOURS UPON RECEIPT IN THE HELPDESK FACILITY OR A SIMILAR MECHANISM, DURING THE PROJECT PERIOD. THE SERVICE PROVIDER SHALL RESOLVE THE REPORTED ISSUES TO THE SATISFACTION OF THE DBM.**	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
Systems Administration	Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four (4) hours ~~after it was reported at Help Desk Facility.~~ **UPON RECEIPT IN THE HELPDESK FACILITY OR A SIMILAR MECHANISM, DURING THE PROJECT PERIOD. THE SERVICE PROVIDER SHALL RESOLVE THE REPORTED ISSUES TO THE SATISFACTION OF THE DBM.**	1/10th of 1% of the total contract price shall be imposed for every hour of delay.

xxx

XI. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

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

xxx

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

Tranche	Deliverables	Remarks
1st Tranche	xxx	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO.
2nd Tranche	xxx 9. Technical Documentation	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO.
3rd Tranche	1. Systems Integration Testing Results 2. User Acceptance Test (UAT) Report 3. Training Plan 4. End-User Training 5. Turnover Source Code 6. Knowledge Transfer for the use and management of the Application to DBM IT Team 7. Final Version of documents and Manuals 8. End-User Acceptance Test (UAT) Report 9. Cut-Over Plan and Checklist 10. Project Completion Report 11. Project Close-Out / Warranty Period Completion 12. List of Identified Bugs and Resolution	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the contractor via email to the DBM OCIO.

Tranche	Deliverables	Remarks
1st Tranche	xxx	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the ~~contractor~~ **SERVICE PROVIDER** via email to the DBM OCIO.
2nd Tranche	xxx 9. Technical Documentation **10. USER ACCEPTANCE TEST (UAT) REPORT**	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the ~~contractor~~ **SERVICE PROVIDER** via email to the DBM OCIO.
3rd Tranche	1. Systems Integration Testing Results ~~2. User Acceptance Test (UAT) Report~~ ~~3.~~ **2.** Training Plan ~~4.~~ **3.** End-User Training ~~5.~~ **4.** Turnover Source Code ~~6.~~ **5.** Knowledge Transfer for the use and management of the Application to DBM IT Team ~~7.~~ **6.** Final Version of documents and Manuals ~~8.~~ **7.** End-User Acceptance Test (UAT) Report ~~9.~~ **8.** Cut-Over Plan and Checklist ~~10.~~**9.** Project Completion Report ~~11.~~**10.** Project Close-Out / Warranty Period Completion ~~12.~~**11.** List of Identified Bugs and Resolution	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the ~~contractor~~ **SERVICE PROVIDER** via email to the DBM OCIO.

TPF 8. Activity (Work) Schedule

	Month											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work) *to be provided by the Bidder, this should be consistent with the Terms of Reference (TOR)* _____												

TPF 8. Activity (Work) Schedule (REVISED)

	Month											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work) *to be provided by the Bidder, this should be consistent with the Terms of Reference (TOR)*												
FIRST TRANCHE												
SECOND TRANCHE												
THIRD TRANCHE												

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No[2] _____   Name:_____

Names	Position	Input[3]	Remuneration Currenc(ies) Rate	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				_____
8.				
9.				
10.				
11.				
12.				
13.				
14.				
Grand Total				

_____
[2] Based on the TPF 8. Include details per activity.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY (REVISED)

Activity No.[2] _____   Name:_____

Names	Position	Input[3]	Remuneration Currenc(ies) Rate	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				_____
8.				
9.				
10.				
11.				
12.				
13.				
14.				
Grand Total				

_____
[2] Based on the TPF 8. Include details per activity.
[3] **STAFF MONTHS, DAYS, OR HOURS AS APPROPRIATE.**

Section VIII. Appendices	Section VIII. Appendices
a) **Description of Services**	a) **I. Description of Services**
xxx	xxx
b) **Reporting Requirements**	b) **II. Reporting Requirements**
xxx	xxx
c) **Key Personnel and Subconsultants**	c) **III. Key Personnel and Subconsultants**
xxx	xxx
d) **Breakdown of Contract Price**	d) **IV. Breakdown of Contract Price**
xxx	xxx
e) **Services and Facilities Provided by the Client**	e) **V. Services and Facilities Provided by the Client**
xxx	xxx
f) **Consultant's Representations Regarding Costs and Charges**	f) **VI. Consultant's Representations Regarding Costs and Charges**
xxx	xxx
g) **BREAKDOWN OF AGREED FIXED RATES**	g) **VII. BREAKDOWN OF AGREED FIXED RATES**
xxx	xxx
CHECKLIST OF REQUIREMENTSOR THE TECHNICAL AND FINANCIAL PROPOSAL	**CHECKLIST OF REQUIREMENTSOR THE TECHNICAL AND FINANCIAL PROPOSAL**
xxx	xxx
☐ 10. **Bid Security** as described in ITB clause 15 (see TPF 10 for bid securing declaration form)	☐ 10. **Bid Security** as described in ITB clause 15 (see TPF 10 for bid securing declaration form **SEE BID SECURING DECLARATION FORM**) ☐ 11. **TPF 12. STATEMENT OF THE CONSULTANT'S NATIONALITY**
Queries:	**Clarifications:**
1. Are we going to resubmit the same files submitted during the pre-qual? (CVs, Omnibus etc.)	1. Yes. Please see the requirements needed as enumerated in the Checklist of Requirements for the Technical and Financial Proposal *(Revised)*.

2. Appendices I-V are not included in the bid docs, can we get a copy?	2. Please refer to Section VIII. Appendices, as renumbered.
3. Item 10 of the Section IV. General Conditions of the Contract states that "each Party shall give due consideration to any proposal for modification made by the other Party". Does it mean it is still possible to request for modification in the scope of work during the project implementation proper/requirements gathering session?	3. The scope of work that can be modified during the implementation of the Project will be related to the development sprints based on the user stories and/or epics resulting from the design thinking workshops and requirements gathering sessions.
4. Can we move the End-User Training, User Acceptance Testing (UAT) for functional and non-functional requirement, and deployment to 3rd Tranche since it has four (4) months timing instead of having this in the delivery phase to give more time for deployment?	4. Please note that the End-User Training is already in the 3rd Tranche. However, for the UAT and deployment we will retain the same in the 2nd Tranche to have more time for actions if there are any changes that need to be considered in the development sprints.
5. These items are out of scope: a. Data Migration b. Source Code Turn-Over	5. Below are our comments/clarifications: a. Please see Section VI. Terms of Reference (Revised). We will retain the milestone provided in the bidding documents because it is part of the contract deliverable and development lifecycle. However, please be informed that in this deliverable on data migration, we would just be needing the assistance from the service provider in providing the templates and in determining the optimal strategy for data migration. The actual process of data migration will be handled by the DBM. b. The provision on the source code turnover as indicated in Section VI. Terms of Reference (Revised) will be retained as a generic provision to cover this requirement.
6. In Item 9.0 of the Section VI. Terms of Reference, we propose the modifications on the following items? a. **Removal of Systems Administration** Administration for the Systems Database, Network and Back-up should be managed by DBM Team Or Technology Vendor for data privacy and security purposes. Project Team can help assist in identifying and raising possible concerns that may arise relating to the development of the application.	6. Below are the clarifications on the proposed modification: a. The corresponding SLA provision has been modified through Section VI. Terms of Reference (Revised).

If assistance will be required, we can possibly add this as part of the SOW and not in the SLA which has corresponding penalty for every delay.	
b. **Removal of Provision of System Back-up** The existing platforms (Appian/OS) are owned by DBM that will be used in the development of the application. The platforms are PAAS which has its own backup and restore services. The bid is focus on providing services in application development and not on the Platform backup and support since this should be covered by the Technology Vendor. If assistance to communicate with the technology vendor will be required, we can possibly add this as part of the SOW and not in the SLA which has corresponding penalty for every delay.	b. The provision on **system back-up is retained** since this will be performed by the consultant as part of the handholding and transition to enable the DBM to handle these areas after the project.
c. **In the Technical Support, removal of Problem resolution on hardware components** DBM Platforms (Appian/OS) is a PAAS which has support coverage on the hardware and availability of the servers. This category must fall in the platform support and not Services	c. The corresponding SLA provision has been modified through Section VI. Terms of Reference (Revised).
d. **In the Technical Support, changing the "Resolution time" to "Response Time" on Software Bug Fixing/Resolution** We can't guarantee the 4hrs resolution time - it will depend on the complexity of the concern/bugs to solve and other possible dependencies that may arise along the way that is beyond our control (ex. downtime on database server, platform, availability of business users, etc.)	d. The corresponding SLA provision has been modified through Section VI. Terms of Reference (Revised).
7. In Technical Proposal Form (TPF) No. 5, a. What is the delineation between Technical and Support Staffs? Can we place the Network and Security Admin as part of the Support Staffs?	7. Below are our comments/clarifications: a. No. All of the resources should be included under the Technical/ Managerial Staff. Items to be included under the Support Staff shall refer to additional resources that will be

or all resources should be in the Technical Staff table?	provided by the service provider. Inclusion thereof shall not incur additional cost from the DBM.
b. Can we provide our own tasks definition per position? or should we just copy the tasks in the resource eligibility section?	b. Please use the tasks indicated under Annex A.1 "Qualification and Responsibilities of the Personnel to be Deployed for the Project" of the Section VI. Terms of Reference.
8. In TPF No. 7, can we just provide high-level time schedule based on the Project Milestone/Payment Terms per resource since the detailed activities will only be discussed during the Requirements Gathering/Validation session with users?	8. You may indicate the time schedule of the eight (8) personnel to be deployed for the project based on the activities mentioned in TPF No. 8 and consistent with the milestones provided in the Item 8.0 of Section VI. Terms of Reference.
9. Is the Firm required to submit TPF Nos. 6 and 12 even though the same personnel shall be nominated?	9. Yes, as required in the Checklist of Requirements for the Technical and Financial Proposal.
10. For TPFs 6, 9, and 12, as they have been submitted initially during the eligibility documents submission, can we resubmit the same notarized document? If resubmission is allowed, will a photocopy of the said document suffice as the embossed notarization stamp is no longer visible?	10. Yes. Item 4.2. (f), Consultant's Responsibilities, of Section II. Instructions to Bidders of the Bidding Documents for the Project provides that the Consultant is responsible for "ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct." Further, it must be consistent with the other documents.
11. How to accomplish the Financial Proposal Forms (FPF)?	11. The FPF forms are connected with the activities mentioned in TPF No. 8 consistent with the milestones provided in the Terms of Reference. Thus, FPF Nos. 3, 4 5, and 6 shall have the **same number of activities** as mentioned in TPF No. 8. Please note the following reminders: a. FPF Nos. 3, 4, 5, and 6 shall be net of taxes. b. FPF No. 3 is a summary of FPF Nos. 4, 5 and 6 per activity. c. FPF No. 2 is a summary of all activities mentioned in FPF No. 3 and shall add applicable taxes. d. The amount mentioned in FPF No. 1 should be equivalent to FPF No. 2.
12. On FPF 5. Reimbursable per Activity and FPF 6. Miscellaneous Expenses, Are these still needed or optional only? Or this will be part of the Project	12. Yes, FPF Nos. 5 and 6 still need to be submitted. If the items are not applicable, just indicate "Not Applicable" in the fields on the form. Please note

Reports once on-going. If yes, what's the possible values?	that the non-submission of any TPFs and FPFs, even if "not applicable", will be a ground for disqualification of your bid.

13. May we request to relax the following items:
 	
    a. Number of experience and skillsets to ANY, instead of ALL requirements;
 	
    b. For Agile Tech Lead to consider the total years of experience doing Project Management and experience in managing low-code projects, instead of the Scrum Certification;
 	
    c. For Developers (Front-End, Back-End, API) to lessen the years of experience to 2yrs+ with certifications on Appian or Outsystems?
	13. The shortlisted consultants must have raised their requests for relaxation as early as the Meeting on the Eligibility Documents. It may be mentioned that during the said meeting, there were four (4) prospective bidders/interested consultants who attended the meeting on the eligibility documents.
	
	The relaxation of minimum requirements at this juncture will defeat the Procurement Principle of Competitiveness and will be unfair to the other prospective bidders/interested consultants who were unable to participate in the bidding due to the minimum requirements required.
	
	It is suggested that the shortlisted consultant change the personnel who can meet the minimum requirements under Annex A.1 "Qualification and Responsibilities of the Personnel to be Deployed for the Project" of Section VI. Terms of Reference (Revised).

14. Can the Firm propose more than one (1) key personnel for each required position?	14. No. Based on Section II. Instruction to Bidders: "(d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position."
15. Please elaborate on expectations with regards to "efficient diagnostic tests and repairing defects" under Item 4.1.8 of the Revised Terms of Reference: "The SERVICE PROVIDER should run efficient diagnostic tests, repairing defects, and providing technical support for the Convergent Gov Hub, LGU Single Portal and Portal Integration;" Are you referring to efficient Testing and resolution for identified bugs?	15. Yes, these are the required testing and support for issues raised on the Convergent GovHub.

	Note:
	Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:
	1. Section VI. Terms of Reference (Revised);
	2. FPF 4. Breakdown of Remuneration per Activity (Revised); and
	3. TPF No. 8 Activity (Work) Schedule (Revised)
	Attached also for Guidance of the Bidders is the Checklist of the Requirements for the Technical and Financial Proposal (Revised).

Other matters:

➢ The "No Contact Rule" shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 5, 2023 right after the opening of bids.

➢ For guidance and information of all concerned.

GODDES HOPE O. LIBIRAN
Undersecretary
Chairperson, DBM-BAC

Section VI. Terms of Reference (Revised)

I. PROJECT TITLE

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

II. OBJECTIVE OF THE PROJECT

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

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

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

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

III. DURATION OF CONTRACT

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

IV. SCOPE OF WORK

The SERVICE PROVIDER shall undertake the following:

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

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

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

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

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

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

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

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

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

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

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

4.2 Convergent Gov Hub

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

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

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

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

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

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

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

4.3   Local Government Unit (LGU) Single Portal

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

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

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

4.3.4   Local Government Unit (LGU) Single Portal Dashboard

4.3.4.1   LGU Budget Request Portal

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

4.3.4.1.1   Account Registration / Access

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

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

4.3.4.1.1.3   Must have an approval process for account registration.

4.3.4.1.2   Login Page

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

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

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

4.3.4.1.3   Eligibility Requirements

4.3.4.1.3.1   Should have a tagging of eligibility to the LGSF.

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

4.3.4.1.4   Home Page / Dashboard

4.3.4.1.4.1   Budget Request Count per Status

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

4.3.4.1.4.3   Programs By Project Type

4.3.4.1.5   Budget Request

4.3.4.1.5.1   Budget Request List

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

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

4.3.4.1.5.2   New Budget Request

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

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

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

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

4.3.4.1.5.2.1.4   A confirmation page for compliances.

4.3.4.1.6   Project Management

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

4.3.4.1.6.1.1   Must have a list of all approved projects

4.3.4.1.6.1.2   Must have drilldown page to view project details

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

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

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

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

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

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

4.3.4.1.7   My Task Page

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

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

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

4.3.4.1.8   Audit Trail / Activity Logs

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

4.3.4.2   Budget Request Management Application

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

4.3.4.2.1   Login Page

4.3.4.2.1.1   Must include a single sign on feature via Google Authentication

4.3.4.2.2   LGU Registration Review and Approval

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

4.3.4.2.3   Home Page / Dashboard

4.3.4.2.3.1   Budget Request Count per Status (Card Layout)

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

4.3.4.2.3.3   Report on LGU Fund Utilization / Programs by Project Type

4.3.4.2.4   Budget Request Processing

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

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

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

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

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

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

4.3.4.2.5   Fund Release Process for Approved Budget Request

4.3.4.2.5.1   Upload documents for fund release of Approved Budget request and

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

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

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

4.3.4.2.5.4   Fund Release notification to BTr

4.3.4.2.6   LGU Projects Monitoring

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

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

4.3.4.2.6.3   LGU representative information

4.3.4.2.6.4   Project Details

4.3.4.2.6.5   Milestone/Project Status

4.3.4.2.6.6   Project Documentations Image with Geotag

4.3.4.2.6.7   Budget Utilization Reports

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

4.3.4.3   Notifications

4.3.4.3.1   Should have the facility to send email notifications

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

4.3.4.4   Budget Management Admin Portal

4.3.4.4.1   User Management

                    4.3.4.4.1.1   Should have a facility to add, activate, reactivate user

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

          4.3.4.4.2 Access Control Matrix

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

          4.3.4.4.3   Data Maintenance

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

                        4.3.4.4.3.1.1   Email Notification Templates

                        4.3.4.4.3.1.2   Project Types

                        4.3.4.4.3.1.3   Project Amount Ceiling

                        4.3.4.4.3.1.4   Budget Request Submission Cut-Off

4.4   Portal Integration

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

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

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

4.5   Training and Knowledge Transfer

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

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

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

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

V. QUALIFICATION REQUIREMENTS

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

5.1 The Firm must be in the IT business for at least ten (10) years in service based on the Bureau Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303);

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

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

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

5.3 Must have at least a 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	Technical Lead	1
2	Agile Technical Lead	1

3	API Developer	1
4	Front End Developer	1
5	Back End Developer	1
6	QA Tester	1
7	Network Administrator	1
8	Security Administrator	1

VI.   OBLIGATION OF THE SERVICE PROVIDER

6.1   The SERVICE PROVIDER shall conform strictly with the terms and conditions of this Terms of Reference and report directly to the Office of the Functional Group Head of the Information and Communication Technology (ICT) Group/ Chief Information Officer (OCIO) of the DBM.

6.2   Deployment of personnel for the project should either be onsite or offsite. At least three (3) personnel are required to report onsite namely; the Agile Technical Lead, the Technical Lead, and QA Tester from 8:00 a.m. to 5:00 p.m. (weekdays) All personnel that are off-site should be available from 8:00 a.m. to 5:00 p.m. (weekdays), unless there is a need to accomplish it and report it to the DBM office.

6.3   Equipment, such as laptops and other peripherals should be provided by the SERVICE PROVIDER.

6.4   Timeline and deployment process to on-board resources should not be more than fourteen (14) calendar days after NTP.

6.5   Replacement of personnel due to resignation or separation from the firm should not be more than thirty (30) calendar days.

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

VII.   OBLIGATIONS OF THE PROCURING ENTITY

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

7.2   The DBM shall be responsible for managing the day-to-day activities and deliverables of each personnel to ensure timely and quality accomplishment.

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

VIII. TERMS OF PAYMENT

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

Project Activity/Detailed Activities	Deliverables	Amount to paid (% of Total Contract Price)	Date of Submission of Deliverables
First Tranche - Project Plan Documents and Kick-Off	Inception Report ● Project Charter ● Project Plan ● Risk Management and Business Continuity Plan ● Change Management Plan ● Project Gantt Chart and Timelines of Project Structure Infrastructure Hardware and Software Assessment ● System Architecture ● Software and Hardware Assessment Report ● Certification of Completion and Acceptance	20% of the total **Project Cost**	January to February 2024 Work will commence within 30 days upon receipt of the NTP Payment will be based on submission of Inception Reports and approval thereof by the DBM OCIO.
2nd tranche - Portal Development, Configuration, Testing and Deployment	Project Development Phase ● System Design and Architecture Plan ● Front-End Development ● Back-End Development ● System Functional Integration and Testing ● Quality Assurance and Testing ● User Acceptance Testing for functional and non-functional requirement ● Overall System Acceptance ● Production Deployment ● Data Migration Templates and Optimal Strategy For Data Migration	40% of the total **Project Cost**	March to August 2024 From the approval of the Tranche 1 Deliverables Payment will be based on submission of Users Acceptance Test Report for the Project Development Phase and approval thereof by the DBM OCIO
3rd Tranche - System Go-Live and Stabilization	Full Implementation Plan for Project Completion ● System and Functional Documentation Manual ● Delivery and completion of all project deliverables	40% of the total **Project Cost**	September to December 2024 From the approval of the Tranche 2 Deliverables

			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
	● Project technical support in Go-Live implementation ● System Stabilization ● Training of the DBM ICTSS personnel ● Knowledge Transfer Project source code turn-over		

IX.   SERVICE LEVEL AGREEMENT

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

Component	Description	Liquidated Damages
Technical Support	Resolve every problem and fix bugs on the created platforms mentioned above within four (4) hours upon the receipt in the helpdesk facility or a similar mechanism, during the project period. The Service Provider shall resolve the reported issues to the satisfaction of the DBM.	$1/10^{th}$ 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 upon the receipt, in the helpdesk facility or a similar mechanism, during the project period. The Service Provider shall resolve the reported issues to the satisfaction of the DBM.	1/10th of 1% of the total 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.

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

X.   PERFORMANCE EXPECTATIONS FROM THE SERVICE PROVIDER

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

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

XI.   CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

11.1   All technical staff assigned by the Service Provider shall be required to sign a Non-Disclosure Agreement (NDA).

11.2   The DBM Enterprise Network System, its components, parts and all products, products samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.

11.3   The Service Provider agrees to hold all the foregoing information in strict confidence. The 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 Convergent Gov Hub, LGU Single Portal, and Portal Integration, the source code and pertinent documentation shall be turned over to the DBM Office of the Chief Information Officer (OCIO).

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

No.	Particulars	Resource Count	Qualifications	Tasks
1.	**Technical Lead**	One (1)	a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least five (5) years of experience in **ALL** of the following IT industry: i. Application and Web-Based Development; ii. Implementing Cloud-Based Applications; and iii. Leading database, front-end, and back-end frameworks, and technologies 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: i. IT Infrastructure Trainings;	Coaching the Scrum team to observe Agile practices and self-organization Using collaborative tools for the scrum team and its activities Identifying and resolving impediments that hinder project progress towards the goal Performing coordination and stakeholder engagement activities among the product owner, the scum team, and the stakeholders Addressing disruptions in the solutions delivery Primary focus is on the technical aspects of the project, consider the workload, responsibilities, and skill sets required for each role, and ensure that the team has the necessary support and guidance to successfully deliver the project. Act as a Project Manager that is responsible for overseeing the successful delivery of a project, from project inception to its final termination. This versatile role requires a combination of

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

No.	Particulars	Resource Count	Qualifications	Tasks
			c. Certified Agile Scrum Master based on certifications 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 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.	Performs troubleshooting as needed Writing progress reports and delivering presentations to the relevant stakeholders
3.	**API Developer**	One (1)	a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least three (3) years	Using Agile Methodology development and writing microservices and APIs NodeJS technology API development, web services, and microservices (RESTful, SOAP) Develop high-performance applications by writing testable, reusable, and efficient codes

No.	Particulars	Resource Count	Qualifications	Tasks

			of experience in ALL of the following IT industry:
			   i. Application and web-based development and services;
			   ii. Development and services for integration and APIs;
			   iii. Development using Agile Methodology development; and
			   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:
			   i. IT Infrastructure Trainings;
			   ii. Programming and Database Trainings;
			   iii. Enterprise Business Applications Trainings;
			   iv. Desktop Applications Trainings;
				Implement effective security protocols and data protection measures
				
				 Run diagnostic tests, repairing defects, and providing technical support

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

No.	Particulars	Resource Count	Qualifications	Tasks
			c. Must have at least one (1) training certificate related to latest front-end solutions and framework. 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: 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.	Should be able to use and work with the low code no code frontend development platforms procured by DBM.
5.	**Back End Developer**	One (1)	a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.	Design, develop, coding, test, enhance, and fix bugs Analyze user requirements and apply it to application design Define application objectives and functionalities

No.	Particulars	Resource Count	Qualifications	Tasks

			b. Must have at least three (3) years of experience in ALL of the following IT industry:
			   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.
			
			c. *Must have at least one (1) training certificate related to latest back-end solutions and framework*
			
			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:
			   i. IT Infrastructure Trainings;
			   ii. Programming and Database
				Align application designs with business goals
				
				Debug and resolve technical issues that arise
				
				Produce detailed design documentation
				
				Recommend changes to existing codes as necessary
				
				Should be able to use and work with the robotic process automation tools procured by DBM.

No.	Particulars	Resource Count	Qualifications	Tasks
			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.	**QA Tester**	One (1)	a. Must have a Bachelor's Degree in Information Technology related courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science.
			
			 b. Must have at least two (2) years of experience in ALL of the following IT industry:
			    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
				Overall testing of UI and functional issues
				
				 Test for possible bugs encountered
				
				 Coordinate with the developers for possible changes to be made

No.	Particulars	Resource Count	Qualifications	Tasks
			(e.g. C#, Java, C++, PHP, etc.) iii. Must have strong knowledge/practical exposure to both Relational and NoSQL DMBs 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: 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 Administrator**	One (1)	a. Must have a Bachelor's Degree in Information Technology related	Planning, developing, installing, configuring, maintaining, supporting, and optimizing all

No.	Particulars	Resource Count	Qualifications	Tasks
			courses such as Computer Science, Information Technology, Computer Engineering, Information Science, and Data Science. b. Must have at least three (3) years of experience in ALL of the following IT industry: 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. Experiance working with and configuring network devices such as routers, switches, firewalls, load balancers, and access points c. Must have IT related training within the last five (5) years with any of the following IT related	network hardware, software, and communication links. Plan, develop, install, configure, maintain, support and optimize all network hardware, software and communication links. Install and integrate new server hardware and applications Monitor network performance and test for vulnerabilities.

No.	Particulars	Resource Count	Qualifications	Tasks
			training based on the certified true copy: 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)	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: i. Security administration; ii. Experience in conducting security audits, compliance assessments, and	Support Active Directory servers or any user-based systems Plan and manage all the migrations and upgrades related to Active Directory and Domain controllers. Interpret requirements, performs highly complex analyses and presents options and recommendations to obtain desired results on Windows and AD Act as a Network Administrator for the project. Planning, developing, installing, configuring, maintaining, supporting, and optimizing all

No.	Particulars	Resource Count	Qualifications	Tasks
			vulnerability assessments; iii. Identity and Access Management Principle; iv. Must have common protocols such as SSL, HTTP, DNS, SMTP and IPSec 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: 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.	network hardware, software, and communication links.

Annex A.2
List of Deliverables
(Revised)

Tranche	Deliverables	Remarks
1st Tranche	1. Project Kick-Off 2. Checklist and Readiness Assessments 3. Mentoring Sessions with project team and identified stakeholders (Introduction to Agile) 4. Risk Assessment Report 5. Implementation Plan 6. Project Management Plan 7. Communication Planning & Stakeholder Engagement Plan 8. Prototype of the Solution 9. Work Plan Report for the data management 10. Audit Report on the Data Management System performance of the DBM System	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the Service Provider via email to the DBM OCIO.

2nd Tranche	1. Application Architecture
	2. Backlog and User Stories
	3. Testing Strategies
	4. First drafts of approved Data Reports of the following:
	   • Convergent Gov Hub enabled by the API and Budget Management, Treasury Management, Accounting, Procurement and Budget Utilization.
	   • Configuration of LGU Single Portal.
	   • Portal Integration ready for the external users
	5. Change Management Plan
	6. Signed-Off Deliverables
	7. Developed Software/Application
	8. Test Cases and Test Results
	9. Technical Documentation
		For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the Service Provider via email to the DBM OCIO.

Tranche	Deliverables	Remarks
	10. User Acceptance Test (UAT) Proper	
3rd Tranche	1. Systems Integration Testing Results 2. Training Plan 3. End-User Training 4. Turnover Source Code 5. Knowledge Transfer for the use and management of the Application to DBM IT Team 6. Final Version of documents and Manuals 7. End-User Acceptance Test (UAT) Report 8. Cut-Over Plan and Checklist 9. Project Completion Report 10. Project Close-Out / Warranty Period Completion 11. List of Identified Bugs and Resolution	For documentation and reports, two (2) hard copies and a soft copy in PDF format must be submitted by the Service Provider via email to the DBM OCIO.

TPF 8. Activity (Work) Schedule
(Revised)

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

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY
(REVISED)

Activity No.[2] _____		Name:_____		
Names	Position	Input[3]	Remuneration Currency(ies) Rate	Amount
1. 2. 3. 4. 5. 6. Grand Total				_____

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[2] Based on the TPF 8. Include details per Activity.

[3] Staff months, days, or hours as appropriate.

Section VIII. Appendices

I. Description of Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

II. Reporting Requirements

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

III. Key Personnel and Subconsultants

List under:

1. Titles [and names, if already available], detailed job descriptions and minimum qualifications, and staff-months of service, and estimated periods of engagement for each, including a copy of a satisfactory medical certificate.

2. Same information as in no. 1 for Key foreign Personnel to be assigned to work outside the Government's country.

3. Same information as in no. 1 for Key Local Personnel.

4. List of approved Subconsultants (if already available) and Counterpart personnel (if allowed); same information with respect to their Personnel as in no.'s 1 and 2.

IV. Breakdown of Contract Price

List here the elements of cost, including expenditures in foreign currency(ies) denominated and payable in Philippine Peso, used to arrive at the itemized breakdown of the contract price:

1. Monthly rates for Personnel (Key Personnel and other Personnel)

2. Reimbursable expenditures

3. Applicable taxes

V. Services and Facilities Provided by the Client

Give detailed description of the services and facilities made available to the Consultant, and the time and manner of its availment.

VI. Consultant's Representations Regarding Costs and Charges

Breakdown of Remuneration Rates, WB funded projects using Quality Based Selection, Selection Based on the Consultant's Qualifications and Single Source Selection.

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for projects away from headquarters. To assist the Consultant in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Entity is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Procuring Entity is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the Consultant's remuneration rates, certified by an independent auditor. The Consultant shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the Consultant's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

(ii) Bonus

Bonuses are normally paid out of profits. Because the Procuring Entity does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that thirteen (13) months' pay be given for twelve (12) months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

(iii) Social Costs

Social costs are the costs to the Consultant of staff's non-monetary benefits. These items include, *inter alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during the Contract if no additional staff replacement has been provided. Additional leave taken at the end of the Contract in accordance with the Consultant's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^7 = \frac{total\ days\ leave\ x\ 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Procuring Entity is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the project and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The Consultant shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the Contract.

(vii) Away from Headquarters Allowance or Premium

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall

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[7] Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

(viii)   Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents — the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2.   Reimbursables

2.1   The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursables. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

3.   Bank Guarantee

3.1   Payments to the Consultant, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

VII.   BREAKDOWN OF AGREED FIXED RATES[8]

[Currencies:_____[9]]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate[10]	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__ % of 1)
Philippines									
Home Office									

Signature of Consultant:_____   Date:_____

Authorized Representative:_____   Name:_____

Title:_____

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[8]   This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial)

[9]   If different currencies, a different table for each currency should be used.

[10]   Per month, day, or hour as appropriate.

CHECKLIST OF REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSAL

(Revised)

Class "A" Documents

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

☐ **TPF 1. Technical Proposal Submission Form**

☐ **TPF 2. Consultant's References**

☐ **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**

☐ **TPF 4. Description of the Methodology and Work Plan for Performing the Project**

☐ **TPF 5. Team Composition and Task Projects**

☐ **TPF 6. Curriculum Vitae for Proposed Professional Staff**
· Training Certificate, Diploma, Employment Certificate, and other related Certifications may be submitted

☐ **TPF 7. Time Schedule for Professional Staff**

☐ **TPF 8. Activity (Work) Schedule**

☐ **TPF 9. Omnibus Sworn Statement**
· Accompanied by the company's Secretary's Certificate or Special Power of Attorney

☐ **TPF 12. Statement of the Consultant's Nationality**

☐ **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):

☐ **FPF 1. Financial Proposal Submission Form**

☐ **FPF 2. Summary of Costs**

☐ **FPF 3. Breakdown of Price per Activity**

☐ **FPF 4. Breakdown of Remuneration per Activity**

☐ **FPF 5. Reimbursables per Activity**

☐ **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.