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-2024-01, "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
Section VI. Terms of Reference	**Section VI. Terms of Reference (REVISED)**
xxx	**xxx**
9.0 SERVICE LEVEL AGREEMENT	**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:	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
xxx	xxx	xxx
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.	xxx
xxx	xxx	xxx
Systems Administration	Shall be able to resolve administration and operation (Systems, Database, Network, and Back-up) issues raised within four (4) hours after it was reported at Help Desk Facility.	xxx
xxx	xxx	xxx

Component	Description	Liquidated Damages
xxx	xxx	xxx
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.**	xxx
xxx	xxx	xxx
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.**	xxx

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				

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				

Section VIII. Appendices

a) Description of Services
xxx

b) Reporting Requirements
xxx

c) Key Personnel and Sub-Consultants
xxx

d) Breakdown of Prices
xxx

e) Services and Facilities Provided by the Client
xxx

f) Consultant's Representations Regarding Costs and Charges
xxx

g) Breakdown of Agreed Fixed Rates

Queries:

1. Are we going to resubmit the same files submitted during the pre-qual? (CVs, Omnibus etc.)

Section VIII. Appendices

a**I**) Description of Services
xxx

b**II**) Reporting Requirements
xxx

c**III**) Key Personnel and Sub-Consultants
xxx

d**IV**) Breakdown of Prices
xxx

e**V**) Services and Facilities Provided by the Client
xxx

f**VI**) Consultant's Representations Regarding Costs and Charges
xxx

g**VII**) Breakdown of Agreed Fixed Rates

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. TPF No. 8 Activity (Work) Schedule (Revised); and
3. FPF 4. Breakdown of Remuneration per Activity (Revised).

Attached also for Guidance of the Bidders is the Checklist of the Requirements for the Technical and Financial Proposal (Revised).

Clarifications:

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?

3. Item 10 of the Section IV. General Conditions of the Contract states that "each Party shall give due consideration to any proposal for modification made by the other Party". Does it mean it is still possible to request for modification in the SOW during the project implementation proper/requirements gathering session?

4. Can we move the End-User Training, User Acceptance Testing (UAT) for functional and non-functional requirement, and deployment to 3rd Tranche since it has four (4) months timing instead of having this in the delivery phase to give more time for deployment?

5. These items are out of scope:
   a. Data Migration

   b. Source Code Turn-Over

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

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2. Please refer to Section VIII. Appendices, as renumbered.

3. The scope of work that can be modified during the implementation of the Project will be related to the development sprints based on the user stories and/or epics resulting from the design thinking workshops and requirements gathering sessions.

4. Please note that the End-User Training is already in the 3rd Tranche. However, for the UAT and deployment, we will retain the same in the 2nd Tranche to have more time for actions if there are any changes that need to be considered in the development sprints.

5. Below are our comments/clarifications:
   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 will be retained as a generic provision to cover this requirement.

6. On Item 6.b, the provision on system back-up are retained since these will be performed by the consultant as part of the handholding and transition to enable the DBM to handle these areas after the project.

   On Items 6.a, 6.c and 6.d, please see attached Section VI. Terms of Reference (Revised).

assist in identifying and raising possible concerns that may arise relating to the development of the application.

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.

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

d. **In the Technical Support, changing the "Resolution time" to "Response Time" on Software Bug Fixing/Resolution**

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

platform, availability of business users etc.)	
7. In Technical Proposal Form (TPF) No. 5, a. what is the delineation between Technical and Support Staffs? Can we place the Network and Security Admin as part of the Support Staffs? or all resources should be in the Technical Staff table?	7. Below are our comments/clarifications: a. All resources should be in Technical/Managerial Staff.
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 Reports once on-going. If yes, what's the possible values?

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 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.

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."

Other matters:

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

➢ For guidance and information of all concerned.

GODDES HOPE O. LIBIRAN
Undersecretary
Chairperson, DBM-BAC

Section VI. Terms of Reference (Revised)

1.0 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 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:
   a. Convergent Gov Hub
   b. LGU Single Portal
   c. 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.

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 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 post-qualification.

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;
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 • 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 1st Tranche will commence thirty (30) days upon issuance of the Notice to Proceed (NTP)
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	40% of the total Project Cost Payment will be based on submission of Users Acceptance Test Report for the Project Development Phase and approval thereof by the DBM OCIO	March to August. 2024 Work for 2nd Tranche will commence from the approval of the 1st Tranche Deliverables
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 Payment will be based on submission of Certificate of	September to December Work for 3rd Tranche will commence from the approval 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	the 2nd Tranche Deliverables
	● Project technical support in Go-Live implementation ● System Stabilization ● Training of the DBM ICTSS personnel ● Knowledge Transfer ● Project source code turn-over		

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
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 downtime per month.
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.	1/10th 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.
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)	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;
			  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.
				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.
				Performs troubleshooting as needed.
				Writing progress reports and delivering presentations to the relevant stakeholders.

2.	Agile Technical Lead	One (1)	a. Must have a Bachelor's Degree in Information Technology related courses such as Computer	Coaching the Scrum team to observe Agile practices and self-organization.

No.	Particulars	Resource Count	Qualifications	Tasks

			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
			
			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.
				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.

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	Using Agile Methodology development and writing microservices and APIs NodeJS technology. API development, web services, and microservices (RESTful, SOAP).

2

No.	Particulars	Resource Count	Qualifications	Tasks

			Science.
			
			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 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;
			  v. Cyber Security Trainings;
			  vi. Software or Application Trainings; and
			  vii. Data management/structure trainings.
				Develop high-performance applications by writing testable, reusable, and efficient codes.
				
				Implement effective security protocols and data protection measures.
				
				Run diagnostic tests, repairing defects, and providing technical support.

No.	Particulars	Resource Count	Qualifications	Tasks

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.
			
			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.
				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

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.
			
			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 Trainings;
			   iii. Enterprise Business Applications Trainings
			   iv. Desktop Applications Trainings;
				Design, develop, coding, test, enhance, and fix bugs. Analyze user requirements and apply it to application design. Define application objectives and functionalities. Align application designs with business goals. Debug and resolve technical issues that arise. Produce detailed design documentation. Recommend changes to existing codes as necessary.

No.	Particulars	Resource Count	Qualifications	Tasks
			v. Cyber Security Trainings; vi. Software or Application Trainings; and vii. Data management/structure trainings.	
6.	Quality Assurance (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 (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;	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
			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)	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 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
				Perform Business Process Management (BPM) on the identified systems
				
				 Collaborate with system owners, technical team, and functional team to design, implement, test, and validate a system
				
				 Work with business analysts to understand desired system requirements and write functional and technical specifications

No.	Particulars	Resource Count	Qualifications	Tasks

			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.	

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 vulnerability assessments;
			   iii. Identity and Access Management Principle;
			   iv. Must have common protocols such as SSL, HTTP, DNS, SMTP and IPSec
				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

No.	Particulars	Resource Count	Qualifications	Tasks
			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.	

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.[1] _____   Name:_____

Names	Position	Input[3]	Remuneration Currency(ies) Rate	Amount
1. 2. 3. 4. 5. 6. Grand Total				_____

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

[3] Staff months, days, or hours 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.