



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 July 19, 2024 for **Project ID No. DBM-2024-63, “Managed Services for the Development of the Identity and Access Management (IAM) 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/QUERIES | AMENDMENTS/CLARIFICATIONS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Section I. invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July 23, 2024, 1:00 p.m. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July 23, 2024, 1:00 p.m., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p> | <p>Section I. Invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July 23 26, 2024, 1:00 p.m. 9:00 A.M. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July 23 26, 2024, 1:00 p.m. 9:00 A.M., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p> |

8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until August 7, 2024.

xxx

8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until August 7 ~~10~~, 2024.

xxx

Section III. Eligibility Data Sheet

| Eligibility Documents | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| xxx | |
| 2.1(a)(ii) | <p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 23, 2024 (see TPF 11 for format).</p> <p>Likewise, the statement of all Government and Private Contracts Completed which are Similar in Nature prior to July 23, 2024 shall be submitted (see TPF 10 for format).</p> |
| xxx | |
| 8.1 | <p>The date and time of opening of eligibility documents is July 23, 2024, 1:00 p.m., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building</p> |

Section III. Eligibility Data Sheet

| Eligibility Documents | |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| xxx | |
| 2.1(a)(ii) | <p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 23 26, 2024 (see TPF 11 for format).</p> <p>Likewise, the statement of all Government and Private Contracts Completed which are Similar in Nature prior to July 23 26, 2024 shall be submitted (see TPF 10 for format).</p> |
| xxx | |
| 8.1 | <p>The date and time of opening of eligibility documents is July 23 26, 2024, 1:00 p.m. 9:00 A.M., at the given address below and via video conferencing. The best offer will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General</p> |

| | | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>III, General Solano St., San Miguel, Manila shall likewise join the meeting via video conferencing.</p> <p style="text-align: center;">xxx</p> | | <p>Solano St., San Miguel, Manila shall likewise join the meeting via video conferencing.</p> <p style="text-align: center;">xxx</p> |
| <p>8.5</p> | <p>Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.</p> | <p>8.5</p> | <p>Similar contract shall refer to the ANY OF THE FOLLOWING:</p> <p>i. PROJECTS ON design, development, configuration, deployment, and implementation of a portal, solution, platform or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications /systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools; OR</p> <p>ii. PROJECTS USING, ADOPTING, AND DEPLOYING IN OUTSYSTEMS¹ AND IN APPIAN).²</p> <p style="text-align: center;">xxx</p> |
| | | <p>¹EXISTING LOWCODE FRONT END PLATFORM OF DBM</p> <p>²EXISTING BUSINESS PROCESS MANAGEMENT (BPM)/ROBOTIC PROCESS AUTOMATION (RPA) PLATFORM OF DBM</p> | |

Section V. Bid Data Sheet

| ITB Clause | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|-----|--|---------------------------------------------|--|-------------------|--|-------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|---------------------------------------------------------------------------------------------|--|-----|--|------------------------|--|-------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.1 | Bids will be valid until November 20, 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15.2 | The bid security shall be valid until November 20, 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | The deadline for submission of bids is July 23, 2024, 1:00 p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21.2 | The date and time of best offer opening is July 23, 2024, 1:00 p.m | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25.3 | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Criteria</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>xxx</td> <td></td> </tr> <tr> <td>B. Work Experience (related to the project)</td> <td></td> </tr> <tr> <td>1) Technical Lead</td> <td></td> </tr> <tr> <td>Experience in the IT Industry</td> <td></td> </tr> <tr> <td>Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems</td> <td></td> </tr> <tr> <td>xxx</td> <td></td> </tr> <tr> <td>Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms</td> <td></td> </tr> <tr> <td>xxx</td> <td></td> </tr> <tr> <td>3) Front End Developer</td> <td></td> </tr> <tr> <td>Experience in the IT Industry</td> <td></td> </tr> <tr> <td>Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems</td> <td></td> </tr> <tr> <td>xxx</td> <td></td> </tr> </tbody> </table> | Criteria | Score | xxx | | B. Work Experience (related to the project) | | 1) Technical Lead | | Experience in the IT Industry | | Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | xxx | | Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | xxx | | 3) Front End Developer | | Experience in the IT Industry | | Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | xxx | |
| Criteria | Score | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Work Experience (related to the project) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) Technical Lead | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in the IT Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) Front End Developer | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in the IT Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section V. Bid Data Sheet

| ITB Clause | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------|-----|--|---------------------------------------------|--|-------------------|--|-------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|-------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|------------------------|--|-------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----|--|
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.1 | Bids will be valid until November 20 23 , 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15.2 | The bid security shall be valid until November 20 23 , 2024. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | The deadline for submission of bids is July 23 26 , 2024, 1:00 p.m. 9:00 A.M. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21.2 | The date and time of best offer opening is July [23] 26 , 2024, 1:00 p.m. 9:00 A.M. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25.3 | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | xxx | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Criteria | Score | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Work Experience (related to the project) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) Technical Lead | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in the IT Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in any of Web Web or Mobile Development, BPM/RPA (APPIAN) Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Must have worked on at least two (2) Projects using BPM/RPA (APPIAN) or Front-end Low-code (OUTSYSTEMS) Platforms | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) Front End Developer | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in the IT Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experience in any of Web Web or Mobile Development, BPM/RPA (APPIAN) Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| xxx | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | | | Must have worked on at least two (2) Projects using BPM/RPA (APPIAN) or Front-end Low-code (OUTSYSTEMS) Platforms | | | |
| | XXX | | | | XXX | | | |
| | 4) BPM Developer | | | | 4) BPM Developer | | | |
| | Experience in the IT Industry | | | | Experience in the IT Industry | | | |
| | Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | Experience in any of Web or Mobile Development, BPM/RPA (APPIAN) Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | |
| | XXX | | | | XXX | | | |
| | Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | | | Must have worked on at least two (2) Projects using BPM/RPA (APPIAN) or Front-end Low-code (OUTSYSTEMS) Platforms | | | |
| | XXX | | | | XXX | | | |
| | 5) QA Tester | | | | 5) QA Tester | | | |
| | Experience in the IT Industry | | | | Experience in the IT Industry | | | |
| | Experience in any of Web or Mobile Development, BPM/RPA Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | | Experience in any of Web or Mobile Development, BPM/RPA (APPIAN) Low-Code Development, Implementing Cloud-Based Applications, Solutioning and Integrating Systems | | | |
| | XXX | | | | XXX | | | |
| | Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | | | Must have worked on at least two (2) Projects using BPM/RPA (APPIAN) or Front-end Low-code (OUTSYSTEMS) Platforms | | | |
| | XXX | | | | XXX | | | |
| | 6) UI/UX Consultant | | | | 6) UI/UX Consultant | | | |
| | XXX | | | | XXX | | | |
| | Must have worked on at least two (2) Projects using BPM/RPA or Front-end Low-code Platforms | | | | Must have worked on at least two (2) Projects using BPM/RPA (APPIAN) or Front-end Low-code (OUTSYSTEMS) Platforms | | | |
| | XXX | | | | XXX | | | |
| | C. Certification/Trainings attended (related to the scope of the project) | | | | C. Certification/Trainings attended (related to the scope of the project) | | | |
| | 1) Technical Lead | | | | 1) Technical Lead | | | |
| | XXX | | | | XXX | | | |
| | Certifications in any if the existing BPM/RPA or Front-End Low-code Platforms | | | | Certifications in any if the existing BPM/RPA (APPIAN) | | | |

| | | | | | | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|
| | xxx | | | or Front-End Low-code (OUTSYSTEMS) Platforms xxx | | |
| | xxx | | | xxx | | |
| | 3) Front-End Developer | | | 3) Front-End Developer | | |
| | xxx | | | xxx | | |
| | Certifications in any if the existing BPM/RPA or Front-End Low-code Platforms | | | Certifications in any if the existing BPM/RPA (APPIAN) or Front-End Low-code (OUTSYSTEMS) Platforms | | |
| | xxx | | | xxx | | |
| | 4) BPM Developer | | | 4) BPM Developer | | |
| | xxx | | | xxx | | |
| | Certifications in any if the existing BPM/RPA or Front-End Low-code Platforms | | | Certifications in any if the existing BPM/RPA (APPIAN) or Front-End Low-code (OUTSYSTEMS) Platforms | | |
| | xxx | | | xxx | | |
| | II. Experience and capability of the consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The experience of the consultant to the project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; | 30 | | II. Experience and capability of the consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The experience of the consultant to the project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the years and months they were employed by other consultants or firms APPLICABLE EXPERIENCE OF THE FIRM | 30 | |
| | xxx | | | xxx | | |
| | Partnership with Principal/Technology provider of DBM's existing RPA/BPM and Front-End-Low-code Platforms | | | C. Partnership with Principal/Technology provider of DBM's existing RPA/BPM/RPA (APPIAN) and Front-End-Low-code (OUTSYSTEMS) Platforms | | |
| | xxx | | | xxx | | |
| TERMS OF REFERENCE | TERMS OF REFERENCE (REVISED) | | | | | |
| 4.4 Technical Requirements | 4.4 Technical Requirements | | | | | |
| xxx | xxx | | | | | |

4.4.6 Must have Multi-factor Authentication

xxx

Annex A.1

Qualifications and Responsibilities of the Personnel to be Deployed for the Project

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|----------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Technical Lead | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least three (3) years of experience in any of the following: <ul style="list-style-type: none"> xxx ○ BPM/RPA Low-Code Development xxx • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms • Must have at least (2) trainings in any IT related training or certification: | xxx |

4.4.6 Must have Multi-factor Authentication (MFA) **AND THE CAPACITY TO INTEGRATE MFA MECHANISMS/TOOLS/ MEASURES TO THE EXISTING ENTRA ID (MICROSOFT) OF THE DBM.**

xxx

Annex A.1

Qualifications and Responsibilities of the Personnel to be Deployed for the Project (REVISED)

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|----------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Technical Lead | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least three (3) years of experience in any of the following: <ul style="list-style-type: none"> xxx ○ BPM/RPA (APPIAN) Low-Code Development xxx • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUTSYSTEMS) Platforms • Must have at least TWO (2) trainings in any IT-related trainings or certification: | xxx |

| | | | | | | | | | |
|---|-----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| | | | <ul style="list-style-type: none"> ○ Front-End Low-Code Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ○ RPA Development Trainings; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ● Must be at least a Certified Developer in any of the existing BPM/RPA or Front-End Low-code Platforms. <p style="text-align: center;">xxx</p> | | | | <ul style="list-style-type: none"> ○ Front-End Low-Code (OUTSYS-TEMS) Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ○ RPA (APPIAN) Development Trainings; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ● Must be at least a Certified Developer in any of the existing BPM/RPA (APPIAN) or Front-End Low-code (OUTSYS-TEMS) Platforms. <p style="text-align: center;">xxx</p> | | |
| 2 | Project Manager | xxx | <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ● Must have at least (2) trainings in any IT related training or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> | xxx | 2 | Project Manager | xxx | <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ● Must have at least TWO (2) trainings in any IT - related trainings or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code (OUTSYS-TEMS) Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> | xxx |

| | | | | | | | | | |
|----|---------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> ○ RPA Development Trainings; xxx | | | | <ul style="list-style-type: none"> ○ RPA (APPIAN) Development Trainings; xxx | | |
| 3. | Front-End Developer | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: xxx ○ BPM/RPA Low-Code Development xxx • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms • Must have at least (2) trainings in any IT related training or certification: ○ Front-End Low-Code Trainings for Web or Mobile Application Development; | xxx | 3. | Front-End Developer | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: xxx ○ BPM/RPA (APPIAN) Low-Code Development xxx • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front End Low-code (OUTSYS-TEMS) Platforms • Must have at least TWO (2) trainings in any IT-related trainingS or certification: ○ Front-End Low-Code (OUTSYS-TEMS) Trainings for Web or Mobile Application Development; | |

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|----|---------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| | | | <p>xxx</p> <ul style="list-style-type: none"> ○ RPA Development Trainings; <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing BPM/RPA or Front-End Low-code Platforms. <p>xxx</p> | | | | <p>xxx</p> <ul style="list-style-type: none"> ○ RPA (APPIAN) Development Trainings; <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing BPM/RPA (APPIAN) or Front-End Low-code (OUTSYS-TEMS) Platforms <p>xxx</p> | | |
| 4. | BPM Developer | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: <p>xxx</p> <ul style="list-style-type: none"> ○ BPM/RPA Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms <ul style="list-style-type: none"> • Must have at least two (2) trainings in any IT related | xxx | 4. | BPM Developer | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: <p>xxx</p> <ul style="list-style-type: none"> ○ BPM/RPA (APPIAN) Low-Code Development <p>xxx</p> <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUTSYS-TEMS) Platforms <ul style="list-style-type: none"> • Must have at least two (2) trainings in any IT-related | xxx |

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| | | | <p>training or certification:</p> <ul style="list-style-type: none"> ○ Front-End Low-Code Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> ○ RPA Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing BPM/RPA or Front-End Low-code Platforms. <p>xxx</p> | | | | <p>trainings or certification:</p> <ul style="list-style-type: none"> ○ Front-End Low-Code (OUTSYS-TEMS) Trainings for Web or Mobile Application Development; <p>xxx</p> <ul style="list-style-type: none"> ○ RPA (APPIAN) Development Trainings; <p>xxx</p> <ul style="list-style-type: none"> • Must be at least a Certified Developer in any of the existing BPM/RPA (APPIAN) or Front-End Low-code (OUTSYS-TEMS) Platforms. <p>xxx</p> | | |
| 5. | Quality Assurance Tester | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: <p>xxx</p> <ul style="list-style-type: none"> ○ BPM/RPA Low-Code Development <p>xxx</p> | xxx | 5. | Quality Assurance Tester | xxx | <p>xxx</p> <ul style="list-style-type: none"> • Must have at least two (2) years of experience in any of the following: <p>xxx</p> <ul style="list-style-type: none"> ○ BPM/RPA (APPIAN) Low-Code Development <p>xxx</p> | xxx |

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| | | | <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms • Must have at least (2) trainings in any IT related training or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code Trainings for Web or Mobile Application Development; <li style="text-align: center;">xxx ○ RPA Development Trainings; <li style="text-align: center;">xxx | | | | <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUTSYSTEMS) Platforms • Must have at least (2) IT-RELATED trainings in any IT related training or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code (OUTSYSTEMS) Trainings for Web or Mobile Application Development; <li style="text-align: center;">xxx ○ RPA (APPIAN) Development Trainings; <li style="text-align: center;">xxx | | |
| 6. | UI/UX Consultant | xxx | <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA or Front-End Low-code Platforms | xxx | 6. | UI/UX Consultant | xxx | <ul style="list-style-type: none"> • Must have worked on at least two (2) projects using BPM/RPA (APPIAN) or Front-End Low-code (OUTSYSTEMS) Platforms | |

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| | | | <ul style="list-style-type: none"> • Must have at least (2) trainings in any IT related training or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ○ RPA Development Trainings; <p style="text-align: center;">xxx</p> | |
| | | | <ul style="list-style-type: none"> • Must have at least TWO (2) trainings in any IT-related trainings or certification: <ul style="list-style-type: none"> ○ Front-End Low-Code (OUTSYSTEMS) Trainings for Web or Mobile Application Development; <p style="text-align: center;">xxx</p> <ul style="list-style-type: none"> ○ RPA (APPIAN) Development Trainings; <p style="text-align: center;">xxx</p> | |

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

xxx

Instructions:

a) Projects should be completed within five (5) years immediately preceding July 23, 2024.

b). Completed contract:

i. Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying

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

xxx

Instructions:

a) Projects should be completed within five (5) years immediately preceding July ~~23~~ **26**, 2024.

b) Completed contracts:

i. Similar contracts shall refer to ~~the~~ **ANY OF THE FOLLOWING:**

A. **PROJECTS ON** design, development, ~~configuration,~~ **configuration,** ~~deployment,~~ and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for ~~applications~~

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| <p>lowcode frontend platforms and robotic process automation tools.</p> <p>xxx</p> | <p>/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.; OR</p> <p>B. PROJECTS USING, ADOPTING, AND DEPLOYING IN FRONT-END LOW-CODE (OUTSYSTEMS)¹ AND BPM/RPA (APPIAN) PLATFORMS.²</p> <p>xxx</p> <hr/> <p>1 EXISTING LOWCODE FRONT END PLATFORM OF DBM 2 EXISTING BUSINESS PROCESS MANAGEMENT (BPM)/ROBOTIC PROCESS AUTOMATION (RPA) PLATFORM OF DBM</p> |
| <p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED)</p> <p>xxx</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 23, 2024</p> <p>xxx</p> | <p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (SECOND REVISION)</p> <p>xxx</p> <p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 23 26, 2024.</p> <p>Xxx</p> |
| <p>Queries:</p> <p>1. Can the number of performance or technology-related awards be “3” instead of “5”?</p> <p>Terms of Reference</p> <p>xxx</p> <p>5.2. <i>Must have received at least five (5) firm performance or technology-related awards and/or recognitions from FYs 2000 to 2023 based on certifications validated and authenticated by the recognized body.</i></p> <p><i>Note: Proof/s of awards and/or recognitions will be submitted during the technical rating period.</i></p> | <p>Clarifications:</p> <p>1. The required number of firm performance or technology-related awards will be retained to five (5) to ensure that the contractor is recognized and appreciated for its achievements, contributions, or excellence in a relevant IT-related field, project or activity.</p> |

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| <p style="text-align: center;">xxx</p> | |
| <p>2. Can the requirement be relaxed to the vendor using the platform for more than 5 years?</p> <p>Can they consider Non-Sales/Delivery Partner vendor but with 5 years of project delivery experience and expertise?</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>5.3. <i>Must have a partnership with the Principal/Technology provider of DBM's existing RPA/BPM and Front-End Low-code platforms for at least three (3) years. Service Provider must submit Manufacturer's Authorization from the Principal/Technology provider to do business in the Philippines and with DBM. Said local contractor is likewise an Authorized Sales and Delivery Partner of the Principal/Technology provider.</i></p> <p style="text-align: center;">xxx</p> | <p>2. The years of experience or use of the platform will not be accepted as a substitute or alternative for the Manufacturer's Authorization.</p> <p>The contractor must establish that:</p> <ul style="list-style-type: none"> i. it has a partnership with the Principal/Technology provider of the DBM's existing BPM/RPA and Front-end Low-code platforms for at least three (3) years, as an authorized sales and delivery partner; and ii. it is officially recognized by the principal/technology provider to do business in the Philippines and with DBM. <p>Thus, the Manufacturer's Authorization for both BPM/RPA (Appian) and Front-End Low-Code (OutSystems) platforms are required.</p> <p>As to the request to consider Non-Sales/Delivery Partner vendor with five (5) years of project delivery experience and expertise, the same will not be accepted as a substitute or alternative for the requirement of the firm to be an authorized sales and delivery partner.</p> <p>Further, the requirement for the firm being an authorized sales and delivery partner of the principal/technology provider ensures its capability to provide technical assistance in the adoption and expansion of the platforms. As delivery partner, a firm gains access to other/additional resources, tools, and capability-building opportunities from the technology provider. This enables the firm to guide the clients in the implementation of solutions and the management of the platforms.</p> |
| <p>3. Can they consider less than 30 certified developers? For example 15 to 20.</p> | <p>3. The required number of developers certified in DBM's existing BPM/RPA (Appian) and/or Front-End Lowcode (OutSystems) platforms is retained at thirty (30) to demonstrate the contractor's</p> |

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| <p>What documentation/certificates are needed for the 100 IT professionals and 30 developers?</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>5.4. <i>Must have at least one hundred (100) practicing technical IT professionals based on certified Human Resource documents inclusive of at least thirty (30) developers certified in DBM's existing BPM/RPA and/or Front-End Lowcode platforms and are locally employed.</i></p> <p><i>Note: A certification from the firm's human resource unit shall be submitted during technical rating period.</i></p> <p style="text-align: center;">xxx</p> | <p>capacity to handle development projects using these automation platforms.</p> <p>The requirement for the firm to prove that it has at least one hundred (100) practicing technical IT professionals, inclusive of at least thirty (30) certified developers, must be attested through a certification from the firm's human resource unit.</p> |
| <p>4. Do we have someone from DBM who will be responsible and owns the Security Design, Governance, Policies and Procedure?</p> <p>Purpose: to check who will be the owner and who is responsible for reviewing (not limited to) Data-Sensitivity Role based access Access Validity Type and level of approver Approver /System Owner Matrix</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>4.1.1. <i>Analyze user requirements, determine the needs of the business unit, and align application design with business goals.</i></p> <p style="text-align: center;">xxx</p> | <p>4. The Information Security Division of the Information and Communications Technology Systems Service (ICTSS) of the DBM will be responsible for the security design, governance, policies, and procedures.</p> |
| <p>5. Does DBM have an access review process in place for these identified systems and their respective accesses? Also, what is the expected course of action for users within these systems who no longer require access?</p> <p>Purpose: they request for self-administer function, but how about revocation of access if the user no longer needs the access to these systems</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>4.1.5. <i>Must have a self-administer function for identified systems so that it can easily request access.</i></p> <p style="text-align: center;">xxx</p> | <p>5. The Application Management Division of the DBM-ICTSS is responsible for access review and security controls, policies, and procedures. The group manages and configures access to the DBM-administered systems, in accordance with the standard operating procedures (SOPs) thereon. Moreover, these controls, policies, and procedures also apply to system users who no longer require access.</p> |

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| <p>6. Are all the systems integrated in Active Directory (AD)?</p> <p>Purpose: To know the scope of "all systems" and how to proceed if it's not integrated in AD</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>4.1.6. Must have a request for enrollment to all systems for easy access.</p> <p style="text-align: center;">xxx</p> | <p>6. Currently, no DBM systems have been integrated into the AD.</p> |
| <p>7. Who will create the Approver and Owner matrix?</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>4.1.11. Must have listed the endorser/system owner listed to identify who the endorser/approver is.</p> <p style="text-align: center;">xxx</p> | <p>7. The Approver and Owner Matrix will be created and managed by the DBM ICT Group.</p> |
| <p>8. Does integration to the said applications in 4.5.1 is part of the development scope of work by the vendor?</p> <p style="text-align: center;">Terms of Reference</p> <p style="text-align: center;">xxx</p> <p>4.5.1. The Minimum Viable Product (MVP) release will integrate and automate the access fulfillment of the following systems to IAM Portal:</p> <p>4.5.1.1. National Expenditure Program (NEP) Application</p> <p>4.5.1.2. Authority to Purchase Motor Vehicle (APMV) Application</p> <p>4.5.1.3. Other Systems that will be required and can still be catered within the development period as agreed with DBM.</p> <p style="text-align: center;">xxx</p> | <p>8. Yes, the integration and automation of the access fulfillment to the IAM Platform of the applications listed under Section 4.5.1 of the Terms of Reference (TOR) are included in the contractor's scope of work.</p> |
| <p>9. What type of AD does DBM use? Which one will IAM integrate into?</p> | <p>9. The DBM uses Windows Server 2016 Standard for its AD.</p> <p>The IAM will be integrated to Microsoft Entra ID.</p> |
| <p>10. Please provide an overview on your vision for the IAM portal.</p> | <p>10. The envisioned IAM portal aims to manage the identity lifecycle management, access control, authentication and authorization, and identity governance for the different DBM systems. This will integrate systems such as the NEP Application, the APMV Application, and other</p> |

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| | <p>systems that may be developed within the period as provided in the TOR of the project.</p> |
| <p>11. For TPF 10, similar in nature projects, does it mean it should be an IAM system and built as well with BPM/RPA lowcode platform?</p> <p>What are examples of similar projects that DBM can consider?</p> | <p>11. Similar contracts shall refer to any of the following:</p> <ul style="list-style-type: none"> a. projects on design, development, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control; or b. projects using, adopting, and deploying in Front-End Low-code (Outsystems)¹ and BPM/RPA (Appian) platforms.² <p>Please refer to the Statement of all Government and Private Contracts Completed which are Similar in Nature TPF 10 (Second Revision).</p> <p>Some of the examples of similar projects that the DBM can consider for this project are the following:</p> <ul style="list-style-type: none"> a. Development of systems that manage the centralized directories or integrations with external directory services. b. Development of systems for automated workflows for creating, updating, and removing digital identities. c. Development of systems for customer identity and access management that extend lifecycle management, authentication, and authorization measures to digital portals for clients, partners, and other users. d. Development of systems for financial management, human resource management, asset management, procurement, budgeting, payment, and other management functions using and deploying the Appian and OutSystems platforms. |

¹ Existing Lowcode Front End Platform of the DBM

² Existing Business Process Management (BPM)/ Robotic Process Automation (RPA) Platform of DBM

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| <p>12. Does this include enhancement on the end of identified systems, if yes, what platform or programming language is used by the identified systems?</p> <p style="text-align: center;"><i>Terms of Reference</i></p> <p style="text-align: center;">xxx</p> <p style="text-align: center;">4.5.1. “MVP for IAM Portal should include integration to identified systems”</p> <p style="text-align: center;">xxx</p> | <p>12. No, the project will not include the enhancement of the identified systems.</p> |
| <p>13. The UI/UX Senior Consultant has all the requirements in training/projects using RPA and lowcode; however, his course is BS Advertising. Can the said course be considered under the field of “Design, or Visual Design”?</p> <p style="text-align: center;"><i>Terms of Reference</i></p> <p style="text-align: center;">xxx</p> <p style="text-align: center;"><i>Annex A.1</i></p> <p style="text-align: center;"><i>Qualifications and Responsibilities of the Personnel to be Deployed for the Project</i></p> <p style="text-align: center;">xxx</p> <p>6. “UI/UX Consultant (One) - Must have a bachelor's degree in information technology or related fields (e.g. Computer Technology, Management Information Systems, Computer Science, Computer Engineering, Electronics Engineering, Information Science, Data Science, Design, or Visual Design).”</p> <p style="text-align: center;">xxx</p> | <p>13. The Bachelor of Science (BS) in Advertising can be considered as a related course on visual design for the purpose of educational requirement.</p> <p>BS Advertising includes visual design principles that focus on understanding consumer/user behavior, which is crucial for aesthetically pleasing and functional user-centered designs in UI/UX.</p> <p>Moreover, the field of advertising requires creativity and innovative thinking to develop effective campaigns. These skills are directly transferable to designing intuitive and engaging user interfaces and experiences.</p> |
| <p>14. Can the DBM consider the development of a customized IAM solution?</p> | <p>14. The DBM requires an IAM system developed from scratch using the BPM/RPA (Appian) and Front-End Low-Code (OutSystems) platforms. This will ensure that the IAM system is specifically designed for and tailored to meet the DBM’s requirements allowing the Department the ownership and control of the system and its source codes.</p> <p>Customizing the IAM system (i.e., built from scratch) will ensure long-term adaptability and sustainability, easily modified and expanded to adapt to future DBM business process and policy developments or changes. It will also ensure seamless integration with the identified DBM systems , the requirements of which should be</p> |

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| <p>Can we negotiate on the clause for sharing the source code?</p> <p>For the source code turnover, will the DBM accept an escrow arrangement for the source codes?</p> | <p>considered in designing, creating and implementing the IAM system.</p> <p>The source codes of the system will be turned over to the DBM. With its ownership and control over the system and its source codes, the DBM will be able to maintain, update, or modify the system independently of the contractor.</p> <p>No. The DBM will not accept an escrow arrangement for the source codes.</p> |
| <p>15. Request to extend the deadline for submission of the necessary documents for this project from the original deadline of July 9, 2024.</p> <p>Due to internal issues and unavailability of some of essential signatories within the firm, we might not be able to submit our eligibility, technical, and financial documents on time. With this in mind, and in the spirit of competitive bidding, we would like to request some consideration from the Honorable BAC to extend the deadline of submission to at least 2 or 3 more weeks than the original deadline, or until before the end of the month.</p> | <p>15. The submission of the best offer on the eligibility documents, technical and financial requirements of interested consultants is extended until July 26, 2024 through the issuance of Supplemental Bid Bulletin No. 1 dated July 9, 2024.</p> |
| | <p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> <u>1. TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Second Revision); and</u> <u>2. TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (TPF 11) (Second Revision)</u> <p><u>Likewise, attached for guidance of the bidders are the Terms of Reference (Revised) and its Annex A.1 Qualification and Responsibilities of the Personnel to be Deployed for the Project (Revised) which shall form part of the Bidding Documents.</u></p> |

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 July 26, 2024 right after the opening of bids.

- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Assistant Secretary

Vice Chairperson, DBM-BAC

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

Business Name: _____

Business Address: _____

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

(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within five (5) years immediately preceding July 26, 2024.
- b) Completed contract:
 - (i) Similar contracts shall refer to any of the following:
 - a. projects on design, development, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control; or
 - b. projects using, adopting, and deploying in OutSystems³ and Appian platforms.⁴
 - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.
- c) Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

³ Existing Lowcode Front End Platform of the DBM

⁴ Existing Business Process Management (BPM)/ Robotic Process Automation (RPA) Platform of DBM

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

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

Business Name: _____

Business Address: _____

| Name of Client, Contact Person, Contact Number, and Email Address | Date of the | Kinds of | Value of | Date of Delivery |
|----------------------------------------------------------------------------|-------------|------------|-------------|------------------|
| | Contract | Consulting | Outstanding | |
| | | Services | Contracts | |
| Government | | | | |
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| Private | | | | |
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Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 26, 2024.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

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

Terms of Reference

(Revised)

1. PROJECT TITLE

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

2. OBJECTIVE OF THE PROJECT

The objective of the project is to provide a commensurate amount of man-power allocation and resource management using the existing Business Process Management (BPM) / Robotics Process Automation (RPA) and Front-End Low-code Platforms of DBM to support the development of an Identity and Access Management Operations Software and remediate future findings related to Compliance and Audit of Access Management, to wit:

- 2.1.** Address recurring Audit and Compliance 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
- 2.4.** Improve IT Operations and customer experience.

3. DURATION OF CONTRACT

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

4. SCOPE OF WORK

The Consultant shall undertake the following:

4.1. System analysis and development of Identity and Access Management

- 4.1.1.** Analyze user requirements, determine the needs of the business unit, and align application design with business goals.
- 4.1.2.** Design and develop a system that is easy to navigate to provide better user experience.
- 4.1.3.** Develop high-performance applications by writing testable, reusable, and efficient codes.
- 4.1.4.** Must be able to integrate with DBM's Active Directory (AD) Core for employee validation and access.

- 4.1.5. Must have a self-administer function for identified systems so that it can easily request access.
- 4.1.6. Must have a request for enrollment to all systems for easy access.
- 4.1.7. Must have a service for immediate revocation/deactivation of access upon employee resignation.
- 4.1.8. Must have a reset feature so that it can be facilitated immediately.
- 4.1.9. Must have an email notification sent for confirmation for monitoring of requests for creation of access, modification/edit, reset pass, etc.
- 4.1.10. Must have fields with a proper validation so that the user is identified and a mandatory field to complete the filing.
- 4.1.11. Must have listed the endorser/system owner listed to identify who the endorser/approver is.
- 4.1.12. Must have dashboards and reports for all types of modification done for proper monitoring and accountability.
- 4.1.13. Must use RPA or Application Programming Interface (API) for provisioning as an option so that requests still go through a regular process/monitoring without the need for manual provisioning by IAM officer.
- 4.1.14. Must have a User Access Management Review for accountability of user access.
- 4.1.15. Scope coverage will be based on the requirements sign-off / System Requirements Document (SRD) as part of the deliverable specified in Section 8. Terms of Payment and Milestone.

4.2. IAM Portal Application

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

- 4.2.1 DBM employees / Line Managers to request access to systems/application or platforms within DBM. Employees would be able to see updates on the request, systems that they have access to and some reports appropriate based on defined access control.
- 4.2.2 DBM System/Application and Platform owners to approve request for access.
- 4.2.3 External users will be given access to the application as unauthenticated users to only submit request for access. Approval Status and Provisioning updates will only be sent via email notification.

4.3. IAM Management Portal

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

4.4. Technical Requirements

- 4.4.1.** Must be able to apply business rules to form or field validations.
- 4.4.2.** Must have a facility to configure the approval routing.
- 4.4.3.** Must have a facility to send notifications to specific users or groups according to the approval route via email.
- 4.4.4.** Must be able to implement security standards to secure data.
- 4.4.5.** Must have secure connectivity (ex. API keys, JWT, tokenization etc.) to systems which require integration.
- 4.4.6.** Must have Multi-factor Authentication (MFA) and the capacity to integrate MFA mechanisms/tools/measures to the existing Entra ID (Microsoft) of the DBM.

4.5. Solution Requirements

- 4.5.1.** The Minimum Viable Product (MVP) release will integrate and automate the access fulfillment of the following systems to IAM Portal:
 - 4.5.1.1. National Expenditure Program (NEP) Application
 - 4.5.1.2. Authority to Purchase Motor Vehicle (APMV) Application
 - 4.5.1.3. Other Systems that will be required and can still be catered within the development period as agreed with DBM.
- 4.5.2.** The consultant should be able to provide solutions on bugs on all pertinent configurations and applications within the scope of work and contract period.

4.6. Training, Knowledge Transfer and Turnover

- 4.6.1.** Provide training to end-users' representatives and administrators.
- 4.6.2.** Provide documentation covering system functionalities, technical documentation, Quick Guide/User Manuals.
- 4.6.3.** Submission of Product and User Manuals, Documentation, Training Report/s on the deployment and progress of the IAM application.
- 4.6.4.** Knowledge transfer and turnover of application to DBM Apps Team after testing and acceptance.

5. QUALIFICATION REQUIREMENTS

The managed services for the microservices of the Budget and Management for the DBM shall be undertaken by a reputable (IT) Firm. The firm, shall have the following qualifications:

- 5.1.** Must be in the IT Industry or Consulting business for at least three (3) years 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 the technical rating period.*

- 5.2. Must have received at least five (5) firm performance or technology-related awards and/or recognitions from FYs 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 the technical rating period.*

- 5.3. Must have a partnership with the Principal/Technology provider of DBM's existing **BPM/RPA** and Front-End Low-code platforms for at least three (3) years. Service Provider must submit Manufacturer's Authorization from the Principal/Technology provider to do business in the Philippines and with DBM. Said local contractor is likewise an Authorized Sales and Delivery Partner of the Principal/Technology provider.

- 5.4. Must have at least one hundred (100) practicing technical IT professionals based on certified Human Resource documents inclusive of at least thirty (30) developers certified in DBM's existing BPM/RPA and/or Front-End Low-code platforms and are locally employed.

Note: *A certification from the firm's human resource unit shall be submitted during technical rating period.*

- 5.5. The consultant shall mobilize/deploy the following six (6) 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 | Project Manager | 1 |
| 3 | Front End Developer | 1 |
| 4 | Business Process Management (BPM) Developer | 1 |
| 5 | Quality Assurance (QA) Tester | 1 |
| 6 | User Interface/User Experience (UI/UX) Consultant | 1 |

6. OBLIGATION OF THE CONSULTANT

- 6.1. The Consultant 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 ICT Group / Chief Information Officer (OCIO) of the DBM.
- 6.2. Deployment of personnel for the project should either be onsite or offsite. All personnel that are off-site should be available from 8:00 AM - 5:00 PM (Mondays to Fridays), unless there is a need to accomplish in the DBM office. For onsite personnel, they should be in the office from 8:00 AM – 5:00 PM (Mondays to Fridays).

- 6.3. Equipment, such as laptops and other peripherals, should be provided by the Consultant.
- 6.4. Timeline and deployment process to on-board resources should not be more than fourteen (14) calendar days after the receipt of the NTP.
- 6.5. Replacement of personnel due to resignation or separation from the firm should not be more than thirty (30) calendar days; and between personnel possessing qualifications that meet the minimum requirements of the project.
- 6.6. The Consultant shall submit a Project Management Plan based on the approval of the Inception Reports; and provide a framework for project planning, communications, reporting, procedural and contractual activities. Weekly status reports shall be submitted accordingly.
- 6.7. The Consultant shall submit monthly project status reports such as:
 - 6.7.1. Project Timeline/Schedule
 - 6.7.2. Project Status Report
 - 6.7.3. Project Completion Report
 - 6.7.4. Change Management Report (if applicable).

7. 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 maybe 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 which includes 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. TERMS OF PAYMENT AND MILESTONE

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

| Schedule of Payment | Amount to be paid to the Consultant | Milestones | Date of Submission of Deliverables |
|----------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| First Tranche Project Plan Documents and Kick-Off | 30% of total project cost | Project Plan Documents and Kick-Off <ul style="list-style-type: none"> ● Kick-Off Meeting ● Communication Planning | M1 Payment will be based on the submission of Reports, deliverables, and |

| Schedule of Payment | Amount to be paid to the Consultant | Milestones | Date of Submission of Deliverables |
|---------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> ● Project Team and DBM Team involvement ● Discussion of Project Activities, ● Inception Report ● Project Charter ● Project Management Plan ● Change Management Plan ● Solution Overview and Initial System Design and Architecture ● High-Level Project Gantt Chart | approval thereof by the DBM OCIO. |
| Second Tranche Requirements, Validation & Sign-Off | 20% of total project cost | <ul style="list-style-type: none"> ● Risk Management Plan ● Product Backlog and Detailing of User Stories with Acceptance Criteria ● System Design and Architecture ● Final Agreed Project Gantt Chart ● Test Strategies ● Release Plans ● Prototype of the Solution based on | M2 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO. |

| Schedule of Payment | Amount to be paid to the Consultant | Milestones | Date of Submission of Deliverables |
|-----------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| | | Requirements understanding. <ul style="list-style-type: none"> ● Requirements Sign-Off | |
| Third Tranche | 30% of total project cost | <ul style="list-style-type: none"> ● Project Development ● Sprint Planning and Backlog Refinement ● Quality Assurance Testing ● Sprint Demo ● Additional Deliverable: Output of Design Thinking Workshop for the Analysis of Existing Budget Management System | M3 - M9 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO. |
| Fourth Tranche | 20% of total project cost | <ul style="list-style-type: none"> ● End to End Systems Integration Testing ● Documentation of Functional and Technical Specs ● Submission of Product and User Manuals ● Training Report/s on the deployment and progress of IAM | M10-M12 Payment will be based on submission of Reports, deliverables and approval thereof by the DBM OCIO. |

| Schedule of Payment | Amount to be paid to the Consultant | Milestones | Date of Submission of Deliverables |
|---------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| | | <ul style="list-style-type: none"> ● End-User Training for up to 12 participants (“Train the Trainer Approach) ● End-User Acceptance ● Knowledge Transfer and Application Hand-over to DBM Apps Team ● Deployment to Production upon approval of the developed and tested system, submission of the Reports and approval thereof by the DBM OCIO ● Application Support for bug fixes within the contract period. | |

9. SERVICE LEVEL AGREEMENT

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

| Component | Description | Liquidated Damages |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Technical Support | Acknowledge receipt and identify cause of the reported problem on the application created within four (4) hours upon receipt in the helpdesk facility or a similar mechanism, during the Project period. The Consultant shall | 1/10th of 1% of the total contract price shall be imposed for every hour of delay. |

| Component | Description | Liquidated Damages |
|------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| | resolve the reported issues to the satisfaction of the DBM. | |
| 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 remaining 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 remaining price shall be imposed for every day of delay. |

9.2 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.

10. PERFORMANCE EXPECTATIONS FROM THE CONSULTANT

- 10.1 The consultants 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 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.

11. CONFIDENTIALITY OF DATA AND OWNERSHIP OF SOURCE CODE

- 11.1 All technical staff assigned by the consultant 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 Consultant agrees to hold all the foregoing information in strict confidence. The Consultant 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 Consultant for the Project should be turned over to DBM, including all components necessary to run and support the solution.
- 11.5 Upon acceptance by DBM of the fully tested and fully developed application for the IAM, the 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
(Revised)

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|----------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Technical Lead | One (1) | <ul style="list-style-type: none"> ● Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). ● Must have at least three (3) years of experience in any of the following: <ul style="list-style-type: none"> ○ Web or Mobile Development ○ BPM/RPA (Appian) Low-Code Development ○ Implementing Cloud-Based Applications, Solutioning and Integrating Systems ● Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms ● Must have at least two (2) IT related trainings: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; | <ul style="list-style-type: none"> ● Review and Analyze project requirements and build technical architecture and solution design based on business needs. ● Provide estimates and sizing recommendations. ● Leads the development of the solution and enforces development best practices and ensures quality of delivery. ● Communicates and understands required systems integrations. ● Provides technical recommendation, expertise and assistance to stakeholders like Business Analysts and software development teams. ● Recommends Solution Approaches/Workarounds when technical issues arise. ● Help Liaise and coordinate with project team members, IT team, end-users, and management to ensure projects are completed to standards/best practice. ● Identifying risks and forming contingency plans as soon as possible |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|-----------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <ul style="list-style-type: none"> ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Design Trainings <ul style="list-style-type: none"> ● Must be at least a Certified Developer in BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms. | <ul style="list-style-type: none"> ● Help Perform application troubleshooting/bug fix as needed. <p>Must be knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.)</p> |
| 2. | Project Manager | One (1) | <ul style="list-style-type: none"> ● Must have a Bachelor's Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). ● Must have at least three (3) years of experience as a Project Manager ● Must have at least (2) IT related trainings: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Trainings | <ul style="list-style-type: none"> ● Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.) ● Manages expectations of stakeholders. ● Manages project timeline, budget and resources. ● Primary point of contact within the client and delivery team. ● Establishes project processes, procedures, documentation with the client PM. ● Manages engagements such as change requests, status reports, risks, and resources. ● Ensures that the project team is provided with an environment conducive to completing the project successfully. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|---------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | <ul style="list-style-type: none"> ● Help facilitate/manage/remove any blocker/s encountered by the team and be able to have these blockers escalated as necessary. ● Coordinate corrective actions. ● Work with the client PM for reporting and liaising between steering committee and project team. |
| 3. | Front-End Developer | One (1) | <ul style="list-style-type: none"> ● Must have a Bachelor’s Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). ● Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> ○ Web or Mobile Development ○ BPM/RPA (Appian) Low-Code Development ○ Implementing Cloud-Based Applications, Solutioning and Integrating Systems ● Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms. | <ul style="list-style-type: none"> ● Ability to design, develop, test and deploy applications. ● Help analyze user requirements and provide recommendations as needed. ● Debug and resolve application/technical issues that may arise. ● Integrate with systems required as part of the development. ● Build front-end applications and implement responsive user interface components. ● Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. ● Assist and provide inputs in crafting a detailed technical documentation/s |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|---------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <ul style="list-style-type: none"> ● Must have at least (2) trainings in any IT related training: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Design Trainings ● Must be at least a Certified Developer in BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms. | <ul style="list-style-type: none"> ● Recommends and apply changes to existing codes as necessary. ● Document application changes and development updates. ● Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.) |
| 4. | BPM Developer | One (1) | <ul style="list-style-type: none"> ● Must have a Bachelor's Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). ● Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> ○ Web or Mobile Development ○ BPM/RPA (Appian) Low-Code Development | <ul style="list-style-type: none"> ● Ability to design, develop, test and deploy applications. ● Help analyze user requirements and provide recommendations as needed. ● Debug and resolve application/technical issues that may arise. ● Integrate with systems required as part of the development. ● Build applications, workflows and develop Robotic Process Automations (RPA) as required. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|--------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <ul style="list-style-type: none"> ○ Implementing Cloud-Based Applications, Solutioning and Integrating Systems ● Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms ● Must have at least (2) trainings IT related trainings: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Design Trainings ● Must be at least a Certified Developer in BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms | <ul style="list-style-type: none"> ● Assist in validating requirements to end-users and provide inputs/recommendation in overall solutioning. ● Assist and provide inputs in crafting a detailed technical documentation/s ● Recommends and apply changes to existing codes as necessary. ● Document application changes and development updates. ● Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.) |
| 5. | Quality Assurance Tester | One (1) | <ul style="list-style-type: none"> ● Must have a Bachelor's Degree in Information Technology related courses (e.g. Computer Technology, Management Information Systems, Computer Science, Information Technology, Computer Engineering, Electronics Engineering, Information Science, and Data Science). | <ul style="list-style-type: none"> ● Analyzes client's strategies, requirements, and processes. ● Gather data, conduct requirements validation and refinement with the client. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <ul style="list-style-type: none"> ● Must have at least two (2) years of experience in any of the following: <ul style="list-style-type: none"> ● Web or Mobile Development ● BPM/RPA (Appian) Low-Code Development ● Implementing Cloud-Based Applications, Solutioning and Integrating Systems ● Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-code (OutSystems) Platforms ● Must have at least (2) IT related trainings: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Design Trainings | <ul style="list-style-type: none"> ● Help define Testing Strategies and help in crafting requirements backlog and user stories. ● Provides inputs to the Technical Lead and developers in defining appropriate technical solutions to support the business. ● Helps manage the requirements in tight cooperation with the project team. ● Provide application demo to stakeholders and collect feedback. ● Leads the testing of developed solutions. ● Generate Reports/Documentations for Test Plan, Test Cases and Test Results ● Must be Knowledgeable in any software development life cycle or project management methodology (Agile, Waterfall, Scrum, Kanban, etc.) |
| 6. | UI/UX Consultant | One (1) | <ul style="list-style-type: none"> ● Must have a bachelor's degree in information technology or related fields (e.g. Computer Technology, Management Information Systems, Computer Science, Computer Engineering, | <ul style="list-style-type: none"> ● Develop and maintain design documentation, including user personas, user journeys, and design specifications. ● Iterate and refine design solutions based on user feedback and usability testing results. |

| No. | Particulars | Resource Count | Qualifications | Tasks |
|-----|-------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | <p>Electronics Engineering, Information Science, Data Science, Design, or Visual Design).</p> <ul style="list-style-type: none"> ● Must have at least two (2) years of hands-on experience in User Experience Design with a specific focus on web or mobile applications. ● Must have worked on at least two (2) projects using BPM/RPA (Appian) or Front-End Low-Code development (OutSystems) platforms . ● Must have at least (2) IT related trainings: <ul style="list-style-type: none"> ○ Front-End Low-Code (OutSystems) Trainings for Web or Mobile Application Development; ○ Business Process Management (BPM) Trainings; ○ RPA (Appian) Development Trainings; ○ Data Management / Database Trainings; ○ Project Management Trainings; ○ User Experience Design Trainings | <ul style="list-style-type: none"> ● Collaborate with cross-functional teams, including developers and product managers, to ensure cohesive and effective design implementation. ● Create and maintain design systems to ensure consistency across all product interfaces. ● Provide input and feedback during sprint planning and participate in agile development processes. ● Assist in the creation and maintenance of user interface guidelines to uphold design and brand standards. ● Support the creation of Product materials and assets related to UX design aspects. ● Collaborate with customer support and analyze user feedback to make continuous improvements to the product. ● Actively participate in design critiques and share insights with the design team to foster a culture of learning and improvement. |