REPUBLIC OF THE PHILIPPINES
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
**BANGSAMORO TRANSITION AUTHORITY**
**BANGSAMORO GOVERNMENT CENTER, COTABATO CITY**

# PHILIPPINE BIDDING DOCUMENTS

# BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVERS

## PUBLIC BIDDING NO.: PB –IB- 2022-10-007

## PART I

**Fifth Edition**
**August 2016**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

(a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.

(b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids

(c) Specific details, such as the "name of the Procuring Entity" and "address for proposal submission," should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.

(d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.

(e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.

(f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

(g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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## PART I

# *Section I. Request for Expression of Interest*

## Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

(a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and

(b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.

(c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184[1];

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

(a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;

(b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:

    (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;

[1] *Two years after effectivity of the 2016 Revised IRR of RA 9184 on* ***28 October 2016****, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.*

(ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and

(iii) Current workload relative to capacity;

(c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e*., QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and

(d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

# REQUEST FOR EXPRESSION OF INTEREST FOR BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM with DEDICATED SERVERS

1. The **BANGSAMORO TRANSITION AUTHORITY - BARMM** through the Government Appropriations Act of the Bangsamoro (GAAB) FY 2022 intends to apply the sum of ***Seven Million Four Hundred Eight Thousand Pesos Only (P 7,408,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract *for* **BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVERS– PB-IB- 2022-10-007**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The **BANGSAMORO TRANSITION AUTHORITY - BARMM** now calls for the submission of eligibility documents for **BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVERS**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***October 28, 2022, 10:00 AM*** at **PRLS-SCSS Conference Room, BTA BARMM, 8Z Building ( OLD BARTER), Governor Gutierrez, Rosary Heights VII, Cotabato City**. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from **BANGSAMORO TRANSITION AUTHORITY - BARMM** and inspect the Bidding Documents at the address given below during *9:00 AM- 5:00 PM*.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **October 20, 2022,** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount o*f* **Ten Thousand Pesos Only ( Php 10,000.00).**

   **Procurement Division**
   **Datu Kabilan Sema Hall Building**
   **Bangsamoro Transition Authority BARMM**
   **Bangsamoro Government Center, Rosary Heights VII, Cotabato City**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The shortlist shall consist of **three (3) prospective bidder** prospective bidders who will be entitled to submit bids. Minimum average rating to be considered for shortlisting is 80%. In the event that more than three (3) proponents qualify, only the top three (3) scorers will be shortlisted. The criteria and rating system for short listing are:

| Rating Factor (Hurdle Rate 70%) | Weight |
|---|---|
| A. Applicable experience of the consultant | |
| I. Overall experience of the firm | 10% |
| II. Individual experiences of the principal and key staff | 10% |
| III. Times when employed by other consultants | 10% |
| B. Qualification of principal and key staff of the consultant who may be assigned to the job vis-àvis extent and complexity of the undertaking | 50% |
| C. Current workload relative to job capacity | 20% |

6. Bidding will be conducted through open competitive bidding procedures using the non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. The Procuring Entity shall evaluate bids using the **QUALITY BASED-EVALUATION/SELECTION** procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

8. The contract shall be completed within **Twelve (12) Months**.

9. The **BANGSAMORO TRANSITION AUTHORITY - BARMM** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time

prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

**Ms. JEHAN D. ALANGCA- MADID**
Head BAC Secretariat
Bangsamoro Transition Authority BARMM
Bangsamoro Government Center, Rosary Heights VII, Cotabato City
Cellphone Number: 09175490095
bac@bta.gov.ph

You may visit the following websites for downloading of Bidding Documents:

- PhilGEPS: **https://notices.philgeps.gov.ph**
- BTA Website: https://**parliament.bangsamoro.gov.ph**

Date of Issuance of Bidding Documents: October 20, 2022

**ATTY. HISHAM NAZZ A. BIRUAR, CPA**
Chairperson
Bids and Awards Committee

# *Section II. Eligibility Documents*

## Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

## 1. Eligibility Criteria

1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

(a) Duly licensed Filipino citizens/sole proprietorships;

(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

(c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

(d) Cooperatives duly organized under the laws of the Philippines; or

(e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.

1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

*Legal Documents*

(i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

*Technical Documents*

(ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:

(ii.1) the name and location of the contract;

(ii.2) date of award of the contract;

(ii.3) type and brief description of consulting services;

(ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)

(ii.5) amount of contract;

(ii.6) contract duration; and

(ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

(iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

## 3. Format and Signing of Eligibility Documents

3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.

3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

## 4. Sealing and Marking of Eligibility Documents

4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

(c) contain the name of the contract to be bid in capital letters;

(d) bear the name and address of the prospective bidder in capital letters;

(e) be addressed to the Procuring Entity's BAC specified in the **EDS**;

(f) bear the specific identification of this Project indicated in the **EDS**; and

(g) bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## 5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## 6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

## 7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

## 8. Opening and Preliminary Examination of Eligibility Documents

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

(h) the name of the prospective bidder;

(i) whether there is a modification or substitution; and

(j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## 9. Short Listing of Consultants

9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

## 10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

# *Section III. Eligibility Data Sheet*

## Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

(a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.

(b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Eligibility Data Sheet

| **Eligibility Documents** | |
|---|---|
| 1.2 | The Consulting Services shall provide Automation of Processes through Enterprise Resource Planning System. |
| 1.3 | No further instructions. |
| 2.1(a)(ii) | The statement of all ongoing and completed government and private contracts shall include all such contracts within ***two (2) years*** prior to the deadline for the submission and receipt of eligibility documents. |
| 2.1(a)(ii.7) | *Certificate of Satisfactory Completion.* |
| 4 | Each prospective bidder shall submit one (1) original and *five (5) readable copies* of its eligibility documents. |
| 4.3(e) | *Bangsamoro Transition Authority- BARMM- Bids and Awards Committee (BTA-BARMM BAC)* |
| (f) | **BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVERS– PB-IB- 2022-10-007** |
| 5 | The address for submission of eligibility documents is:<br><br>**PRLS-SCSS Conference Room, BTA BARMM, 8Z Building ( OLD BARTER), Governor Gutierrez, Rosary Heights VII, Cotabato City**<br><br>The deadline for submission of eligibility documents is **October 28, 2022, 10:00 AM.** |
| 8 | The place of opening of eligibility documents is:<br><br>**PRLS-SCSS Conference Room, BTA BARMM, 8Z Building ( OLD BARTER), Governor Gutierrez, Rosary Heights VII, Cotabato City**<br><br>The date and time of opening of eligibility documents is **October 28, 2022, 02:00 PM.** |
| 9.1 | Similar contracts shall refer to **Automated Enterprise Resource Planning System** |

| | |
|---|---|
| 9.2 | The criteria and rating system for short listing are: |

| Rating Factor (Hurdle Rate 70%) | Weight |
|---|---|
| A. Applicable experience of the consultant | |
| I. Overall experience of the firm | 10% |
| II. Individual experiences of the principal and key staff | 10% |
| III. Times when employed by other consultants | 10% |
| B. Qualification of principal and key staff of the consultant who may be assigned to the job vis-àvis extent and complexity of the undertaking | 50% |
| C. Current workload relative to job capacity | 20% |

# ***Section IV. ELIGIBILITY FORMS***

## ELIGIBILITY DOCUMENTS SUBMISSION FORM

*[Date]*

**Bangsamoro Transition Authority BARMM**
**Bids and Awards Committee**
Bangsamoro Government Center, Rosary Heights VII, Cotabato City

Dear Chairperson:

In connection with your Request for Expression of Interest dated *[insert date]* for **BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVERS – PB- IB - 2022-10-007**, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

a) *[Name of Consultant*] is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and

b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

*Signature*
*Name and Title of Authorized Signatory*
*Name of Consultant*
*Address*

# *Section V. Terms of Reference*

*[Terms of Reference normally contain the following sections: (a) Background; (b) Objectives; (c) Scope of the Services; (d) Training (when appropriate); (e) Reports and Time Schedule; and (f) Data, Local Services, Personnel, and Facilities to be provided by the Procuring Entity.]*

# TERMS OF REFERENCE OF BANGSAMORO PARLIAMENT

# AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM with DEDICATED SERVERS

| | |
|---|---|
| **Project:** | Bangsamoro Parliament Automated Enterprise Resource Planning System with Dedicated Servers |
| **Procurement Method:** | Public Bidding |
| **Contract Duration:** | Twelve (12) months |

## PARTICULARS

### I. Background and Project Statement

The Management Information System Division is the primary arm of the Bangsamoro Transition Authority - Parliament (BTA) responsible for providing ICT services and solutions to the Bangsamoro Parliament enterprise users. Through an end-to-end approach, it acts as service management for Parliament-wide ICT systems and infrastructure, working with other offices, departments, services, divisions, and other stakeholders at various levels.

The BTA-MISD envisions to be recognized as a center of excellence and useful ICT division in the Bangsamoro region by providing accurate, comprehensive data and solutions responsive to the needs of the Bangsamoro People, policymakers and other stakeholders.

As part of its function to design, develop, implement computerization and information systems to improve the Parliament's information systems and synthesize frontline processes, it is adopting digitalization of the Parliament's processes to effectively and efficiently achieve its objectives.

The Automation of Processes through Enterprise Resource Planning (ERP) is an innovation that BTA intends to serve as an overall suite of integrated applications covering its various operations deployed both as a cloud-based solution and on-premises (hybrid). This will enable and drive the complete migration of BTA to full technology-based solutions in all its major operations.

As its core competency, BTA is primarily engaged in legislation. As a corporate entity, it also engages in various administrative and financial functions to track and manage its various resources or commitments. Hence, this innovation shall include an end-to-end and fully customized solution for

1) Cash Management System
2) Inventory and Supply Management System
3) Human Resource Information System
4) Parliamentary Information System

The ERP solution shall ensure legal and regulatory compliance as part of affirmative actions it shall deliver, including, among others, the Bureau of Internal Revenue, Civil Service Commission, and Commission on Audit.

## II. Objectives

The objectives of the project are as follows:

a. To utilize an integrated solution with customization of application systems to fit BTA requirements, that shall support real-time transactions for various stakeholders and meet the timely reporting to the Management via local area network and web services
b. To ensure easy access to information based on authorized access level as would conduce to the operational and financial efficiency of the Parliament
c. To provide a web-based system and have features to work in a LAN environment with the appropriate built-in facilities to capture and store data in a centralized database at BTA. The system must be accessible online, offline and onsite.
d. To provide an application system focusing on the administrative operations, cash operations, and human resource management activities of BTA, therein ensuring accurate output, and on-time reporting of its administrative conditions.
e. To provide a real-time application system covering end-to-end transactions and access to different users and offices with varying levels of security access and requirements which may need to be interconnected with all existing systems of BTA
f. To provide vital information and analytics outcomes for management as a tool in the decision-making of BTA.
g. Online and onsite support during the implementation's critical/peak processes, especially during payroll processing and submissions of all government reports such as BIR, GSIS, Phil Heath, and others.
h. To provide technical assistance and recommended procedures for minimum requirements of the application system, and its components/module, hardware, network, standard architecture/tool/processes.
i. To provide structural capabilities covering the design, development, customization, roll-out implementation, training, technology transfer, and after-development support, including servers, desktops, and other infra needed for the implementation.
j. To provide maintenance service and technical support within the subscription

period of the system implementation with no cost to BTA.

k. To acquire dedicated servers, a type of web hosting in which a client has the exclusive use of an entire server

## III. Requirement Specifications

1. The web-based system should be able to manage multiple offices (for extension offices) and provide functionalities across various units of BTA in an Enterprise-level type of application integration wherein all front-end is built with back-end office applications (i.e., cash management, inventory, payroll, etc.) together with various ancillary applications, etc.
2. Employees' attendance using Biometric finger scan, face-recognition matching, and searching capability or using the RFID Technology or online attendance, including capabilities for flexi-time arrangements, based on CSC rules.
3. Upgradeable and scalable (can handle multiple simultaneous users).
4. Easy Integration to other existing systems and easy link-up with payment gateways.
5. Automatic updates (continuous development and always up-to-date technology, free updates, and patches)
6. The system must be customizable and modifiable based on the need of the Parliament.

## IV. Project Duration

The project shall be fully implemented and operational after twelve (12) months upon acceptance of "Notice to Proceed" documents.

The winning Service Provider shall conduct a systems analysis and design on the different systems and processes in the development of the ERP System. They should provide and conduct training to the different users and must conduct User Acceptance Testing (UAT) for all deployed subsystems/modules prior to acceptance.

The work should be started within seven (7) days upon receipt of the Notice to Proceed.

**Detailed Timeline**

| Item | Description | Delivered |
|---|---|---|
| **1** | Phase 1: Completion of Human Resource Information System and Delivery of Dedicated Servers | 120 calendar days upon receipt of Notice to Proceed |

| | | |
|---|---|---|
| **2** | Phase 2: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 1 |
| **3** | Phase 3: Completion of Cash Management System | 90 calendar days upon completion of Phase 2 |
| **4** | Phase 4: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 3 |
| **5** | Phase 5: Completion of Inventory and Supply Management System | 60 calendar days upon completion of Phase 4 |
| **6** | Phase 6: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 5 |
| **7** | Phase 7: Completion of Parliament Information System | 50 calendar days upon completion of Phase 6 |
| **8** | Phase 8: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 7 |

An After-Service Support of 3-months must be provided by the winning Supplier for the monitoring of the information system. The Supplier must render technical support like troubleshooting of bugs and additional modifications if necessary.

Part of the Service Provider's Project Proposal is an implementation strategy and schedule. This should specify the outputs to be submitted at the end of each project phase. Project milestones should include, but are not necessarily limited to the following:

1. Presentation of the Systems Requirements Specifications (SRS) and Functional Specifications Documents (FSD) to be undertaken.
2. Other Necessary Activities: training, knowledge transfer, turnover.

## V. Scope of Services

The Project is expected. It is functional within the specified timelines based on the agreed "Project Duration" of this document after the signing of the contract.

1. The Supplier shall need to discuss with the Project Team, in particular, to fully understand the requirements of the desired output of the user.
2. The Supplier, in coordination with the Project Team, shall review the current process, and evaluate procedures and requirements to better define the idea for the new application system.
3. The Supplier and the Project Team shall define the detailed user requirements for the development. The Supplier shall propose the timeline, phasing, model methodologies, and other requirements for the customization of the System. The results must be submitted to the Project Team for approval.
4. The Supplier shall pilot the application system as defined by the Project Team. If there is a need for modification or additional requirements, it shall be subject to a change management procedure.
5. The Supplier, together with the Project Team, shall formulate a User's Acceptance Test (UAT) plan per module and be approved by the Executive Project Team. A complete report documenting all the tests has been satisfactorily completed and conducted in accordance with the established standards. The UAT plan should be accomplished as per system components requirements. Prepare and submit to the BTA the User Acceptance SiHeathf document and checklist. Determine, together with, and with the approval of BTA, the percentage within which to consider whether the system is acceptable to the users. If the result of the User Acceptance Evaluation falls below the agreed-upon acceptable grade, the Supplier should provide the best remedy without additional cost to BTA.
6. The Supplier shall provide a Disaster Recovery Plan and an IT Security Plan audited by a third-party IT Systems Security and Auditor.
7. The Supplier, before final implementation, shall conduct an administrator's training, trainer's training, and user's training. Training modules, manuals, and other training materials shall be provided.

## VI. Manpower Requirements

Listed below are the minimum qualifications required from the Supplier.

1. The Supplier must be a reputable Information Technology Firm with at least one (1) year of business operation in the design, development, implementation, and maintenance of the Enterprise Resource Planning System.
2. The Supplier must prove competence by satisfactorily undertaking a similar engagement in at least three (3) years with at least two (2) government agencies and private agencies.
3. Has deployed IT solutions in the Philippines and the aggregate amount should be 50% of the Approved Budget for the Contract (ABC) consisting of:
    a. Design, development, and deployment of Enterprise Resource Planning systems in organizations and/or agencies with at least 1,000 employees.
    b. Systems integration/interfacing of the existing system with the new system.
    c. Delivery installation and testing of hardware, software tools, and network systems.
    d. Training for users and technical staff.
4. Must have competent full-time local staff that implements and supports the project. A

list of these personnel and their CVs shall be submitted.
5. The Service Provider has software development capability in the area of Customizing licensed software products (i.e. software packages, office customizations solutions, and workflow systems, among others).

The proposed project team must be composed of experts and specialists as indicated in the table below. Overlapping of roles (functions) is allowed provided such functions are related. The minimum required experience of proposed professional staff is as follows:

| Personnel | Certifications and Educational Qualification | Minimum No. |
|---|---|---|
| Project Manager | Graduate of Business, ICT, Engineering, and other related course<br><br>Applicable certification is a plus | 1 |
| Asisstant Project Manager | Graduate of Business, ICT, Engineering, and other related course<br><br>Applicable certification is a plus | 1 |
| Business/System Analyst | Graduate of Business, ICT, Engineering, and other related course<br><br>Applicable certification is a plus | 1 |
| Developer/Programmer | Graduate of Business, ICT, Engineering, and other related course<br><br>Applicable certification is a plus | 4 |
| Database Specialist/Technical Support | Graduate of Business, ICT, Engineering, and other related course<br><br>Applicable certification is a plus | 2 |

## VII. Technical Requirements

The bidder must deliver software licenses, such as database licenses, software development licenses, and other licenses necessary to run the BTA ERP System.

System Users:

1. ICTO Global Administrators
2. System Administrators (per system/office)
3. Admin users
4. Employees
5. Other Stakeholders

- System Functionality

1. The Bangsamoro Parliament Automated Enterprise Resource Planning System shall be capable to interface with the existing application system that handles the counter operation at the acceptance of BTA up to final delivery. Through the development of the integrated system, the administrative and delivery performance of the Parliament shall be improved.
2. The system must be capable of interfacing with existing application systems of the Parliament.
3. The system must be capable to customize and generate the specific/unique reports not indicated in the list as may be required by the end-users.
4. Comprehensive recording/entry for all types of transactions.
5. The integrated system that shall be designed should run on any Microsoft Windows workstation whereas the server version must reside on Windows Server's latest Enterprise version with MS-SQL database platforms.
6. The system should have standard features such as dashboards search engines, input screens, and options to generate reports/output in various formats by the users.
7. The system should support a multi-user environment for multi-tasking to remove redundant recording by defining specific entry points of data capture activities. Support also the use of machine-readable documents for postal payment transactions but manual input should be allowed.
8. The system should be used in stand-alone transactions even if the internet connection is unavailable.
9. Back-up and Migrate Functionality, the system can dump some or the entire database tables to a file download or save to a file on the server, and restore from an uploaded or previously saved database dumped. The system also chooses which tables and what data to backup and cache data is excluded by default.

The systems shall have a feature to allow administrators to review a record of all system activity through audit trails and log files. The audit trail feature would be available in the proposed system, which will inform when and who has created or modified the data to capture and preserve time series data so that certain information is not lost with the passage of time and repeated updating. The ongoing record of system activity shows general trends in system usage and violations of the system use policy. i.e., any unsuccessful attempts to use system resources can be recorded in this feature.

- Platform

Utilize Internet Technologies with advanced Computer Architecture accessible thru both Intranet and Internet.

1. Works on Android, iPad, iPhone, Windows, and Mac systems.
2. Browser-based Client Access with in-line help for the majority of the fields embedded within the data entry or report generation screen itself (i.e. without the need to navigate to another screen).
3. Secure Login and Logout Authenticated Users using passwords and, if available, other authentication methods.
4. Multi-User, unlimited numbers of simultaneous users.
5. Multi-Client, unlimited number of client computers.
6. Multi-Server can be used on multiple servers.
7. Multi-tier Nth tier technology

- Role-Based Access To The System

1. User-defined access level on the system
2. Password-protected approval for changes to critical data
3. Provide audit trails

- Technical Implementation Services With No Cost To BTA

1. The Supplier must provide all labor, manpower, expertise, tools, and logistics in implementing the system.
2. The Supplier must provide the infrastructure needed such as the cloud-storage, on-premises servers, and backup servers.
3. Suppliers must specifically include the following scope as part of the implementation:
   a. Data Migration from the old system

   b. Data Testing and Pilot running assistance

   c. Data hand over to end-users

   d. Provide API for functionalities requiring such.

4. Ensure compatibility with all systems to be integrated.

The software must have standard security features in built-in so that the software has all the checks and balances to ensure the integrity of data and the software does not have any flaws or bugs which inadvertently or by design, permit the users to tamper, alter or modify any data without the appropriate permissions.

The software should provide the highest degree of security in the architecture. The supplier must suggest a suitable security component required in the software. In case of any failure, the supplier shall be liable for a penalty. The following are some of the security issues, but not limited to, which must be addressed in the proposal.

1. The system would ensure that the users follow login procedures.

2. The access to the database should be based on the user roles of the organization.

3. A proper audit trail must be built within the proposed system.

4. SSL Certificate should be installed. Multi-level security to secure the privacy of all data information.

5. Login in with a secure HASH algorithm

6. Anti SQL injection

7. Anti-Cross-site scripting

8. Privacy and data security compliance to Data Privacy Act of 2012

9. Anti-Virus protection

## VIII. Functional Requirements

The Architecture of the system should be component-based where the components can be separated or integrated easily. The components must be well defined so that modules can be reused where and when required, with the adoption of the Modular approach of design. The Supplier must identify some of these modules and describe in his technical proposal document how this would be achieved.

It is expected that suppliers shall add more value to the system by incorporating suggestions and recommendations, which will address Performance, High Availability, Security, Scalability, and Manageability.

### 1. CASH MANAGEMENT SYSTEM

The Cash Management System is a combination of software and hardware that allows the BTA Cash Division to collect, store, analyze, and generate reports from financial transactions such as cash and check. See annex 1 for the full technical specifications.

### 2. INVENTORY AND SUPPLY MANAGEMENT SYSTEM

The Inventory and Supply Management System is a combination of software and hardware that allows the BTA Property and Supply Division to collect, store, analyze, and generate reports from the inventory of materials, supplies, and other admin-related services and transactions. See annex 2 for the full technical specifications.

### 3. HUMAN RESOURCE INFORMATION SYSTEM

The Human Resource Information System is a combination of software and hardware that allows the BTA Human Resource Management Division to collect, store, analyze, and report information about the employees. It also involves the process of recruitment, selection and placement, employee compensation, and other employee-related services and transactions. The HR System includes timekeeping and leaves credits monitoring**.** See annex 3 for the full technical specifications.

### 4. PARLIAMENT INFORMATION SYSTEM

The Parliament Information System is a combination of software and hardware that allows the employees of BTA to access basic services from offices like their individual payslip, and other information as well as they will have access to filing or requesting documents from HR, Finance, among others. See annex 4 for the full technical specifications. This sytem also includes the Legislative Information System that contains the Status Matrix of all legislative documents like Bills, Resolutions, and Committee Reports.

## IX. Documentation

The following documentation documents are required to be submitted:

1. Design documents: Design proposal which includes functional specifications, technical specifications, security specifications, operational specifications, environmental specifications, network topology, proposed work program and schedule supported by Gantt charts and capacity planning guide, and other such design documents determined in the Inception Report.
2. Technical documents: Installation and Configuration manual, operations manual, user's manual, developer's documentation, API references, training materials, security management manual, database maintenance manual, network administration manual and program source code, and other such technical documents determined in the

Inception Report.
3. Prepare and submit a log of all problems and deviant characteristics of the system encountered during the construction and implementation phase of the project, together with the corresponding remedy for each listed in a troubleshooting guide and repair manual.
4. Prepare and Submit development guides, library files, application notes, data sheets, and all other necessary documents to install, operate, and maintain the system by trained personnel of BTA.
5. Provide hardcopy and softcopy of the complete documentation of the entire system

- Deliverables

The following deliverables must be achieved with the implementation of the required solution:

1. Attain the business objectives stated in the Scope of Work.
2. Ensure that reports are drawn from a single source.
3. Employ the latest technology where applicable to the proposed solution.
4. Propose a solution that is scalable to accommodate the future growth of the organization's business.
5. Propose a solution that is fitted to the office requirements.
6. Accommodate changes and future enhancements.
7. Make sure the solution is logical and integrates with the currently installed applications.
8. Ensure data integrity and data security by implementing quality control procedures and data entry levels

**Project Management Plan**

A Project Management Plan (PMP) is a formal, approved document that defines how the project is executed, monitored, and controlled. It may be a summary or detailed document and include baselines, subsidiary management plans, and other documents. This document is used to define the approach the project team takes to deliver the intended project management scope of the project.

The PMP is also a communication vehicle for ensuring key stakeholders share an understanding of the project.

A project management plan is a collection of baselines and subsidiary plans that include:

1. Baselines for scope, schedule, and cost
2. Management plans for scope, schedule, cost, quality, human resources, communications, risk, and procurement
3. Requirement Management Plan
4. Software Installation Plan
5. Change Management plan
6. Configuration Management plan
7. Process Improvement Plan

- System And Data Back-Up Plan

There will be a physical backup server or on-premise. The synchronization of the cloud base and the backup server will be scheduled (immediate backup in emergency cases) and backup will be done daily.

If the cloud-based system fails, the backup server shall switch over immediately and be operational until such time the cloud-based systems are put back in service. The main system must be fixed by the supplier within twenty-four (24) hours depending on the degree of the problem. The supplier shall “babysit” /monitor the resolved issues for another 24 hours to ensure the stability of the system prior to hand-over back to the system owner. All solutions applied to the issues shall be properly logged and a copy of the log report shall be given to the system owner for documentation purposes.

The problems regarding hardware, software, and other related concern will be addressed by the supplier.

The supplier will also provide adequate training to the System Administrator from the BTA so that routine checks and basic recovery can be handled in-house. In addition, the supplier must address the following perpetually:

1. The backup of the database should be taken on a daily and/or weekly incremental basis.
2. Full backup of relational database and source code files should be taken on a monthly basis whenever changes take place.
3. A full backup should always be kept in a safe location.

Suppliers can submit a better System and Data Backup Plan. This shall include among others, a proposed schedule for backup, manual of operation of a delivered backup system and devices, other resources needed, and procedure for data recovery. The System and Data Backup Plan shall be subject to BTA approval.

- Disaster Recovery Plan (DRP)

Submission of Disaster Recovery Plan. This plan shall list in detail all proposed activities that BTA should implement in the case of a disaster e.g. system crash, server (hardware failure), virus attack, etc., that strikes the system. The Disaster Recovery Plan shall be subject to the approval of the BTA.

Automation of Processes through ERP shall have maintenance backup/archiving functionality with the provision of redundant Backup and Off-site Backup system facilities.

1. Cloud recovery backup

2. Back up/restore multiple databases

3. Multiple Backup schedule

4. Back up Encryption/Decryption

5. Back up files' recovery

## X. Training

This approach is adopted to ensure that proper technology transfer is made to BTA by giving it the continued ability to retain end-user/staff even after the warranty period has ended.

Training shall cover all functional end-user requirements.

a. The supplier must provide comprehensive training to Master Trainers in the operation of the information system.
b. Training to Master Trainers shall be conducted to adequately train the users to understand the basics of how the application system works and impart techniques for troubleshooting hardware and network connection.
c. Trained Master Trainers shall be responsible for conducting a retraining module for end-users of the application system.
d. This approach is adopted to ensure that proper technology transfer is made to BTA by giving it the continued ability to retrain end-user/staff even after the warranty period has ended.
e. All training materials, user's manual, and systems manual shall be provided by the Supplier. Travel expenses, hotel accommodations, per diem/honoraria, etc., of their employees, shall be shouldered by the Supplier.
f. Proof of completion of required training to be conducted shall be the issuance of training certificates to the participants.

## XI. Service Level Agreement

Technical support must be provided either on-site, via telephone,mobile phone, or email to resolve technical and other related problems based on a Service Level Agreement (SLA) with provisions for liquidated damages for noncompliance. Resolution must be delivered based on the following levels of severity:

1. Severity 1 Critical: Major system or component failure with critical impact on business process. Service has stopped. The problem must be resolved through immediate onsite support (within 4 hours).
2. Severity 2 High: Minor system or component failure with high impact on business process. The service is running but performance has degraded. The problem must be resolved immediately (within 1 working day).
3. Severity 3 Moderate: Operational use exhibits signs of noncompliance with agreed functionality. The service is running but certain functions do not work as indicated. The problem must be resolved at the soonest time possible (within 5 working days).
4. Severity 4 Low: Service is running. Efficiencies would be achieved through desired improvements in the system components. Feature must be available in the next update.

The Bangsamoro Transition Authority shall have the right to blacklist the service provider, execute redress and demand damages after three (3) instances of non-compliance at any given time during the contract period, of the above-mentioned SLA.

One-tenth of one percent of the total contract cost shall be imposed for every hour or a fraction thereof of service unavailability in excess of the required hours to resolve.

The service provider shall appoint a person possessing the necessary knowledge and technical expertise to serve as the single point of contact and shall be available at the time and manner indicated in the previous section to respond to queries or requests for technical support. The service provider shall also create an escalation procedure to be followed in scenarios where issues are not resolved within SLA.

## XII. Hardware Requirements/Specifications

The following are the requirements with regard the specification of the hardware (on premise or on cloud):

1. The bidder shall provide all the hardware specifications and software components needed to operate the designed infrastructure for the developed systems. The developed systems will utilize a virtualized computing environment with an online facility to monitor and provision virtual machines.
2. The bidder shall submit in paper or digital format a detailed network diagram depicting the applications, network configuration and connectivity of the server components. A detailed hardware deployment plan indicating the specifications and physical connectivity of the hardware as part of the delivery schedule must also be provided (if necessary).

The following are the requirements with regards to the specification of the dedicated servers:

1. CPU: Xeon E3-1230v5
2. 32GB DDR3 RAM
3. 500GB SSD Disk
4. 50Mbps shared bandwidth
5. 99.9% uptime

## XIII. Mode of Procurement

The mode of procurement shall be Public Bidding.

## XIV. Nature of Procurement

The procurement shall follow the "Consulting Services" guidelines.

## XV. Source of Funds and Approved Budget for the Contract (ABC)

**Source of Fund**: Government Appropriate Act of the Bangsamoro (GAAB) FY 2022

**Approved Budget for the Contract**: Seven Million Four Hundred Eight Thousand Pesos Only (P 7,408,000.00)

## XVI. Terms of Payment

| % of Contract Cost | Description | Delivered |
|---|---|---|
| 20% | Phase 1: Completion of Human Resource Information System and delivery of Dedicated Servers | 120 calendar days upon receipt of Notice to Proceed |
| 5% | Phase 2: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 1 |
| 20% | Phase 3: Completion of Cash Management System | 90 calendar days upon completion of Phase 2 |
| 5% | Phase 4: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 3 |
| 20% | Phase 5: Completion of Inventory and Supply Management System | 60 calendar days upon completion of Phase 4 |
| 5% | Phase 6: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 5 |
| 20% | Phase 7: Completion of Parliament Information System | 50 calendar days upon completion of Phase 6 |
| 5% | Phase 8: System Testing, Deployment, User Acceptance Training | 10 calendar days upon completion of Phase 7 |
| 100% | TOTAL | |

## XVII. Criteria for Evaluation

The Service Provider must comply with the qualifications as required by RA 9184 and it's IRR. The BAC shall draw up the short list of service providers from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR).

The criteria and rating system for short listing are:

| Rating Factor (Hurdle Rate 70%) | Weight |
|---|---|
| A. Applicable experience of the consultant | |
| I. Overall experience of the firm | 10% |
| II. Individual experiences of the principal and key staff | 10% |
| III. Times when employed by other consultants | 10% |
| B. Qualification of principal and key staff of the consultant who may be assigned to the job vis-àvis extent and complexity of the undertaking | 50% |
| C. Current workload relative to job capacity | 20% |

The Procuring Entity shall evaluate bids using the Quality-Based Evaluation (QBE) procedure. Below is the point system for the QBE:

| **Criteria** | **Score** | **Description** |
|---|---|---|
| Quality of Personnel | 15% | Suitability of key staff, General qualifications and competence, Education and training of key |

| | | |
|---|---|---|
| | | staff |
| Experience and Capability | 50% | Records of previous engagement and quality<br><br>Performance, Records of previous engagement and quality performance, Overall work commitments, Geographical distribution of projects, Attention to be given by the consultant |
| Plan of Approach and Methodology | 35% | Clarity, feasibility, innovativeness and<br><br>the comprehensiveness of the planned approach, Quality of interpretation of project problems,<br><br>risks and suggested solutions |

## XVIII. Ownership of Data

All data, source code, and resources pertaining to the system shall be owned exclusively by the BTA-BARMM.

## XIX. Retention, Deletion, and Disposal of Data

Personal data may be retained only for as long as necessary for the fulfillment of the purposes for which data was obtained. For this purpose, the personal data processed by the Service Provider shall be disposed of after the fulfillment of its contract.

Upon the fulfillment of the contract, any personal data processed by the Service Provider must be deleted and disposed of in accordance with the provisions of the Data Privacy Act, its Implementing Rules and Regulations, and other issuances of the BTA.

The deletion and disposal of data shall be under the supervision of the BTA. After the deletion and disposal of the data, the Service Provider must issue a certification that the data were indeed deleted and disposed of properly.

## XX. Warranties of the Service Provider

1. The supplier shall fix any error or bug found in the system prior to the turnover of the system, at no cost to BTA.

2. Any error or fault of the software and services delivered (e.g. design, programming,

servers, etc.) shall be acted upon and resolved accordingly at no cost to BTA within the subscription period.

3. There must be personnel deployed at the BTA premise to handle the system maintenance and all defects encountered by the delivered system shall be rectified by the Supplier at no cost to BTA.

4. System updates and patches shall be free and installed after compatibility tests.

5. The supplier shall answer queries and provide workaround solutions to the user of the system or 24/7 support for free via live chat, email, and help desk support.

6. The supplier shall revise and update the system in compliance with new government regulations as it arises within the period covered by the subscription, within a reasonable time.

7. Hardware warranty:

a. At least one (1) year for replacement, service, and support,

b. Post-warranty for services and support within the contract period

- Technical Support

The Supplier/Service Provider shall render all support activities related to the following up until the warranty period expires:

1. Troubleshooting at both applications level and user level,

2. Assist focal official/client in the operation of the portal,

3. Fixation of bugs, incorporation of minor changes, etc., and

4. Assist in the development, configuration, and customization of other ERP modules that are elements of the ERP Application/License that are deemed necessary but is beyond the scope of this Terms of Reference.

5. Onsite technical (hardware) support for free.

- After Project Support

The service shall be provided even after the warranty period had ended. It involves a guarantee, warranty, upgrade, enhance of the application systems developed.

Submit to BTA, once requested, an Agreement to maintain the BTA Automation of Process through ERP after the contract period specified in the Warranty section of this TOR at no cost.

## XXI. Project Constraints

The following constraints or requirements shall be noted:

1. Adherence to Philippine and foreign information technology standards and local procurement rules and regulations.
2. The procurement of services will be based on local IT standards and components readily available in the Philippines over the viable IT life cycle, as well as respective government procurement guidelines.
3. The Supplier shall take into account the existing hardware, software, and current network system in the Parliament, and adapt its installation and testing accordingly.

## XXII. Penalty

The service provider undertakes to comply with the following timelines and penalty provisions:

1. Description
2. SL
3. Penalty
4. Project Mobilization and Kick-off
5. Install hardware, and software, deploy project team and make operational all items specified in Phase I within fourteen (14) days upon receipt of Notice to Proceed
6. 1/10th of one percent (1%) of the total project cost shall be imposed per day of delay or a fraction thereof.
7. Output Submission / Turnaround Time
8. Complete the project within the specified period.
9. 1/10th of one percent (1%) of the total project cost of the particular equipment shall be imposed per day of delay

## XXIII. Winning Supplier must specifically include the following:

A. Scope as part of the implementation

1. Migration of BTA Legacy database to an industry-grade SQL Database, preferably, MySQL Open Source Database

▪ The integrated system that shall be designed should run on a Microsoft Windows workstation whereas the server version must reside on Windows' latest Enterprise version of MS-SQL database platforms.

2. Testing and simulation of Migrated Database

3. Run a STRESS Test on BTA Data Network y

4. Run a STRESS Test using ONLINE Access via Internet Access

5. Onsite mobilization and site preparation

6. Submit Test Documents for all module

7. Submit Handover Documents for all Accepted modules

8. Provide onsite help to every module within the application

9. Provide a certificate of acceptance for every module

10. Enrollment for updates within the contract period.

11. Software Requirement Specification Document

12. Software Design Document (SDD)

13. Working and Tested Software with source code

14. User and Administrator Manuals for the system including Online Help

15. Setup and Release notes for each new release

16. Test Cases and Report all database scripts

17. The provider will provide two (2) laptops, RFID device or Biometrics devices, Cloud Server and Physical Server replaceable every renewal of contract, and the said devices will retain to the BTA

## XXIV. Pre- Termination

At the end of every year of service of the ERP System, the BTA and the Service Provider shall conduct a joint review of the performance of the ERP System.

If the ERP System has not performed satisfactorily for the previous year, the BTA and the Service Provider shall jointly identify the issues leading to the unsatisfactory performance and agree on a plan to address identified issues, including a reasonable period to implement the same.

If the issues are not addressed within the agreed period, the BTA may pre-terminate the contract on such grounds.

## ANNEX 1

## CASH MANAGEMENT SYSTEM

The Cash Management System is a combination of software and hardware that allows the BTA Cash Division to collect, store, analyze, and generate reports from financial transactions such as cash and check.

### A. Cash Management System - Security

1. Provide file backup and recovery capabilities to restore damaged files
2. Provide online password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.)
3. Suppress passwords so that they do not appear on the terminal as they are being entered
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels of integration with other application systems
5. Report attempts of unauthorized system access of use
6. Allow defining an access category relating to groups of users (e.g., members of a department or management class)
7. Allow locking entry screen after a user-specified number of incorrect password attempts
8. Provide transaction logs to assist in the recovery of data or files
9. Allow required changes to user passwords based on a user-specified period of time
10. Automatic time-out after the user has not had any activity
11. Access security for groups, the system administrator can create a group that can access certain modules and transactions such as; add, edit, and delete; For users, it must allow the creation of users who can access certain modules with an assigned username and password
12. Each user must have specific limited access to each module. Only the system administrator can override, create new users, delete users, and provide specific access and privilege to each module.
13. The system must have viewing access to the Payroll Module.

### B. Cash Management Requirements

### Cash Management – General

1. Seamlessly integrate all cash and check transactions
2. Allow sorting of transactions by either type or date
3. Allow search either TIN, ID number, or name
4. Allow the pooling of cash for all participating funds and maintain ″claim on cash″ or balances either at the fund level or a user Designated organizational level. The sum of ″claim on cash″ for all the participants should equal to ″pooled cash″

5. Allow quick marking of transactions that have cleared the bank by allowing the selection of either single transactions or entire ranges of transactions
6. On-screen reconciliation summary information, such as adjusted bank balance, adjusted book balance, difference, number of cleared payments, cleared payments total, number of cleared deposits, and cleared deposits total
7. Allow the reconciliation of multiple accounts at the same time
8. Allow the users to selectively view transactions by status, check date, or other field data
9. Automatically match canceled checks from the bank statement to the system by check amounts, check number, and bank ID
10. Allow the user to update and view the status of checks and track which checks have been encashed or not..
11. Allow automatic upload of bank statements into the system
12. Allow controlled direct update of the check or deposit information
13. Allow the users to query a group of records from the system and update them all simultaneously with a chosen event date (canceled date)
14. Stale date checks are automatically based upon the difference in the number of days between check issuance and the current date
15. Allow the user to selectively purge transactions from the system
16. Receive automatic updates for each check printed, reprinted, handwritten, void, or reversed
17. Receive automatic updates for each deposit made
18. Log all transactions related to any given document, such as Issue Date, Review Date, Stop Date, Cancel Date, Reverse Date, etc.
19. Allow association of a replacement check number with the original check
20. Creation of an unlimited number of bank accounts and cash accounts
21. Distinguish between the different types of checks issued
22. Automatically clear interfund transactions by increasing or decreasing the ″claim on cash″ via account
23. Allocate interest income earned in the ″pooled cash″ account using a user-defined formula (erg: based on average daily Cash balance)
24. Allocate any bank service charges incurred by the ″pooled cash″ account using a user-defined formula
25. Perform basic treasury functions
26. Perform treasury accounting and reporting functions such as
    - transaction journals
    - complete audit trail
    - cash flow projections
    - Index of payments
    - error correction

27. Allow the user to input, search, and update the status and information of the remittances of the mandatory monthly deductions
28. Provide a module for an index of payments that includes:
    - Name of Payee
    - Gross amount
    - Deductions (Tax, GSIS, PAG-IBIG, PhilHealth)
    - Net Amount
    - Check Number

29. Allow the input of information for the vouchers:
    - Payee
    - Particulars
    - Mode of Payment (MDS Check, Commercial Check, ADA, others)
    - Purchase Order Number
    - Purchase Request Number
    - VAT
    - EWT
    - Tax for Compensation
    - Gross amount
30. Allow certain fields to be set as a requirement to be filled before saving. Incomplete information will not be processed by the system and will prompt a "this field must be filled" to proceed.
31. Check and Balance system: Must be able to detect and identify mismatched entries between the data from the Payroll Module and the Cash Management System and prompt the user for such mismatch.
32. Allow viewing of mandatory monthly deductions in Employee Share and Employer Share
33. Interface with the Supplier Module of the Inventory and Supply Management System for the viewing, importing, and exporting of the supplier's information like the supplier's name and TIN Number
34. Interface with the Human resource information system payroll module for viewing the employee's name, salary, and deductions to check if the employee has submitted all requirements to HR upon release of salary.

**Cash Management – Reporting**

The system must be able to generate reports in a customizable/modifiable form as needed by the Cash Management Division:

1. Check listing by bank ID and check number
2. Allow a drill-down function to the originating transaction (deposit, check, or other bank transaction)
3. Listing of deposits with detailed information
4. A summary listing of deposit information
5. List of canceled checks
6. History report on any given document
7. List of unreleased checks
8. Outstanding checks
9. Generate a report containing the remittance of the mandatory monthly deductions that includes the names of those withheld
10. Report of Disbursement
11. Report of Check issued
12. Report of Accountability for Accountable Forms (Checks)
13. Report of Accountability for Accountable Forms (Official Receipts)
14. Report of Cash Disbursement

15. Check Disbursement Record
16. Cash Disbursement Record
17. Reports of Collections and Deposits
18. Reports can be exported in excel and PDF format.

## C. Check Module - Function

1. Allow input of needed information in the creation of new checks like
   - Payment document number
   - Paying Company
   - Fiscal Year
   - Payment Date
   - Currency
   - Amount Paid
   - Payee name
   - Account number
   - Check number
   - Gross amount
   - Tax amount
   - Other deductions
2. Allow edit information and display of Check lot that includes:
   - Lot number
   - Check number
   - Number status
   - Control data
   - Paying company code
   - Account number
   - Gross amount
   - Tax amount
   - Other deductions
3. Maintain and track check number
4. Issue check for payment account
5. Enable search of checks by name, payee name, and TIN
6. Update the check register after check clearing
7. Allow printing of check
8. Void and cancel check
9. Allow modification of entries/forms as per needed by the Cash Division
10. Maintain a database of created, released, unreleased, void, and canceled checks

## ANNEX 2

## INVENTORY AND SUPPLY MANAGEMENT SYSTEM

The Inventory and Supply Management System is a combination of software and hardware that allows the BTA Property and Supply Division to collect, store, analyze, and generate reports from the inventory of materials, supplies, and other admin-related services and transactions.

**Inventory and Supply Management System - Security**

1. Provide file backup and recovery capabilities to restore damaged files
2. Provide online password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.)
3. Suppress passwords so that they do not appear on the terminal as they are being entered
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels of integration with other application systems
5. Report attempts of unauthorized system access of use
6. Allow defining an access category relating to groups of users (e.g., members of a department or management class)
7. Allow locking entry screen after a user-specified number of incorrect password attempts
8. Provide transaction logs to assist in the recovery of data or files
9. Allow required changes to user passwords based on a user-specified period of time
10. Automatic time-out after the user has not had any activity
11. Access security for groups, the system administrator can create a group that can access certain modules and transactions such as; add, edit, and delete; For users, it must allow the creation of users who can access certain modules with an assigned username and password
12. Each user must have specific limited access to each module. Only the system administrator can override, create new users, delete users, and provide specific access and privilege to each module.

**Inventory – General**

1. Facilitates and monitors the location of TPB property
2. Incorporates disposal of unserviceable assets and repair of motor vehicles
3. Accounts for donated assets
4. Tracks the accountability of each employee and their respective Memorandum Receipt issuances online
5. Provide the employee with the list of office equipment issued to him and include the information in their account (Parliament Information System)
6. Uses wireless barcode scanners
7. Property tagging must be direct to the system

8. The system must be available both online and offline
9. Generates barcode of property number stickers

**Inventory - Functions**

1. Interactive entry, correction, and reporting of:
    - Issues
    - Receipts
    - Adjustments
    - stock item descriptions
2. User-defined stock item table
3. The system provides the following information:
    - article
    - unit of measure
    - description
    - Property number
    - Issued to
    - quantity on hand
    - Amount
    - Purchase order number
    - quantity received on orders
    - ordered year-to-date
    - received year-to-date
    - issued current period
    - issued year-to-date
4. Provide lots of character descriptions
5. Maintains the in-house inventory of "central stores" items
6. Online stock catalog
7. Backorder requisition batch maintenance and posting
8. Multi-line, free-form area for input of stock item descriptions
9. A detailed credit slip of stock item returns is available
10. Maintains vendor and pricing data
11. Allows the entry of next year or current year requisitions in batch
12. Stock catalog that the user can print out
13. Maintains management information such as cumulative purchases and usage for the fiscal year
14. A stock reorder listing which includes all items under the minimum on-hand quantity or at the reorder point
15. A detailed transaction history report for stock items
16. Purge history information for stock items with a zero on-hand quantity and no activity over a user-defined time period
17. Maintains detailed history and summary reports sequenced by stock number
18. Provides the following Warehouse Inventory reports
    - inventory Catalog Report
    - inventory Transactions Report
    - reorder Recommendations Report
    - stock Item Labels

- departmental Charge Summary Report
- backorder Items report
- usage report
- unfilled requisitions report
- inventory count report
- inventory status report
- inventory transactions report
- inventory obsolescence report

19. An open purchase order listing that includes quantities of items ordered, received, canceled, and paid
20. Maintains inventory detail reports including stock number, description, date of last order, unit cost, number in stock, and usage for the current year, previous years, and annual totals
21. Re-order listing of inventory items when stock is below a user-defined re-order point
22. Allows for backorders
23. Allow verification of the inventory account balance prior to filling requests
24. Print system-generated pick-pack slips
25. Support automatic adjustment to quantity on hand with additions to inventory, withdrawals, and adjustments
26. Charge allocation data for supplies withdrawn from inventory based on the organization's cost center and budget line item
27. Audit trail of transactions that are charged in summary to General Ledger
28. Purge-filled/canceled requests
29. Ad hoc query to the Inventory System
30. Inventory Control – The on-order quantity, on-hand quantity, and cost information should be updated as a result of entering vendor invoices for material, if not previously updated on receipt Accounts Receivable Requirement

**Asset Inventory - Functions:**

1. Manage records for assets
    a. Manage asset type, generic asset description, and nature of the repair
    b. Manage records pertaining to property and equipment Insurance
    c. Manage donation, transfer, and disposal of properties
    d. Manage reclassification of Assets
2. Capture and document all property and equipment movements. (CAPEX and SEMI-EX)
    a. Receiving from supplier
    b. Generation of Inspection and Acceptance Report (IAR)
    c. Return to supplier
    d. Request from users
    e. Issuance of property and equipment to users
    f. Return to the property office
    g. Donation, Transfer, and Disposal of property
3. Generation and printing of property barcodes
    a. Conversion from Item number to Property Numbers
4. The capture of details of approved and signed PO for delivery
5. Online filing and approval of asset movement.

   a. Generation of Property Acknowledgement Receipt (PAR) and Property Return Slip (PRS)
   b. Generation of Inventory Custodian Slip (ICS)
6. Generation of Trip Ticket
   a. Online filing and approval of trip ticket requests (request for office vehicle)
   b. Manage rules governing the queuing and routing of Trip Ticket requests to approving authority (based on a range of amounts and departments involved)
   c. Generate gate pass for assets or properties to be transferred
7. Accountability and physical presence reconciliation.
   a. Generation of Unaccounted assets per account, office, and end-user
   b. Auto-update of the system once the unaccounted items are paid by the end-user
   c. Reclassification of Unaccounted/found assets

**Supplies Inventory - Functions**

1. Manage records for supplies
   a. Manage type of supplies and description
   b. Manage records pertaining to supplies
2. Capture and document all stock movements
   a. Receiving from supplier

      i. Generation of Inspection and Acceptance Report (IAR)

   b. Return to supplier
   c. Request from users
   d. Issuance of stocks to user
   e. Return to stockroom
   f. Stockroom to stockroom transfer of materials
   g. Condemnation or breakage
3. Automatic PR preparation (Based on approved APP-Annual Procurement Plan & SPS Stock position sheet)
4. Online filing and approval of SMR (supplies and materials requisition)/ RIS (Requisition & issue Slip) from different units
5. Queue rules in routing SMR/ RIS to approving authority (based on the type of items and stock classification)
6. Monitor the Progress of all supplies and materials requests
7. One-stop ordering checklist for SMR
8. Generation of vouchers for all stock movements
9. Generation of Reports
   a. Generate a report of all item budgets (per item classification, per department)
   b. Generate a report of all receiving records (per reference numbers or supplier)(Inspection & Acceptance Report(IAR), Supplies Received for Stock (SRS)
   c. Generate a report of detailed receiving records and supplier's delivery receipt count and quality discrepancy
   d. Generate a report of all issued or transferred items per department over a given period (Summary of Supplies & Materials Issued- SSMI)
   e. Generate detailed on-hand inventory tally per item, per item classification, or storeroom
   f. Generate a ledger movement (in/out)stock cards style report for each item

## ANNEX 3

## HUMAN RESOURCE INFORMATION SYSTEM

The system includes the process of recruitment, selection and placement, employee compensation module, and other employee-related services and transactions. Customization of the system must be in alignment with the required specifications of the Human Resource Management Division, BTA - Parliament.

### HRIS - Security

1. Provide file backup and recovery capabilities to restore damaged files
2. Provide online password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.)
3. Suppress passwords so that they do not appear on the terminal as they are being entered
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels of integration with other application systems
5. Report attempts of unauthorized system access of use
6. Allow defining an access category relating to groups of users (e.g., members of a department or management class)
7. Allow locking entry screen after a user-specified number of incorrect password attempts
8. Provide transaction logs to assist in the recovery of data or files
9. Allow required changes to user passwords based on a user-specified period of time
10. Automatic time-out after the user has not had any activity
11. Access security for groups, the system administrator can create a group that can access certain modules and transactions such as; add, edit, and delete; For users, it must allow the creation of users who can access certain modules with an assigned username and password
12. Each user must have specific limited access to each module. Only the system administrator can override, create new users, delete users, and provide specific access and privilege to each module.
13. The Payroll module of the system must be linked to the Cash Management System for payroll viewing.

### HRIS - General

1. The system must be compatible with any biometric device.
2. The system must be linked/interfaced to the Payroll module for the processing and computation of payrolls and the Parliamentary Information System wherein the

employee can modify and view his account as needed.

3. The system must provide a complete Employee Demographic Personal Record for the management
4. Must allow archiving and validating of employee's documents in employee's record such as transcript of records, diploma, certification letter, notices, etc
5. Must allow encoding, editing, and viewing of Personal Information of the employee such as Other Personal Information, Family Members, Emergency Contact, Character Reference, Special Skills, Voluntary Work, Government Service records, Trainings Records, and Health records.
6. Must provide monitoring of employee attendance
7. Must allow viewing of the shift schedule, list of filed overtime, and list of filed leave of the employee
8. Must have Table Maintenance to manage the different table-based data and values required in HRIS
9. Must be able to change the status of the user accounts of the employee: active for currently employed and inactive for terminated employees
10. Forms must be modifiable and meet the format as required by the Human Resource Management Division
11. Must be able to send and receive messages/notifications appointments employees thru the Parliamentary Information System.
12. Must be able to generate government documents Personal Data Sheet(PDS), Statement of Assets, Liabilities, and Networth(SALN), and other forms required by the HRMD.
13. Must be able to generate certificates like a certificate of employment that includes the duration, with gross pay and net pay, certificate of leave credits and other certificates required by the HRMD.
14. Allow exporting of data in excel and PDF formats.

### A. Recruitment, Selection, and Placement (RSP)

1. The system must be able to import applicants' data like PDS and other documents for evaluation and filtering.
2. The Human Resource Management Personnel Selection Board (HRMPSB) must have individual accounts to access the applicant's information and to filter them according to the standards and qualifications. Only the filtering committee and chairperson's account can view all remarks made by each member.
3. The system must allow HMPSB member user accounts to input necessary information like scores and remarks to each applicant during the recruitment process. They can also view the examination results of each applicant.
4. The system must automatically compute the scores of each applicant based on the BTA Merit Selection Plan(MSP) Guidelines. Also, it must automatically show the results with ranking.
5. The system must also contain:

- Applicant's Records
    a. Personal Data Sheet with Work Experience Sheet
    b. Credentials (TOR, Eligibility, Certificates, Service Record, Diploma, etc.)

c. Pre-Hiring Test Profile (Results and Interpretation)
d. Previous work Experiences and background investigation results
e. Generate alerts based on the number of months of new employees
f. Allow submission of employment application online with evaluation assessment based on the Qualification Standards of the vacant position being applied for

- Forms/ Reports to be Printed
  - All forms must meet the required format/template required by the BTA-HRMD
  a. Oath of Office
  b. Certification of Assumption to Duty
  c. Plantilla of Casual Appointments (CSC Form 34-B), (CSC Form 34-E)
  d. Report on Appointments Issued (RAI)
  e. Candidates Evaluation Sheet
  f. Ranking of applicants
  g. Position Description Form
  h. Personal Data Sheet
  i. Appointment Processing Checklist
  j. CSC Appointment
  k. Contract of Service, Coterminous, Contractual Plantilla
  l. List of Published Vacant Positions
  m. Status of Published Vacant Positions
  n. List of next-in-rank employees to the vacant positions
  o. CS Form No. 5 Certification There is no applicant who meets all the qualification requirements
  p. CS Form No. 9 Request for publication of vacant positions
  q. Welcome Letter for new employees
  r. Notice of Expiration of contracts/temporary appointment
  s. Notice of probationary performance evaluation
  t. Qualification Standards for all positions in the plantilla

**B. Personnel Records/Documentation**

The system must contain:

1. Employees Records
   a. 201 file
   b. Personal and Employment Data (All items included in Personal Data Sheet)
   c. Employment History
   d. Records of Movement History

      i. Reassignment

      ii. Promotion

      iii. Salary adjustment

      iv. Separation (Resignation, Retirement, Transfer, etc.)

v. Reappointment

vi. Others

e. Records of Designation

i. Duration

ii. Honorarium

iii. RATA

f. Plantilla (item number, position, sg, step, salary, department)

i.Vacant positions

ii. Filled positions

iii. History of the filled position

iv. Add/ Create plantilla items

v.Abolish items

g. Attach scanned files for every personnel (Updating of Records)
h. Salary adjustments
i. Step Increment

i. Reflect on employees without promotion/movement for the last three (3) years

ii. Reflect employee's last step increment

iii. Option to edit the years in case of adjustment from DBM

j. Final IPCR Targets/Rated

2. Generate queries/printed reports based on specific data needed such as

a. Personal Data Sheet
b. Educational background
c. Status of employment
d. List of employees
e. Personnel complement
f. Length of Service
g. Other data as may be required (by age, place of residence, etc.)
h. Service Record
i. Certificate of Employment/Compensation
j. Notice of Salary Adjustment
k. Notice of Step Increment
l. Plantilla of Personnel
m. Candidates for Loyalty Awards
n. List of Employees Qualified for the Grant of Mid-year Bonus
o. List of employees with administrative cases

## C. Compensation and Benefits

The system must contain:

1. Timekeeping module and tracking of leave credits

a. DTR/SR
   - Company name
   - Employee name
   - ID number
   - Position
   - Office
   - Applicable Period/month (15 days or 1 month)
   - Work schedule
   - Time in, break out, break-in, Time out
   - Total hours rendered
   - Late/ under time on applicable dates
   - Total late/under time incurred for a month
   - Print DTR for every cut-off period (1-15, 16-end of the month, 1-end of month)
   - Batch Printing/Individual Printing of DTR
   - Print DTR per status (Permanent, Casual, COS, JO)
   - Summary Report of employees with submitted DTR/SR
   - Summary Report of employees with no entries
   - Reflect on filed leave/Excused Leave/Holidays/WFH/Office Suspension on DTR
   - Summary of incomplete logs report per employee/all employees

2. Leave Management

a. Allow online application for all types of leave and approval thru the Parliament Information System by the division chief/head

b. Allow automatic computation of leave credits

c. Periodic Report on filed leave
   - per employee
   - the type of leave (maternity, paternity, quarantine, SL, VL, etc.)
   - Forced Leave compliance (Forced leave report of all employees – if all 5 FL were already deducted to VL, the concerned employee will be removed from the FL monitoring screen)
   - Summary of Leave balance report per employee
   - Summary of tardiness/undertime on a monthly, semi-annual, and annual basis

d. Required Data for processing of leave application
   - Specific dates
   - Employee number
   - Employee name
   - Total No. of Days applied
   - Date filed
   - Leave type
   - Employee name

- No. of available VL, SL, FL, and SPL
- Allow cancellation of approved leave
    a. If leave falls on Holiday or suspension of office work
    b. Cancellation of Forced Leave

d. Allow batch updates of leave credits

- Offset tardiness/under time to leave balance
- Deduction of tardiness, undertime, and absences from the leave balance
- Earn Leave

e. Allow employees to view/print leave cards through their accounts in the Parliament Information System

f. Allow viewing leave balance of employees (VL, SL, FL, SPL, and others)

g. Application for leave format – same with CSC form no. 6

3. Change of Work Schedule

- Allow online request and approval of change of work schedule
- Date of filing
- Employee name
- Position
- Office
- Current and new Schedule
- Period covered
- Officials/Approver of the Change of work schedule

4. Compensatory Time-off (CTO)

- Online request for Compensatory Time-off
- Approved applied Compensatory Time-off

5. Request for monetization/Commutation of Leave

- Allow deduction from the leave balance
- Printing of monetization/commutation of leave forms

6. Uploading of Permit to Travel

7. Uploading of Permit to Teach/Engage in Limited Practice of the Profession

8. Generation of CS Form No. 10 Acceptance of Resignation

**D. Learning and Development**

1. Individual Performance Commitment and Review (IPCR) Ratings
   - Allow encoding of IPCR Targets and rating of IPCR
   - Store and compile the IPCR Rating of every employee
   - Allow for changes in the rating periods that were previously set.
   - Allow to average rating of the employee to provide numerical ratings.
   - Analyze the rating of every employee to derive the adjectival rating equivalent
   - Multiple report retrieval of the records. (e.g., by office; by employee type; by rating bracket; by greatest to least rating vice versa)
   - Average and tag employees with multiple office assignments for a particular rating period to their latest office assignment
   - Provide a remark for every record
   - Allow all ratings to be rounded off to two decimal places and must be balanced for computations
   - Allow all reports to be exported to excel table format
   - Printing of IPCR Report forms following the required format set by the HRMD (Targets & Rated)
2. Database of Continuing Education, Training, and Seminars attended by employees
   - Capture training, seminars, and other schooling
   - Store and compile the scholarship records and study permits of every employee
   - Online application for a study permit and scholarship
   - Generate reports of a list of employees with approved study permits and scholarship grants
   - Tag the return service contract and track the years rendered for the return service agreement
   - Upload and tag seminars and training attended by each employee to their profile
   - Encode evaluation inputs of training conducted and automatic computation of grades/results
   - Allow employees to input their Training Needs Assessment and summary printout of all inputted training needs assessment
   - Generate report on attendance per training
   - Generate report as required by the Gender and Development (GAD)
   - Allow search/filter by name of employee, date of training, and title of training
   - Conduct online Training Needs Assessment Survey and Results
   - Submission of online Work Accomplishment Report (WAR)

3. Database of resource persons/ speakers for training/ seminars
   - Name of trainer/ resource person/ speaker
   - Qualifications
   - No. of Training conducted
   - Dates of training
   - Title of training and a brief description

**F. ID Generation Module**

1. Allow employee information saved by the HRIS to be reflected in the ID Generation Module:
    - Employee name
    - Position
    - ID number
    - Appointment Status
    - Blood Type
    - Date of Birth
    - Gender
    - Philhealth Number
    - GSIS
    - PAG-IBIG
    - TIN
    - Address
    - In case of emergency contact details
    - Validity
    - Signature
2. Generate unique QR Code
3. Allow creation and modification of ID card format for employee ID and ARTA ID, including the signatory(Parliament Speaker) based on the approved BTA ID
4. Allow exporting and printing of employee ID and ARTA ID containing the information needed with QR Code

**G. Others**

1. Different dynamic reports as needed (must be filtered to certain demographic requirements
2. HRMD Reminders/Memo
3. A user-friendly and secured system with an easy and attractive graphical interface. Customized system as per BTA - Parliament requirements
4. Configure the system based on BTA - Parliament HRMD process flow
5. Allow automatic backup and restore features
6. Allow exportable reports to Spreadsheet file or Word file
7. Audit trails
8. Provide training and coaching to relevant staff during implementation
9. Provide Technical support when needed

**G. Biometric Device (2 units)**

**Technical Specifications**

Multi-function Face Identification Terminal

Display: 2.8-inch capacitive touch screen

Face Capacity: 3,000

Fingerprint: 5,000

ID Card Capacity: 100,000

Logs Capacity: 1,000,000

Communication: Ethernet, USB (Host), Wi-Fi (optional)

Standard Functions: ID card, Automatic Status Switch, Self-Service Query, Work Code, T9 Input, 9 Digit User ID, DST, Scheduled bell and Short Message, 3rd party electric lock, door sensor, and exit button, alarm

Optional Function: Mifare Card

Power Supply: 12V/1.5A

Verification Speed: < 1S

Operating Temperature: 0 – 45°C

Operating Humidity: 20% - 80%

Dimensions: 104.7 x 160 x 36 mm (L x H x D)

**Features:**

- Face Recognition Biometric System
- Infra-red optical system enables user identifications in a wide range of light environment
- Timekeeping
- Attendance Report

**H. Payroll Module**

**Payroll Module - Functionality**

1. Must have a user-friendly, and clean interface designed to eliminate tedious payroll calculations.

2. Must follow government-mandated calculations
3. Must have an automatic computation of employee's income and processing of government-mandated contributions
4. Must have an automatic computation of different types of payroll classifications
5. Must have an automatic generation of employee leave credits and archives of all employee leave application
6. Must be compatible with any time capturing devices such as biometrics, face-recognition, card, and any other type that can be imported in CSV and data file
7. Must have Auto-present mode in time the capturing device breaks down
8. Must have a capability to recognize multiple shift schedules
9. Must have an automatic computation of income and mandatory deductions, posting of loans, including gross pay and net pay
10. Must allow automatic fetching of data from entries in the HRIS like employee name, TIN, and other necessary information needed and be viewed in the payroll module.
11. Must allow accepting of multi-renewal of loan application
12. Must allow creating of entries for changes on mandatory deduction. Mandatory deductions must display employee and employee share
13. Must allow creating of entries of employee's loan and setting of loan schedule
14. Must allow for adjustment of earnings, deduction, and loans of the employee for a valid reason by authorized personnel
15. Must allow displaying of the obligation request and disbursement voucher of the posted payroll
16. Generate Alpha list, General Payroll, and other forms following the format required by BTA-HRMD
17. Allow export and printing of data in excel and pdf format
18. Enables retrieval of all values to be remitted from payroll processing
19. Allows manual posting of remittances
20. Interfaced with Human Resource Information System for payroll processing and Cash Management System for viewing employee's payroll and HR-related requirements for releasing of salary. Check and balance mechanisms must be present in the system for error checking.
21. Automated table maintenance for the data and values required in the computation of payroll processing compensation benefits and other modules in the system to track claimed and unclaimed salaries.
22. Provides multi-level security features that log all activities of the user
23. Has authority and access rights that would allow the organization to maintain group and user accounts and all activities involving systems and data integrity
24. Allow display and print of employees' names, net income, and other deductions in a format required by BTA-HRMD
25. Allow integration to the existing system of BTA-HRMD

**Payroll Module - Reporting**

1. Provide Real-Time Reports that include:
    - Payslip
    - Payroll Summary

- Monthly/Annual HDMF Contributions
- Monthly/Annual Philhealth Contributions
- Monthly/Annual GSIS or SSS Contributions
- Monthly/Annual Loan Contributions
- Unlimited Number of Departments/Divisions/Sections
- Unlimited Number of Positions
- Unlimited Number of Employee Types
- Weekly, Semi-Monthly, Monthly pay Frequency
- Daily Rate or Monthly Rate type
- Allows multiple changes Daily Rate updates within a Payroll Period

**I. Attendance Management - Features**

1. Web-based Time and Attendance Management Software
2. Must be compatible with any Biometric Device, linked/interfaced with the HRIS modules and Payroll Module
3. Powerful web-based time and attendance management software that provides a stable connection to standalone push communication devices by Ethernet/Wi-Fi/GPRS/3G and working as a private cloud to offer employee self-service by a web browser
4. Multiple administrators can access anywhere using a web browser. It can easily handle hundreds of devices and thousands of employees and their transactions.
5. With an intuitive user interface that is able to manage timetable, shift, and schedule and can easily generate attendance reports
6. Capture real-time logs and easily generate DTR
7. Compatible with the Biometrics Device
8. Multiple Kinds of Shift Scheduling
9. E-mail Alert for Request Approval
10. Overtime Calculation
11. Auto Export of Attendance Report
12. Meeting Management
13. Simple Access Control Auto-synchronization of Biometric Templates by Area
14. Security Settings
15. Real-time Monitoring
16. Linked to the Payroll System (Can input vacation, sick, forced, and special leaves (with or without pay, view earned leave credits, calculate total earned leave credits and compensatory time off)
17. Attendance Calculation and Reports (Can view and update attendance records, record attendance of personnel, absences, and tardiness)
18. Easy Integration with API
19. Database Backup and Restore
20. Multi-user capability with assignable user privilege
21. Allow override and modification of entries by the system administration for absences caused by urgency, immediate travel, sickness, and others

## ANNEX 4

## PARLIAMENTARY INFORMATION SYSTEM

This system will allow BTA Employees to access basic services from offices like their individual payslips, and other information as well as they will have access to filing or requesting documents from HR and among others. Employees will have their log-in credentials to access their account that contains HR-related information, payroll, and other transactions. Customization of the system must be in alignment with the required specifications of the BTA - Parliament.

### PIS - Security

1. Provide file backup and recovery capabilities to restore damaged files
2. Provide online password security at multiple levels (e.g., user, operation, menu, file, field, screen, etc.)
3. Suppress passwords so that they do not appear on the terminal as they are being entered
4. Log all update transactions in a secure audit trail file. Provide clear trails of all transactions from source data entry through summarization at higher levels of integration with other application systems
5. Report attempts of unauthorized system access of use
6. Allow defining an access category relating to groups of users (e.g., members of a department or management class)
7. Allow locking entry screen after a user-specified number of incorrect password attempts
8. Provide transaction logs to assist in the recovery of data or files
9. Allow required changes to user passwords based on a user-specified period of time
10. Automatic time-out after the user has not had any activity
11. Each user must have specific limited access to each module. Only the system administrator can override, create new users, delete users, and provide specific access and privilege to each module. Each employee can only access their accounts.
12. Must be able to fetch data from the HRIS.

### A. Online Employee Service - Functions

1. Allows employees to apply a request for certificates, leaves, shift schedule, overtime, Daily Time Record (DTR) adjustments, and online benefits utilization
2. Enable to manage of the requisition of leave application
3. Allows employees to upload documents required by the HR Personnel
4. Allows viewing of processed employee’s attendance summary
5. Allows viewing of processed employee’s payslip
6. Allows viewing of employee 201 information
7. Allows employees to submit reports and receive messages/notifications from the HRMD like announcements and memorandum orders.
8. Allows employees to request the reservation of conference rooms, LED walls, and office vehicles and prompt these requests to the account of the persons responsible.

9. Allow employees to view the list of office equipment issued
10. Provide limited access to employees and additional privileges to division heads like viewing and printing of DTRs, approval of leave applications, and other necessary transactions as per advised by the HR

**B. Employee Self-Service**

1. Allow to modify personal information and upload documents with approval
2. View attendance records
3. View summary of benefits and deductions
4. View announcements
5. View leave reports and balances
6. Allow application and approval of leave of absence, overtime, official business, and travel order
7. Allow application for compensatory time-off
8. Allow access to information by employees from their workstations
9. Allow limited access to HRMD forms and information as per required by BTA-HRMD (PDS, SALN, Leave Form, etc.)

**C. Legislative Information System**

1. Must contain a Status Matrix of the following Legislative Documents:
   a. Bills
   b. Resolutions (Adopted and Proposed)
   c. Bangsamoro Autonomy Acts
   d. Committee Reports
2. The Status Matrix must contain the following to input data:
   a. Title of the Legislative Document
   b. Authors (Principal and Co-Authors)
   c. Legislative Status (Filed, First reading, Second reading, Adopted, Ratified,Deferred, Referred to Copmmittee, Date, Session number)
   d. Committee Referrals
   e. Legislative History (Stage and Date)
   f. Category
   g. Remarks
3. Must have drop-down menus for each section for easy selection. Data for the drop-down menu must be editable in a database within the system like the list of Members of Parliament for the Authors section.
4. For the Authors section, there must be an indicator if the authors were changed or modified. (Example: Black for previously added authors, blue for newly added authors, and red for removed authors)
5. Must allow creation of new Status Matrix every end of the term of the Parliament.
6. All data must be fully editable in real-time.
7. The system must be fully customizable upon request.

# *Section VI.*

# *Checklist of Requirements for Eligibility And Short Listing For Bidders*

**BIDS AND AWARDS COMMITTEEE**

# CHECKLIST OF REQUIREMENTS FOR ELIGIBLITY AND SHORT LISTING FOR BIDDERS

**PROJECT: BANGSAMORO PARLIAMENT AUTOMATED ENTERPRISE RESOURCE PLANNING SYSTEM WITH DEDICATED SERVER PB – IB - 2022-10-007**

**APPROVED BUDGET FOR THE CONTRACT: Php 7,408,000.00**

**NAME OF COMPANY: ____________________________________________**

**ENVELOPE 1-TECHNICAL COMPONENTS**

A. ELIGIBILITY REQUIREMENTS UNDER SECTION 23 OF IRR OF R.A 9184

Class "A" Documents
**REMARKS**

| Legal Documents | **PASS** | **FAILED** |
|---|---|---|
| i) Updated PhilGEPS Platinum Certificate of Registration; and / or combination of: | | |
| ii) Valid SEC, DTI, or CDA Registration | | |
| iii) Valid Mayor's / Business Permit | | |
| iv) Valid Tax Clearance per EO 398 s. 2005 | | |

Technical Documents

| | | |
|---|---|---|
| i. Eligibility Documents Submission Form | | |
| ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last 3 years per. The statement shall include , for each contract, the following:<br>.<br>• the name and location of the contract;<br>• date of award of the contract;<br>• type and brief description of consulting services;<br>• consultant's role (whether main consultant, subcontractor, or partner in a JV)<br>• amount of contract; | | |

| | | |
|---|---|---|
| • contract duration; and<br>• certificate of satisfactory completion issued by the client, in the case of a<br>• completed contract; | | |
| iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae | | |

Financial Documents

| | | |
|---|---|---|
| i) Audited financial statement stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year, which should not be earlier than (2) years from bids submission | | |
| ii) Computation of Net Financial Contracting Capacity (NFCC) or Credit Line Certificate. Amount: _Php_____________________ | | |

Class "B" Document

| | | |
|---|---|---|
| i) Valid joint venture agreement (JVA), if applicable | | |

Republic of the Philippines

gppb

Government Procurement Policy Board