



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated November 5, 2024 for **Project ID No. DBM-2025-03-EPA, “Subscription to Online Learning Platform for One (1) Year,”** 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 style="text-align: center;">Annex “A”</p> <p style="text-align: center;">Detailed Technical Specifications</p> <p style="text-align: center;">xxx</p> <p>1.2.1 Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies¹ of the DBM.</p> <p>¹ Based on the approved Learning and Development Plan</p>	<p style="text-align: center;">Annex “A”</p> <p style="text-align: center;">Detailed Technical Specifications (REVISED)</p> <p style="text-align: center;">xxx</p> <p>1.2.1 1.3.1 Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies¹ of the DBM.</p> <p>¹ Based on the approved Learning and Development Plan DBM COMPETENCY DICTIONARY</p> <p>Note: subsequent numbering has been adjusted accordingly</p>
<p>Queries:</p> <p>a. What specific priority competencies are you referring in Item 1.2.1 of the Annex A “Detailed Technical Specifications”?</p>	<p>Clarifications:</p> <p>a. The Priority Competencies include, but are not limited to, the following competency groups:</p> <ol style="list-style-type: none"> 1. Civil Service Commission and Career Executive Service Board Leadership Competencies 2. Analytical Thinking 3. Policy Interpretation 4. Attention to Detail 5. Service Delivery 6. Strategic Agility 7. Data Management 8. Achievement Orientation 9. Compensation, Benefits and Welfare Management 10. Competency Assessment and Management 11. Competency Development and Enhancement

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	<ul style="list-style-type: none"> 12. Confidentiality 13. Conflict Management 14. Corporate Communications 15. Creating Shared Vision and Strategy 16. Creativity 17. Data Analytics 18. Database Management 19. Development Planning 20. Digital Learning Facilitation 21. Digital Media And Visualization 22. Events Management 23. Facilitation Skills 24. First Aid Skills 25. Formulating and Integrating Development Plans 26. Fostering Innovation 27. Generating Reports, Correspondences, And Documentation 28. Health and Wellness Systems 29. Human Resource Framework 30. Information and Communications Technology (ICT) Project Management 31. Influencing and Building Relationships 32. Information, Education and Communication (IEC) Materials Development 33. Interpersonal Skills 34. Knowledge Management 35. Learning and Development Planning 36. Learning Facilitation 37. Monitoring and Evaluation 38. Networks, Telecommunications, Wireless and Mobility Knowledge 39. News Gathering 40. Occupational Safety Hazards 41. Office Administration 42. Organizational Acumen 43. Organizational Development 44. Organizational Diagnosis 45. Organizational Dynamics 46. Performance Management 47. Policy Formulation 48. Political Savvy 49. Presentation Skills

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	50. Principles of Information Technology (IT) 51. Problem Solving 52. Process Management 53. Program / Course Delivery and Administration 54. Program / Course Design and Development 55. Project Monitoring and Evaluation 56. Public Relations 57. Recruitment, Selection and Placement 58. Respecting and Caring for Patients 59. Rewards and Recognition 60. Risk Analysis 61. Risk Assessment and Management 62. Risk Management, Security and Information Assurance 63. Social Media Savvy 64. Strategic Alignment 65. Strategic and Corporate Planning 66. Succession Planning and Management 67. Systems Development and Management 68. Technical Writing 69. Total Quality Management 70. User and Customer Support
b. What kind of cloud-based platform do you expect in the required service application mentioned in Item 1.3.1 of the Annex A “Detailed Technical Specifications”?	b. The cloud-based platform mentioned in Item 1.3.1 of the Annex “A” - “Detailed Technical Specifications” shall refer to the following capabilities: <ol style="list-style-type: none"> 1. Domain Housing 2. Database Housing 3. Storage Housing
	Note: <u>Attached for guidance of the bidders is the Annex “A” - Detailed Technical Specifications (Revised) which shall form part of the Bidding Documents.</u>

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 November 12, 2024 right after the opening of bids.

- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Assistant Secretary

Vice Chairperson, DBM-BAC

Detailed Technical Specifications (Revised)

1.0 SCOPE OF SERVICES

- 1.1 Provision of subscriptions to an online learning platform for six hundred (600) learners
- 1.2 Provision of Training Program for System Administrator

The learning service provider shall deliver a comprehensive training program designed to equip the system administrators with knowledge and skills necessary to implement, manage, and navigate the learning platform within seven (7) calendar days upon request by the Administrative Service-Human Resource Development Division.

The training shall cover key areas including but not limited to: navigating the learning portal, performance monitoring, cybersecurity protocols, troubleshooting, and emerging technologies like cloud networking. The training shall be a blend of theoretical knowledge, hands-on lab, and case studies to enable the participants to effectively manage the learning platform.

1.3 Online Learning Content

- 1.3.1 Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies¹ of the DBM.
- 1.3.2 An online platform composed of asynchronous learning courses.
- 1.3.3 The Course Design shall adhere to the following principles:
 - i. learning objectives are learner-centered;
 - ii. contents directly aligned to and sufficiently covers learning objectives;
 - iii. methodologies are appropriate to content and follow andragogy principle;
 - iv. with course outline and with sufficient detail;
 - v. content consists of a sound balance between theory and practice; and
 - vi. with evaluation instruments for learning effectiveness.
- 1.3.4 The quality of programs, as evidenced by the result of learner's evaluation, shall cover the following standards:
 - i. engaging;
 - ii. not obsolete;
 - iii. addresses the required competencies in the new normal;
 - iv. diversified and developed by subject matter experts (SMEs) worldwide; and

¹ Based on the DBM Competency Dictionary

- v. learner evaluation result is above average.

1.4 Minimum System Requirements

- 1.4.1 Cloud-based platform on a Software as a Service Application;
- 1.4.2 With administrative system to:
 - i. view dashboard, track progress, generate reports and other monitoring features;
 - ii. provide real-time learning analytics and insights on learner's activity;
 - iii. provide recommended/suggested course to learners; and
 - iv. manage enterprise-wide licenses.
- 1.4.3 With available learning tools consisting of but not limited to: learning assignment, learning paths, custom categories, learning playbooks and other similar features;
- 1.4.4 With micro-features including but not limited to time-stamped notes and video speed adjustment;
- 1.4.5 With course builder;
- 1.4.6 With Learner's Assessment;
- 1.4.7 Allow integration with another online platform such as tracking/monitoring of learner's progress and earned certificates;
- 1.4.8 Allow learner to post comments and review the course;
- 1.4.9 Allow downloading of Learning resources (course outline, notes, and other resources);
- 1.4.10 Allow downloading of Level 1 Course Evaluation Report;
- 1.4.11 Allow interactive Q&A directly to the instructors;
- 1.4.12 Allow 24/7 access to all devices including laptop, desktop, or any android or IOS devices;
- 1.4.13 With AI-driven personalization which can recommend learning materials and courses based on learner interest and online activity;
- 1.4.14 With re-engagement notification which automatically sends email to learners who has been inactive for 30-days or more;
- 1.4.15 Allow learner to monitor their progress through a digital tracker;
- 1.4.16 Allow learner to download or share digital certificates indicating the name, course title, and number of training hours earned;
- 1.4.17 Allow learner to pause and pick up where they left off when ready to continue; and
- 1.4.18 Easy curation of courses through an imbedded filtering mechanism. Filters courses by language, course ratings, video duration, topic, level (basic, intermediate, expert), and subtitles.

2.0 SUPPORT SERVICE AND QUARTERLY REPORT

- 2.1 The Learning Service Provider shall set-up the DBM corporate account according to the specification.
- 2.2 The Learning Service Provider conduct a briefing/orientation session for the DBM learners and administrators.

- 2.3 The Learning Service Provider shall provide a dedicated customer manager/account officer to assist the DBM administrators and learners.
- 2.4 The Learning Service Provider shall provide a 24/7 help-desk technical support to resolve technical issues and/or system failures within twenty-four (24) hours from verbal or written notification.
- 2.5 The Learning Service Provider shall provide support to the DBM administrators on the management, administration, and evaluation that will ensure optimize learners' engagement.
- 2.6 The Learning Service Provider shall provide a quarterly report which should include visual dashboard/statistics of the individual and group learning activity, and real-time analytics. The following quarterly report shall be delivered on its corresponding schedule:

Q1 Report – April 5, 2025
Q2 Report – July 5, 2025
Q3 Report – October 5, 2025
Q4 Report – December 31, 2025

3.0 OTHER REQUIREMENTS

- 3.1 The Learning Service Provider must be an established learning institution which may be corporations, partnerships, associations that is compliant with the Civil Service Commission Resolution No. 2100220 dated 02 March 2021.

Note: Proof of compliance shall be submitted during the post-qualification stage.

- 3.2 At least three (3) years of existence in the market providing similar requirements/services.

Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 will be submitted during the post-qualification stage.

- 3.3 Must have security protocols in place to keep individual account secure.

4.0 PAYMENT DETAILS

One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations.

- a. Certification by the Learning Service Provider that a Webpage is up and running;
- b. Certification by the Learning Service Provider that the 600 subscriptions are credited and ready for activation;
- c. Certification by the Learning Service Provider that the training for the administrators is completed;
- d. Valid and updated Tax Clearance Certificate; and

e. Non-Disclosure Agreement.

5.0 PROJECT TIMELINE

The contract implementation for the project will commence on March 3, 2025 until March 2, 2026.