

# **Bureau of the Treasury**

**Intramuros, Manila**



*Funding the Republic*

## **BIDDING DOCUMENTS**

**TITLE: Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury BTr)**

**ABC : Php11,700,000.00**

**ITB-18-2024-G (EPA)**

December 11, 2023

**Sixth Edition**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG INGATANG-YAMAN  
(BUREAU OF THE TREASURY)  
Intramuros, Manila 1002

**INVITATION TO BID**

1. The **Bureau of the Treasury (BTr)**, through the **FY 2024 National Expenditure Program (NEP)** intends to apply the sum of **Eleven Million Seven Hundred Thousand Pesos (Php11,700,000.00)** being the ABC to payments under the contract for the **Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury BTr / ITB-18-2024-G (EPA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **BTr** now invites bids for the above Procurement Project. Delivery of the Goods is required by **one (1) year upon receipt of Notice to Proceed**. Bidders should have completed, within **the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the Office of the BTr Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during 8:00 am to 5:00 pm.

***A pre-registration will be conducted to prospective bidders who wish to attend the scheduled bidding activities. Only those who registered will be provided an invitation/link for the scheduled Pre-Bid Conference. Please refer to the pre-registration link:***

***<https://forms.gle/Toz3DZoGbaGFfetJ7>***

5. A complete set of Bidding Documents may be acquired by interested Bidders on December 11, 2023 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twelve Thousand Pesos(Php12,000.00)**.

6. The **BTr-BAC** will hold a Pre-Bid Conference<sup>1</sup> on **December 18, 2023, 10:00 am via zoom** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **8:00 am of December 28, 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be **December 28, 2023, 10:00 am** , **via zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **electronic** submission of bidding documents shall be made only to the official email: **e-bids@treasury.gov.ph**. Only pre-registered bidders who have received meeting invitation link and with submitted proof of payment of bidding documents (e.g. electronic payment system transaction receipt, validated bank deposit slip) will be allowed to submit their bids
11. The **BTr-BAC** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
  
***Bids and Awards Committee Secretariat  
Bureau of the Treasury  
Ayuntamiento Building  
Cabildo St., cor. A. Soriano Avenue, Intramuros Manila  
Email: bac@treasury.gov.ph  
Contact Number: 8663-2287 loc. 2827  
Fax Number: 8524-7017***
13. You may visit the following websites:

For downloading of Bidding Documents: [www.treasury.gov.ph](http://www.treasury.gov.ph)

For online bid submission: **[e-bids@treasury.gov.ph](mailto:e-bids@treasury.gov.ph)**

*December 11, 2023*



The schedules of activities are as follows:

A. ACTIVITY	SCHEDULE
1. Advertisement and issuance of Bidding Documents	December 11, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.
2. Pre-bid Conference	December 18, 2023, 10:00 a.m. Via zoom
3. Request for Clarification	Until December 19, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m. Email: <a href="mailto:bac@treasury.gov.ph">bac@treasury.gov.ph</a>
4. Issuance of Supplemental Bid Bulletin	December 21, 2023 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.
5. Submission and Receipt of Bids	December 28, 2023, 8:00 a.m. <a href="mailto:e-bids@treasury.gov.ph">e-bids@treasury.gov.ph</a>
6. Opening of Bids	December 28, 2023, 10:00 a.m. Via zoom

**EDUARDO ANTHONY G. MARÍÑO III**  
(Sgd.)  
Deputy Treasurer of the Philippines  
and Chairperson, BAC

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, Bureau of the Treasury wishes to receive Bids for the **Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury BTr) / ITB-18-2024-G (EPA).**

The Procurement Project (referred to herein as “Project”) is composed of , **one (1) lot**, the details of which are described in Section VII (Technical Specifications). of being the ABC to payments under the contract for Funding Information

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2024** in the amount of **Eleven Million Seven Hundred Thousand Pesos (Php11,700,000.00)**

2.2. The source of funding is:

**FY 2024 NEP**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. **For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address {[insert if applicable]} and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which 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. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
  - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. **Philippine Pesos.**

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 days (April 26, 2024)**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. **An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.**

## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:



**Option 1 – One Project having several items that shall be awarded as one contract.**

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

*[Delete Options 2 and 3 if Framework Agreement will be used.]*

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible **period of five (5) calendar days from receipt by the Bidder of the notice from the BAC** that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,} the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
  - a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Similar projects are those related to Systems Development and Maintenance Support of Public Financial Management Systems including the National Government Accounting, Collection, Disbursement, and Fidelity Bonding systems</i></p> <p>b. completed within the <b>last five (5) years [2018-2023]</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	No further instructions
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Php234,000.00</b> [ <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php585,000.00</b> [<i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <p>The bid security in the form of cashier's/manager's check shall be payable to the <b>BUREAU OF THE TREASURY</b>.</p> <p><b>Note: During the opening of bids, the scanned copy of bid security (in any form) will be accepted provided that the original will be submitted by the LCB/SCB together with the additional requirements for post-qualification within five (5) calendar days (non-extendible). Failure to do so will be a ground for post-disqualification.</b></p>
15	<p><b>General Instructions during the bid opening:</b></p> <ol style="list-style-type: none"> <li>1. The bidding documents shall be composed of "Envelope 1 - Technical Component" and "Envelope 2 - Financial Component".</li> <li>2. The bidder shall create two (2) archive format compression files (e.g., RAR, ZIP) to be labelled as "Envelope 1 - Technical Component" and "Envelope 2 - Financial Component". These archive format compression files must be protected with strong password (e.g., alphanumeric and special characters) to</li> </ol>

ensure security, integrity and confidentiality. Unique password must be applied for each archive format compression file.

The Password must also have the following characteristics:

1. Must be at least 8 characters in length and consist of at least three password complexities (e.g. mixture of upper and lowercase letters and digits or symbols;
2. User must type in the same way the upper or lowercase letters;
3. Must not contain blank spaces or repetitive letters; and
4. Must not use "P@\$\$w0rd", username, real name or family names, or previous password.

"Envelope 1 - Technical Component" shall contain all documents listed under the Technical Component of the Checklist of Requirements.

"Envelope 2 - Financial Component" shall contain the Signed Bid Form.

Each and every page of the documents comprising the Technical and Financial Component must be scanned and in readable PDF format.

All electronic copies of bidding documents must be readable.

3. The two (2) archive format compression files must be uploaded to the folder in the drive specified in the email sent by the BAC Secretariat on or before the cut-off date and time as stated in the Invitation to Bid or Bid Bulletin. Thereafter, the bidder shall submit an electronic mail to [bac@treasury.gov.ph](mailto:bac@treasury.gov.ph) after successfully uploading the two (2) archive format compression files to [e-bids@treasury.gov.ph](mailto:e-bids@treasury.gov.ph).

Upon confirmation and receipt of the two (2) archive format compression files, the BAC Secretariat, in coordination with the Management Information System Service, shall generate a bid receipt for the official time of submission. The date and time appearing in the BAC Secretariat's email shall be the date and time of the receipt of bidding documents from the bidder. The BAC Secretariat will acknowledge the receipt of bid/s by sending a reply email containing the generated bid receipt.

Late bid/s shall not be accepted/considered. An auto-generated reply email will be sent to the said bidder/s.

Considering several factors that affect the sending and receipt of electronic mail communications, bidders are encouraged to send their upload request/authorization of their respective bidding documents by electronic mail not later than twenty-four (24) hours before the cut-off period set in the Invitation to Bid.

It is the bidder's responsibility to ensure that its electronic mail containing the bidding documents for the particular procurement project is duly received by the BAC Secretariat.

4. If a bidder modifies his/its bidding documents before the deadline for modification as allowed under the law, such bidder shall not be allowed to retrieve his/its original bidding documents. Instead, the bidder shall only be allowed to upload another bid in the same folder to be labelled as "Technical Modification" or "Financial Modification". The modification shall also be supported by an electronic mail to the BAC Secretariat through [e-bids@treasury.gov.ph](mailto:e-bids@treasury.gov.ph). The time indicated in the latest bid receipt generated shall be the official time of submission.

Bids submitted after the deadline set in the Invitation to Bid shall not be accepted/considered.

5. Only bids that are in compressed archive files and are password-protected shall be accepted.

The Bids and Awards Committee assumes no responsibility for the misplacement of the contents of the compressed and password-protected files.

6. The electronically submitted bids will be downloaded from the BAC Secretariat's drive only upon commencement of the Bid Opening. The date and time of receipt of bids as indicated in the generated bid receipt will be shown to the participants.

Actual presence of the bidders or their representatives during the opening of bid/s is required for the disclosure of password to facilitate the opening of the bids which are in archive format compression file. The representatives should be the ones listed in the pre-registration.

Each bidder will be given three (3) times to enter the correct password. If after three times, the bidder representative is unable to disclose the correct password, he/she will be automatically declared ineligible.

7. "Envelope 1 - Technical Component" will be decrypted first to determine the bidder's eligibility. The password for decrypting "Envelope 1 - Technical Component" will be disclosed by the

	<p>bidder only during the opening of his/its archive format compression file.</p> <p>8. Only “Envelope 2 - Financial Component” of the eligible bidder will be decrypted. The password for decrypting “Envelope 2 - Financial Component” will be disclosed by the bidder only during the opening of his/its archive format compression file.</p> <p>9. Non-discretionary “pass/fail” criterion as stated in the Section 30 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be used during the Bid Opening.</p> <p>10. All other rules and procedures as provided under Republic Act No. 9184, and its 2016 Revised Implementing Rules and Regulations are deemed incorporated as part of this instruction.</p> <p>The date and time of bid opening is on <b>December 28, 2023, 10:00 am Philippine Standard Time (PST), via zoom</b></p>
16	<p>Bid documents submitted through electronic means which have not complied with the pre-registration and prior payment of bid documents requirement shall not be opened and considered immediately disqualified.</p> <p>1. A G-Suite drive of <a href="mailto:e-bids@treasury.gov.ph">e-bids@treasury.gov.ph</a> shall be maintained as official repository of all electronically submitted bidding documents.</p> <p>A folder will be created in the google drive for each procurement project. Within the folder, sub-folders will be created for each of the prospective bidders gathered from the pre-registration form. (Settings: Editor only – do not allow editor to change the folder sharing options)</p> <p>3. The BAC Secretariat will send email to pre-registered bidders. The email shall indicate the link of the bidder’s own folder in the google drive for the specified procurement project. To ensure integrity of the google drive, access thereto by the bidder shall be subject to confirmation/approval by the BAC Secretariat. (Settings: Do not give access)</p> <p>4. The BAC Secretariat shall verify all request for access to the google drive for electronic bid submission. Only verified bidder’s request shall be granted access to the google drive. To ensure auditability, all activity details in the google drive will be seen from the Activity Tab of <a href="mailto:e-bids@treasury.gov.ph">e-bids@treasury.gov.ph</a>.</p> <p>The address for submission of bids is:</p> <p><a href="mailto:e-bids@treasury.gov.ph">e-bids@treasury.gov.ph</a></p>

	The deadline for submission of bids is <b>on or before December 28, 2023, 8:00 a.m. , Philippine Standard Time (PST)</b>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>For purposes of Post-Qualification, the following document(s) shall be required to be submitted within the non-extendible five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> <li>1. Latest income Tax Returns (for year 2022, filed 2023) (BIR Form 1701 or 1702);</li> <li>2. For the purposes of this bidding, prospective bidder shall submit their latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering six (6) months prior to the Opening of Bids. However, in view of BIR RMC No. 5-2023, taxpayers are no longer required to file their monthly Value Added Tax Declaration or Form 2550M beginning January 1, 2023, hence, those with Quarter ending June 2023 and September 2023 shall submit the applicable forms pursuant to said BIR Memorandum.</li> </ol> <p><b>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (eFPS).</b></p> <ol style="list-style-type: none"> <li>3. Original Bid Security or Notarized Bid Securing Declaration</li> <li>4. Omnibus Sworn Statement and Secretary's Certificate and/or Special Power of Attorney</li> </ol> <p>In case the PhilGEPS Certificate of Registration or any document listed under its Annex A has expired after the bid opening, the bidder is required to submit said documents anytime during the post-qualification stge.</p> <p>Note: Documents submitted during post-qualification or as part of post qualification documents must be certified by the authorized representative to be true copy/ies from the original.</p>
21.2	<i>No additional requirement.</i>



## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- A. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- B. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

*[Include the following clauses if Framework Agreement will be used:]*

- C. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- D. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b><i>Delivery Site:</i></b></p> <p><b><i>Bureau of the Treasury - Central Office</i></b>  <i>Ayuntamiento Building</i>  <i>Cabildo St., cor. A. Soriano Ave.,</i>  <i>Intramuros Manila</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For the purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b><i>Mr. John Mark Dalisay, CTOO II – Systems Administration Division (SAD)</i></b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided</li> </ol>

	<p>that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>



# Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury BTr) / ITB-18-2024-G (EPA)			One (1) Year upon receipt of Notice to Proceed.

I hereby certify to comply and deliver all of the above requirements in accordance with the above stated schedule.

Name of Company

Signature over Printed Name  
Of the authorized representative

Date

## ***Section VII. Technical Specifications***



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila 1002

## **TECHNICAL SPECIFICATIONS TERMS OF REFERENCE**

### **1. PROJECT TITLE**

Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury (BTr).

### **2. DESCRIPTION**

The proposed project involves the procurement of maintenance support services for the National Government Accounting System (NGAS), the National Government Collections and Disbursement System (NGCDS), and the Online Fidelity Bonding System (OFBS).

### **3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 11,700,000.00**

The Approved Budget for the Contract (ABC) is inclusive of value-added tax, all applicable taxes, and all other charges.

### **4. PROJECT DURATION**

The duration of the project shall be:

- Maintenance Support - Twelve (12) months from the receipt of the Notice to Proceed.

<b>PART I. TECHNICAL SPECIFICATIONS</b>			
<b>AGENCY SPECIFICATION</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>	<b>ACTUAL OFFER (Actual specs being offered)</b>	<b>REFERENCE (Indicate exact page number)</b>
<p><b>1. Maintenance Support</b></p> <p>The Service Provider must undertake systems maintenance of the above-mentioned PFM application systems, including necessary coding to correct errors and program revisions to address application deficiencies, especially involving application security, user enrollment, and user access privileges.</p> <p>The Service Provider shall ensure full support and maintenance to the operation in keeping with the changes in policies, and process improvements of the PFM application systems. The service provider shall:</p> <p>1.1. Maintenance activities should include necessary configuration and/or re-configuration to comply with a 3-tier architecture and separate report servers for all PFM application systems. Configuration/Re-configuration should also include installation to secondary and DR servers and synchronization thereof.</p> <p>1.2. Maintenance support should include the following:</p> <p>1.2.1. Provide support on the Digital signatures functionality for all PFM application systems using PKI technology</p> <p>1.2.2. Provide support on the hierarchy of users, user roles, and user access matrix.</p> <p>1.2.3. Provide support to BTR Administrators with a library maintenance page or modules to manage the libraries of the systems.</p> <p>1.2.4. Provide support and subscription on BTr's cloud-based email service to accommodate the bulk email-sending capability of the PFM systems</p> <p>1.2.4.1. Activation of the Email API Pro Email Sending Service Subscription</p> <p>1.2.4.2. 12-month subscription</p> <p>1.2.4.3. At least 300,000 guaranteed email sending per month</p>			

1.2.4.4.	Dedicated IP address			
1.2.4.5.	Necessary Application Programming Interface/s			
1.2.4.6.	SMTP Relay			
1.2.4.7.	Subuser Management			
1.3.	Provide maintenance support on the <i>existing</i> PFM application systems and their corresponding application modules and functionalities:			
1.3.1.	<b>NGASv2 Maintenance</b> - Ensure the continuous efficient running and updating of the following current functionalities and modules specifications:			
1.3.1.1.	User Management			
1.3.1.1.1.	Add/Edit/Update NGAS Library of Accounts			
1.3.1.1.2.	Account creation and password and access updating per users			
1.3.1.1.3.	Restrictions, deactivation, and reactivation of account subject to access role users			
1.3.1.1.4.	Capacity to use the digital signature and initials.			
1.3.1.1.5.	Activation, deactivation, and reactivation of Object code, Subsidiary Ledger account code			
1.3.1.1.6.	Investigate and resolve bugs or issues that occurred in the system			
1.3.1.1.7.	Update existing system application modules and functionalities in line with the changes in policies and guidelines			
1.3.1.2.	Journal Entry Voucher			
1.3.1.2.1.	Uploading of file to create JEV with multiple entries			

1.3.1.2.2.	Complexity to input the account name in JEV creation aside from account code			
1.3.1.2.3.	Capability to sort and filter Preparer's List of JEVs created			
1.3.1.2.4.	Attached or link multiple JEVs for additional reference in JEV creation			
1.3.1.2.5.	Incorporating the digital signatures and initials in JEV			
1.3.1.2.6.	Investigate and resolve errors, bugs, or issues in downloading supporting documents attached in JEV			
1.3.1.2.7.	Update the foreign exchange computation facility to be able to have an accurate amount			
1.3.1.3.	Reports			
1.3.1.3.1.	Continuous update and enhancement of the existing downloadable reports			
1.3.1.3.2.	Search tool for the Account Name aside from searching by Object and SL Code			
1.3.1.3.3.	Generate Subsidiary Ledger with date range of year to year			
1.3.1.3.4.	Generate a more accurate and comprehensive Financial Statement and Cash Flow Statement			
1.3.1.3.5.	Capability to generate the monitoring schedule and audit trail			
1.3.1.4.	Search Facility			
1.3.1.4.1.	Capability to search the amount as to single value entry, not just the JEV total amount			

<p>1.3.1.5. NGAS-First module</p> <p>1.3.2.<b>NGCDS Maintenance</b> - Ensure the continuous efficient running and updating of the following current functionalities and modules specifications:</p> <p>1.3.2.1. User Management</p> <p>1.3.2.1.1. Add/Edit/Update all existing NGCDS accounts library</p> <p>1.3.2.1.2. Updating and editing of mapping of codes.</p> <p>1.3.2.1.3. User Account creation and change of password and access updating per users per hierarchy of role per users</p> <p>1.3.2.1.4. Restrictions, deactivation, and reactivation of account subject to access role users</p> <p>1.3.2.1.5. Revise the Position Title dropdown based on the categories of the account users</p> <p>1.3.2.1.6. Revise the System Role dropdown based on the Position Title</p> <p>1.3.2.1.7. Capacity to incorporate the digital signature and initials in the Certification and other applicable reports</p> <p>1.3.2.1.8. Capability to input/link the JEV Reference from NGAS to the adjustments of collections</p> <p>1.3.2.1.9. Capability to have restrictions on the user roles to make any adjustments on the collection details</p> <p>1.3.2.1.10. Capability to have restrictions on the viewing and other role access on the limited facilities</p>			
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<p>1.3.2.1.11. Allow multiple reviewers and approvers in certification within its authority/jurisdiction.</p> <p>1.3.2.2. Bank Reports</p> <p>1.3.2.2.1. Capability to view and generate bank reports in PDF and/or in Excel format</p> <p>1.3.2.2.2. Capability to query the transaction based on the fill</p> <p>1.3.2.2.3. Investigate and resolve any discrepancies that occurred on the data uploaded by the banks and the amounts available in the NGCDS database report</p> <p>1.3.2.2.4. Investigate and resolve bugs, errors, and issues that occurred in the uploading of collection reports</p> <p>1.3.2.2.5. Capability to notify the successful and unsuccessful data in uploading of collection reports</p> <p>1.3.2.2.6. Query/find functionality with search options based on the amount, NCO Code, deposit date, date credited, organization code, bank, bank branch, and region</p> <p>1.3.2.2.7. Capability of RO and PDO admins to edit the uploaded bank data for entries on NCO code and Bank Branch code</p> <p>1.3.2.3. Certifications</p> <p>1.3.2.3.1. The dashboard should reflect the list of Certifications prepared by specific users.</p> <p>1.3.2.3.2. Capability to search the certifications made of all the users that are within its authority/jurisdiction.</p>			
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1.3.2.3.3.	Capability of the users to prepare Certifications in specific modules and send it online for review.			
1.3.2.3.4.	Capability of the users to view the remarks in returned Certification and edit based on the remarks and resubmit for review.			
1.3.2.3.5.	Capability of the reviewer and approver to view the remarks in the returned and edited Certification			
1.3.2.3.6.	Capability to automatically tag the collection details if there are any adjustments			
1.3.2.3.7.	Reviewers and Approvers ability to view all pending Certifications per user.			
1.3.2.3.8.	Ability to return the Certification to the preparer with remarks.			
1.3.2.3.9.	Capacity to incorporate the digital signature and initials in the Certification			
1.3.2.3.10.	Capability to automatically tag the collection details if already Certified and with a link on the prepared/issued certificate for Current Year			
1.3.2.3.11.	Capability to generate multi-page certification that will include all transactions from selection			
1.3.2.3.12.	Peso sign (PhP) shall be indicated only at the first row and in the total amount and shall be right aligned			
1.3.2.3.13.	Remove the address at the footer since BTr Regional Offices have different			

addresses, then indicate a page number			
1.3.2.3.14. Add Bank Branch as an additional filter in the generation of certification.			
1.3.2.3.15. Include Provincial Offices aside from the District Offices in the selection button for certification number purposes			
1.3.2.3.16. Indicate UACS funding source code in the General Fund (GF), Special Accounts in the GF, Trust Fund column in the certification			
1.3.2.3.17. Additional module for NCO Certification with multiple agencies to be credited.			
1.3.2.3.18. Change the notification prompt once reviewed from "No access to approve the Certificate" to "Successfully reviewed and forwarded for Final Approval "			
1.3.2.3.19. Add notification remarks that Certification "Successfully Approved"			
1.3.2.3.20. Include a pop-up message showing the Remarks once clicked by the Preparer			
1.3.2.3.21. Disable the tick button once the PDO reviewer has initially approved the certificate			
1.3.2.3.22. Insert the "Status of Certificate" column for the viewing details in the List of CY and NCO Certificates			
1.3.2.4. Modified Disbursement System (MDS)			
1.3.2.4.1. Capability to upload MDS and to receive prompt messages whether the reports			

are successfully uploaded or not.			
1.3.2.4.2. Capability to generate the MDS details of data that is/are not successfully uploaded.			
1.3.2.4.3. Option to select all uploaded MDS files in the generation of the reports of disbursements.			
1.3.2.4.4. Investigate and resolve any discrepancies, errors, and bugs encountered in uploading and generating of MDS report.			
1.3.2.5. Collection Reports			
1.3.2.5.1. Generation in Excel and PDF format			
1.3.2.5.2. Capability to generate reports through the data filters and selected type of report			
1.3.2.5.3. Continuous update and enhancement of the existing downloadable reports			
1.3.2.5.4. Capability to define and limit users to generate, download, and view reports			
1.3.2.6. Transaction History (Audit Trail)			
1.3.2.6.1. Capability to view the history of the transactions (original data and corresponding adjustments), for audit trail purposes.			
1.3.2.6.2. Audit and transaction/activity logs			
1.3.2.7. Notifications and Trail Logs			
1.3.2.7.1. Capability to view dashboard of pending/for-action Certification/s defined according to system role, visible upon successful login, with			

<p>chronological queuing of transactions</p> <p>1.3.2.7.2. Capability to notify users that there are for review and/or for approval forwarded</p> <p>1.3.2.7.3. Capability to notify the successful review and approval of Certification</p> <p>1.3.2.7.4. Add notification remarks that Certification "Successfully Approved"</p> <p>1.3.2.8. Dashboard for Analytics</p> <p>1.3.2.8.1. Capability to generate and view the collection data with matrix and statistical graphs in aid of analytics</p> <p>1.3.2.8.2. Capability to generate and view the disbursement data with matrix and statistical graphs in aid of analytics</p> <p>1.3.2.9. Others</p> <p>1.3.2.9.1. Investigate any issues/ concerns that may arise in the system</p> <p>1.3.2.9.2. Update existing system application modules and functionalities in line with the changes in policies and guidelines</p> <p><b>1.3.3.OFBS Maintenance</b> - Ensure the continuous effective running of the following modules in their current form and functionalities:</p> <p>1.3.3.1. Account Management</p> <ul style="list-style-type: none"> <li>Account creation of various system roles, including the protocols as to which system role can create which kind of account and the number of accounts allowed per system role</li> </ul>			
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<ul style="list-style-type: none"> <li>• Account viewing and updating, subject to system role restrictions on such actions</li> <li>• Hierarchy of viewing rights in order to adhere to data privacy regulations, inclusive of use of designated UACS organization code or other unique identification code of client's agency unit</li> <li>• Protocol for handling password change(s)</li> <li>• Capability to use digital signature when necessary</li> <li>• Deactivation and reactivation of account subject to system role</li> </ul> <p>1.3.3.2. Fidelity Bond Application</p> <ul style="list-style-type: none"> <li>• Generation and submission of Fidelity Bond Application Form (maintenance of form and function), differentiated across NEW, RENEWAL, CANCELLATION, INCREASE IN BOND types of application and inclusive of: <ul style="list-style-type: none"> <li>○ <i>accurate computation of maximum accountability, bond amount, and bond premium depending on the function(s) the applicant for bond perform(s); the mandatory input fields for the type of accountability varies depending on the function(s) of the applicant</i></li> <li>○ mandatory attachment function of required supporting documents, according to client type</li> <li>○ prompt messages for (un)successful uploading of attachments</li> <li>○ protocol in cases of need to DOWNLOAD, DELETE,</li> </ul> </li> </ul>			
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	<p>REPLACE attached supporting documents</p> <ul style="list-style-type: none"> <li>○ prompt messages for mandatory input fields</li> <li>○ prompt messages for allowable characters</li> <li>○ tool tips on completing the input fields</li> <li>○ inclusion of a tickbox with language that will substitute the requirement to notarize the hard copy version FBAF</li> </ul> <ul style="list-style-type: none"> <li>● Ability to revise suspended application(s) and re-submission thereof for Agency Approver's approval</li> <li>● Ability to delete applications not submitted to the Agency Approver</li> </ul>			
1.3.3.3.	<p>Fidelity Bond Application Review</p> <ul style="list-style-type: none"> <li>● Agency Approver's ability to view all pending applications for action</li> <li>● Agency Approver's ability to do the following on a pending application(s) in their processing queue: APPROVE or SUSPEND (application to revert to Agency User for revision)</li> <li>● <u>If approved</u>: routing of application back to Agency User for decision on mode of payment</li> </ul>			
1.3.3.4.	<p>Fidelity Bond Application Assessment</p> <ul style="list-style-type: none"> <li>● BTr PDO User's ability to view all pending applications for action</li> <li>● BTr PDO User's ability to SUBMIT FOR BTR APPROVAL / DISAPPROVAL or SUSPEND pending application(s) in their processing queue, differentiated across NEW, RENEWAL,</li> </ul>			

<p>CANCELLATION, INCREASE IN BOND types of application</p> <ul style="list-style-type: none"> <li>• Form and functionalities related to billing statement preparation, viewing, submission for approval, approval, electronic issuance, revision, cancellation, and/or (re)printing according to defined BTr PDO system roles</li> <li>• <u>For increase in bond:</u> BTr PDO User ability to recompute the amount of bond premium based on the preferred date of payment as chosen for agencies where there's an increase of accountability and change of position.</li> <li>• Maintenance of the current format of the billing statement to ensure professional aesthetics, clarity, readability, and inclusion of all defined components</li> </ul> <p>1.3.3.5. Fidelity Bond Premium Payment, upon application's approval by Agency Approver:</p> <ul style="list-style-type: none"> <li>• Ability of the Agency User to choose payment method</li> <li>• <u>If online payment chosen:</u> reliable, seamless, and accurate inter-system communication between OFBS and online payment channel systems (eg: eMDS, LinkBiz) for <i>auto-completion of needed information</i> in online payment channel system and then <i>automatically tagging the relevant bond applicant(s) as paid</i> in OFBS once payment is successful</li> <li>• <u>If OTC payment chosen:</u> ability of BTr PDO to manually tag as paid the relevant bond applicant(s)</li> <li>• <u>If online payment is not made within defined timeline:</u></li> </ul>			
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<p>cancellation of application with due email notice to the Agency User from which the application emanated</p> <p>1.3.3.6. Fidelity Bond Application Approval</p> <ul style="list-style-type: none"> <li>• BTr PDO User's ability to view paid applications</li> <li>• BTr PDO Approver's ability to view all pending applications for action</li> <li>• BTr PDO Approver's ability to APPROVE, DISAPPROVE, or SUSPEND pending application(s) in their processing queue, differentiated across NEW, RENEWAL, CANCELLATION, INCREASE IN BOND types of application</li> <li>• BTr PDO User or Approver capability to prepare, electronically issue, and/or re(print) Confirmation Letter(s) for approved application - differentiated across NEW, RENEWAL, CANCELLATION, INCREASE IN BOND types of application (subject to their defined roles)</li> <li>• Maintenance of the current format of the Confirmation Letter to ensure professional aesthetics, clarity, readability, and inclusion of all defined components</li> </ul> <p>1.3.3.7. Report Generation in PDF and/or Excel format, inclusive of:</p> <ul style="list-style-type: none"> <li>• Capability for flexible report generation through utilization of data filters with data matrix and statistical graphs in aid of analytics</li> <li>• Capability of defined BTr system role(s) to download CSV version</li> </ul>			
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<p>of all data inputs, both for OFBS and data migrated from FBAS</p> <ul style="list-style-type: none"> <li>• Viewable and downloadable full database of transactions made in OFBS, categorized according to stage of processing</li> </ul> <p>1.3.3.8. Notifications and Trail Logs</p> <ul style="list-style-type: none"> <li>• Dashboard of pending/for-action bond application(s) defined according to system role, visible upon successful login, with chronological queuing of transactions</li> <li>• Automated email of login credentials upon successful system enrollment or change in these login credentials, ie: username, password</li> <li>• Automated email notifications for expiring bonds sent according to defined timelines</li> <li>• Automated email notification to Agency User(s) in case of suspended applications</li> <li>• Electronic transmission of the billing statement and Confirmation Letter via email to Agency User</li> <li>• Dialogue box(es) requesting for consent on data privacy and data confidentiality matters</li> <li>• Audit and transaction/activity logs</li> </ul> <p>1.3.3.9. System Aesthetics - Maintain the current look and navigational style of the OFBS</p> <p>1.4. Provide maintenance support for the upcoming/incoming enhancements for the PFM applications systems listed above.</p> <p>1.5. Provide application, database, and system administration support</p>			
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<p>1.6. Provide Disaster Recovery, Back-up, and Restore Plans and Services, and other contingency measures</p> <p>1.7. Provide system diagnostic and problem resolution</p> <p>1.7.1. Provide assistance to end-users of the PFM application systems, troubleshooting and performing root cause analysis. Identify and provide timely workarounds and solutions to meet end-users' needs.</p> <p>1.7.2. Provide monthly accomplishment reports on the maintenance support</p> <p>1.7.3. Provide incident report/s as soon as an issue/s and other related matters occur.</p> <p>1.8. Provide Patch Management Plan</p> <p>1.9. Provide Change Management Plan</p> <p>1.10. Provide Configuration Management Plan</p> <p>1.11. Provide compliance, quality, and security audit work</p> <p>1.12. Provide periodic monitoring and backup of the systems and their databases.</p> <p>1.13. Ensure that the PFM application systems and their databases are updated, working, and responsive to the needs/requirements of stakeholders</p> <p>1.14. Provide metrics/acceptable response time for queries, etc.</p> <p>1.15. Conform with the Service Level Agreement and perform within the Target Response Times based on the severity level of the reported Support Request.</p>			
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PART II. BIDDER'S COMPLIANCE	BIDDER'S STATEMENT OF COMPLIANCE	REFERENCE
<p><b>1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE</b></p> <p>1.1. The bidder must provide professional resources for the said PFM application systems with corresponding documents for the certifications, educational qualifications, and experience of the following:</p> <p>1.1.1. One (1) Project Manager</p> <p>1.1.1.1. Project Management Professional (PMP) or PRINCE2 certified with a Bachelor's degree related to Business, Economics, Applied Mathematics, Engineering, Accounting, Computer Science, Information Technology, Information Engineering, and/or other related courses.</p> <p>1.1.1.2. At least three (3) years of experience in IT project management related to systems development, implementation, and maintenance.</p> <p>1.1.2. At least one (1) Senior System Developer</p> <p>1.1.2.1. Bachelor's degree or graduate degree in business, computer science, information technology informatics</p> <p>1.1.2.2. At least five (5) years experience in Software Development. Experience in full-stack development.</p> <p>1.1.3. At least two (2) Mid Level System Developer</p> <p>1.1.3.1. Bachelor's degree or graduate degree in business, computer science, information technology informatics</p> <p>1.1.3.2. At least three (3) years experience in Software Development. Experience in full-stack development.</p> <p>1.1.4. At least two (2) QA Specialists</p> <p>1.1.4.1. Bachelor's degree or graduate degree in business, computer science, information technology informatics</p> <p>1.1.4.2. At least 1 year experience in manual and automated software testing</p>		

<p>1.1.4.2.1. conducted at least 2 similar projects in their capacity as QA Specialist</p> <p>1.1.5. At least two (2) onsite developers as technical support staff throughout the completion of the project</p> <p>1.1.5.1. Bachelor's degree or graduate degree in business, computer science, information technology</p> <p>1.1.5.2. At least six (6) months experience as a system developer including but not limited to troubleshooting and providing resolution to system issues and problems in providing technical assistance to end-users.</p> <p>1.2. The bidder must be operating as an I.T. company in the Philippines for the past 5 years.</p> <p>1.3. The bidder must have completed a single largest contract similar to the project to be bid equivalent to at least 50% of the ABC within the past 5 years.</p> <p>1.4. The bidder must have 1 similar contract related to the project.</p> <p><i>Note: Similar projects are those related to Systems Development and Maintenance Support of Public Financial Management Systems including the National Government Accounting, Collection, Disbursement, and Fidelity Bonding systems.</i></p>		
<b>PART III. OTHER CONDITIONS AND REQUIREMENTS</b>		<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<p><b>1. PROJECT IMPLEMENTATION / GENERAL GUIDELINES / SCOPE OF WORK</b></p> <p>1.1. Project Commencement per PFM application system</p> <p>1.1.1. Organize project briefing/kick-off meeting. Must submit the following documents within 30 calendar days upon receipt of Notice to Proceed:</p> <p>1.1.1.1. Inception Report</p> <p>1.1.1.2. Project Management Plan</p> <p>1.2. Attend scheduled and ad hoc meetings required by BTr.</p> <p>1.3. Conduct all activities as required by BTr within reasonable working hours within the scope of services related to the project.</p> <p>1.4. In cases of manpower unavailability, the BTr reserves the right to require replacement from the service provider.</p> <p>1.4.1. The service provider must provide a written notice to BTr in case there is/are changes in the manpower resource.</p>		

<p>1.4.2. The Service Provider must provide replacement personnel, with similar or higher qualifications/credentials, within four (4) weeks of written notice to BTr and a smooth transition must be ensured.</p>	
<p><b>2. PLANNING/SCOPING AND DESIGN, SYSTEM DEVELOPMENT, AND TRAINING/KNOWLEDGE TRANSFER</b></p> <p>2.1. Systems Development Design per PFM application system</p> <p>2.1.1. Submission of documents for approval before system development. Documents are the following:</p> <p>2.1.1.1. Business Requirements Specifications (BRS)</p> <p>2.1.1.2. Functional Requirements Specifications (FRS)</p> <p>2.1.1.3. Functional Specifications Document (FSD)</p> <p>2.1.1.4. Technical Specification Document (TSD)</p> <p>2.2. Systems Maintenance and Testing per PFM application system</p> <p>2.2.1. The service provider must resolve all possible issues that may arise in the modules/functionalities of the PFM application systems.</p> <p>2.2.2. The service provider must ensure that the end-users have tested every module</p> <p>2.2.2.1. The service provider must submit a User Acceptance Test (UAT) sign-off document on the maintained and tested module which must be signed by the end-user.</p> <p>2.3. Systems Deployment and Training per PFM application system</p> <p>2.3.1. The service provider must notify BTr every time an update in a module is to be deployed</p> <p>2.3.1.1. Provide system updates and patches to fix application error/s and/or bugs, and compatibility issues.</p> <p>2.3.1.2. The service provider must submit a Certificate of Acceptance on the modified deployed module which must be signed by the end-user.</p> <p>2.3.1.3. The service provider must update the System Documentation, as necessary:</p> <p>2.3.1.3.1. Functional Specification Document</p> <p>2.3.1.3.2. Technical Specification Document</p> <p>2.3.1.3.3. User Manual</p> <p>2.3.1.3.4. Technical Guide</p> <p>2.4. Training and Knowledge Transfer per PFM application system, as necessary.</p>	

<p>2.4.1. The service provider must provide training/s to:</p> <p>2.4.1.1. BTr personnel of the Database Administration Division (DAD) and Systems Administration Division (SAD) for the proper administration and maintenance of the application systems and their corresponding databases.</p> <p>2.4.1.2. End-users for the functional use of the application system.</p> <p>2.4.2. The service provider must provide training/s upon notice of successful deployment of updated module/s:</p> <p>2.4.2.1. The Service provider must submit a training plan for approval from BTr.</p> <p>2.4.2.2. BTr will determine the training schedule</p>	
<p><b>3. SYSTEMS MAINTENANCE SUPPORT</b></p> <p>3.1. Provision of assistance to end-users of the systems, troubleshooting, and performing root cause analysis. Identify and provide timely workarounds and solutions to meet end user's needs. It is imperative that the service provider should provide incident report/s.</p> <p>3.2. Provision of assistance to BTr-MISS technical team in providing support and maintenance to the PFM application systems.</p> <p>3.3. Support for 1 year which includes the following:</p> <p>3.3.1. 8x5 phone support</p> <p>3.3.2. 8x5 email support</p> <p>3.3.3. 8x5 onsite support</p> <p>3.4. The vendor must notify BTr in advance of all updates and patches.</p> <p>3.5. On-site deployment of solutions developer to maintain the developed modules of the PFM systems;</p> <p>3.6. Conformity with the Service Level Agreement (Annex A).</p>	
<p><b>4. SERVICE ACCEPTANCE</b></p> <p>4.1. A "Certificate of Acceptance and Satisfactory Performance" shall be issued after successful testing of the solution and provided that the following conditions are met:</p> <p>4.1.1. Hand-over of the full documentation and monthly accomplishment and incident reports.</p> <p>4.1.1.1. All the source codes must be submitted to the BTr Database Administration Division (DAD) for every application system.</p>	

<p>4.1.1.1.1. Rights to the source code for all the above-mentioned application systems are to be owned by the BTr.</p> <p>4.1.1.2. The service provider must submit the following updated System Documentation for every PFM application system upon written request from BTr:</p> <p>4.1.1.2.1. Functional Specification Document</p> <p>4.1.1.2.2. Technical Specification Document</p> <p>4.1.1.2.3. User Manual</p> <p>4.1.1.2.4. Technical Guide</p>	
<p><b>5. MODE OF PAYMENT</b></p> <p>5.1. Payment of the contract shall be made upon completion of milestones listed below:</p> <p>5.1.1. Maintenance Support - monthly payment of ₱975,000 for 12 months. Service Provider must submit the following:</p> <p>5.1.1.1. Monthly maintenance support accomplishment report signed by service provider.</p> <p>5.1.1.2. Monthly incident report signed by service provider, if such incident/s arise.</p> <p>5.2. The total amount to be paid to the service provider must not exceed the contract amount inclusive of value-added tax, all applicable taxes, and all other charges.</p>	
<p><b>6. OTHER CONDITIONS</b></p> <p>6.1. Freebies (if any/existing)</p> <p>6.1.1. The winning bidder must submit a list specifying the quantity, name, and description of all included freebies marked as "Freebies".</p>	
<p><b>7. NON-GRAFT CLAUSE</b></p> <p>7.1. The winning bidder warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
Of the authorized representative

\_\_\_\_\_  
Date

## ANNEX A: SERVICE LEVEL AGREEMENT

- Provision of support services on BTr workday basis;
- Must provide a single point of contact for all technical issues.

Support Level	Resource	Primary Responsibilities
Level 1	NGASv2, NGCDS, OFBS Helpdesk	Act as the first point of contact
		Log and track problems
		Answer basic operational and knowledge questions
		Resolve some procedural and usage problems
		Determine the severity level of the problem
		Dispatch problems to Level 2 or Level 3
Level 2	Functional Support	Support visibility to the clients
		Act as the hands and legs of Level 1
		Get better understanding of the problem
		Resolve general issues
		Update the Knowledge Base and Problem tracking system
		Dispatch problems to Level 3
Level 3	Developer Support	Remote support for Level 1 and Level 2
		Take responsibility for problem resolution
		Isolate complex problems to failing components
		Fix routine technical problems
		Identify bypass and recovery procedures
		Update the Knowledge Base and Problem tracking system



- Support response time

Severity Level	Indicator Type	Impact Description	Response Time
Severity 1 Critical	High High (HH)	All BTr field offices are affected  This includes issues escalated by BTr RO directors and/or PDO heads	Response Time : < 10 mins  Resolution Time : < 3 hours
Severity 2 Severe	High (H)	Multiple users in multiple BTR field offices are affected.  This includes issues escalated by BTr RO directors and/or PDO heads	Response Time : < 30 minutes  Resolution Time : < 3 hours
Severity 3 Significant	Medium (M)	Multiple users in a single BTR field office are affected.	Response Time : < 1 hour  Resolution Time : < 8 hours
Severity 4 Less Impact	Low (L)	Single user affected.	Response Time : < 2 hours  Resolution Time : < 24 hours

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**Or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing 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; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

### **Additional requirements to the Technical Specifications**

1.The bidder must provide professional resources for the said PFM application systems with corresponding documents for the certifications, educational qualifications, and experience of the following:



#### One (1) Project Manager

Project Management Professional (PMP) or PRINCE2 certified with a Bachelor's degree related to Business, Economics, Applied Mathematics, Engineering, Accounting, Computer Science, Information Technology, Information Engineering, and/or other related courses.

At least three (3) years of experience in IT project management related to systems development, implementation, and maintenance.



#### At least one (1) Senior System Developer

Bachelor's degree or graduate degree in business, computer science, information technology informatics

At least five (5) years experience in Software Development. Experience in full-stack development.



#### At least two (2) Mid Level System Developer

Bachelor's degree or graduate degree in business, computer science, information technology informatics

At least three (3) years experience in Software Development. Experience in full-stack development.



#### At least two (2) QA Specialists

Bachelor's degree or graduate degree in business, computer science, information technology informatics

At least 1 year experience in manual and automated software testing

conducted at least 2 similar projects in their capacity as QA Specialist



#### At least two (2) onsite developers as technical support staff throughout the completion of the project

Bachelor's degree or graduate degree in business, computer science, information technology

At least six (6) months experience as a system developer including but not limited to troubleshooting and providing resolution to system issues and problems in providing technical assistance to end-users.

☐ The bidder must be operating as an I.T. company in the Philippines for the past 5 years.

☐ The bidder must have 1 similar contract related to the project.

☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

***Class "B" Documents***

☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Other documentary requirements under RA No. 9184 (as applicable)***

☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**

☐ (b) Original of duly signed and accomplished Price Schedule(s).

## SAMPLE FORMS

### Statement of Ongoing and Awarded But Not Yet Started Contracts

This is to certify that [name of company] has the following ongoing and awarded but not yet started contracts for CY 2018-2023

Name of Contract	Date of the Contract	Kind of Service/ Goods sold	End-User's Name and Address	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier/Contractor C) Distributor

\_\_\_\_\_  
Name and Signature of Authorized  
Representative

\_\_\_\_\_  
Date

#### Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
  - (i) The day before the deadline of submission and opening of bids.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

## Statement of Single Largest Completed Contract (SLCC)

This is to certify that [name of company] has the SLCC for the period CY 2018-2023:

Date of the Contract	Name of Contract	Kind of Service/ Goods sold	End-User's Name and Address	Amount of Contract	Date of End-User's Acceptance, or Completion, and/or Official Receipt No./Delivery	Date of official Receipt	Bidder is (A)Manufacturer (B)Supplier/Contractor © Distributor

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

### Instructions:

- a) Cut-off date as of :
  - (i) The day before the deadline of submission and opening of bids.
- b) In the column under “dates”, indicate the dates of Delivery/End-user's acceptance and official receipt.
- c) Name of contract refers to the nature/scope of the contract for the procuring entity to determine the relevance of the entry with the procurement at hand. .

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date : December 28, 2023  
Project Identification No. : **ITB-18-2024-G (EPA)**

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the **Maintenance Support Services for Various Public Financial Management (PFM) Application Systems of the Bureau of the Treasury BTr / ITB-18-2024-G (EPA)**, in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

_____	_____
_____	_____
_____	_____

(if none, state "None") /

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.



We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Price Schedule for Goods Offered from Abroad

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

### *For Goods Offered from Abroad*

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_, issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

**Note: During the opening of bids, the scanned copy of the Omnibus Sworn Statement will be accepted provided that the original will be submitted by the LCB/SCB together with the additional requirements for post-qualification within five (5) calendar days (non-extendible). Failure to do so will be a ground for post-disqualification.**

## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

X-----X

### **BID SECURING DECLARATION** **Invitation to Bid: ITB-18-2024-G (EPA)**

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>3</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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<sup>3</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_, issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**Note: During the opening of bids, the scanned copy of the duly notarized Bid Securing Declaration will be accepted provided that the original will be submitted by the LCB/SCB together with the additional requirements for post-qualification within five (5) calendar days (non-extendible). Failure to do so will be a ground for post-disqualification.**



