TERMS OF REFERENCE
PROCUREMENT and ASSET MANAGEMENT SYSTEM (PAMS)
As of 31 March 2021

I.   RATIONALE

Pursuant to Section 36 of Republic Act (RA) Number 9593, the Tourism Promotions Board (TPB), is responsible for marketing and promoting the Philippines domestically and internationally as a major global tourism and meetings, incentives, conventions and exhibitions (MICE) destination, to draw a sizeable number of tourists and tourism investments to the country.

To ensure achievement of its mandate, the TPB needs office systems, tools and infrastructure to provide the needed administrative support to its marketing operations, including procurement, maintenance, tracking and disposal of assets, and other administrative support in compliance with relevant rules and regulations.

To improve efficiency in tracking assets and payments, TPB needs a comprehensive solution for the procurement, inventory, issuance, tracking and disposal of current and future properties and assets of the corporation. At present, TPB Procurement and General Services Division (PGSD) use MS Excel files and Google Sheets to manage these separate processes. An integrated solution that tracks the corporation's assets from "womb to tomb" is expected to improve the management of these assets and more effectively provide the support to TPB's operating units.

II.   OBJECTIVES

GENERAL
The primary objective of the TPB – Procurement and Asset Management System (TPB-PAMS) is to provide an integrated web-based solution for the budget planning, procurement, inventory, issuance, tracking and disposal of current and future properties and assets of TPB, for more efficient management of resources and compliance with regulatory requirements.

SPECIFIC
The TPB aims to efficiently manage its assets through use of a custom-built, integration-capable, and scalable application solution with cloud-access capability, supported by the necessary hardware infrastructure to:
   a)   Systematize the budget planning and procurement activities and records of TPB;
   b)   Provide a common and accessible platform for the inventory, tagging, issuance tracking, valuation, monitoring and disposal of the same; and
   c)   Collect and manage the data needed for reporting and compliance with regulatory requirements such as submission of the Preparation of the Project Procurement Management Plan (PPMP), Annual Procurement Plan (APP), Procurement Monitoring, and Inventory Reports.

III. SCOPE AND COVERAGE

3.1 The service provider shall create and develop for TPB a Procurement and asset Management System (PAMS) based on this Terms of Reference and Scope of Work (TOR-SOW) with "Unlimited" number of user licenses / enterprise license;

3.2 The service provider shall ensure that the PAMS has the capacity to regularly generate regulatory reports herein indicated, which shall be compliant with the government required format and reporting. These

reports should be customized as per TPB's requirements, available "out-of-the-box" upon installation of the software, and must have the capability to update the formats based on future government issuances.

The TPB-PAMS shall consist of the following sub-modules, namely:

❖ **Procurement Planning Module** *(BTMS*)*
   1. Preparation of the Project Procurement Management Plan (PPMP)
      1.1 Attachment of Terms of Reference, Technical Specifications and Scope of Works
      2.2 Determination of Procurement Method / Processing of Agency Procurement Request
   2. Consolidation and Submission of the Annual Procurement Plan (APP)
   3. Realignment, Supplementary and Re-allocation
   4. Tracking of APP and PPMP History
   5. Viewing of APP Draft

❖ **Procurement Management Module**
   1. Purchase Request*(BTMS*)*
   2. Canvassing / Quotation / Bid Evaluation
   3. Awarding
   4. Purchase Order*(BTMS*)*
   5. Purchase Order Adjustment
   6. Contract Management
   7. Delivery
   8. Preparation of Disbursement Voucher*(BTMS*)*

❖ **Inventory Management Module**
   1. Fixed Assets
   2. Inventory Custodian Slip
   3. Supplies Inventory
   4. Accountability Monitoring
   5. Reporting
   6. Disposal
   7. Insurance
   8. Vehicle/Fleet Management
   9. Request for Allocation of Resources
   10. Repair and Maintenance
   11. Warehouse Management

*These forms must be integrated with the Budget Treasury Management System (BTMS) of the Department of Budget and Management (DBM).

IV. DETAILED TECHNICAL SPECIFICATIONS

a. **GENERAL SYSTEM REQUIREMENT (minimum)**

Efficiency and Convenience Tools	1. 360 View of Transactions	
	1.1. Complete view of the transaction details on a single page	
	1.2. Real time feeds on transaction status	
	1.3. Better information delivered to end-users at a glance	
	2. Notification and Alerts	
	2.1. Sending of notifications to the appropriate users for every transaction via Email and SMS	
	2.2. Sending of notification via Email/SMS and alerts based on the frequency implemented for transaction turn-around time and for transactions that has scheduled alert notifications	
	2.3. Sending of notification via Email/SMS based on the critical and re-order level set in monitoring of supplies	
	3. Quick Search and Assists Filters	
	3.1. Facility for quick search in all modules	
	3.2. Filtering functionality for all tables and modules	
Configuration and Security Requirements	4. User Access Rights and Control Mechanism	
	4.1. Shall have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor).	
	4.2. Policy control level that will restrict/allow which modules and actions should be available to the end users	
	4.3. Shall have the facility to restrict access to menus and data sources such as databases, tables and folders.	
	5. Workflow Management	
	5.1. Dynamic workflow which allow the user to define different workflows for different types of jobs or processes and increases flexibility within a workspace and helps the administrators maintain all workflow processes in the system	
	5.2. Use of email based software technology to increase the efficiency of a workflow by improving the coordination of the activities of the people involved.	

	5.3. Workflow automation helps to ensure that at the right time the right person gets the right information about what needs to be done and in what order.	
	6. Authentication and Audit Trail	
	6.1. User authentication that allows the system to verify the identity of someone who connects or access the system. User authentication consisted of assigned username and password combination	
	6.2. A functionality that log/captures the historical records of all transactions or events that happened in the system in based on the sequence events.	
	6.3. A time stamp functionality that captures when and what time a transaction was processed or submitted shall include, but not limited to the following: - File Updating and Maintenance - Errors and abnormal activities in the system - User and system administrator activities - User log-on and log-off	
	6.4. User activities relative to the stored information which include updating, printing, downloading, deletion, annotation, and other changes	
	6.5. List of records/files removed from the active database for backup purposes	
	6.6. Shall have the facility to view, print and download audit trail report in PDF, Excel and CSV file formats	
	6.7. Shall have the facility to display current users of the system any time	
	7. User Maintenance	
	7.1. Shall have the facility to update user accounts	
	7.2. Shall have the facility to configure user idle time to trigger automatic logout.	
Integration Requirements	8. Integration	
	8.1. Share of libraries or transactions between systems	
	8.2. Standard coding of items across systems	
	8.3. Uniform depreciation of properties	
	8.4. Processing of Procurement and General Services Division (PGSD) Supplies purchases through Procurement system upon reaching re-orderable levels	
	8.5. Employee viewing of accountabilities and any transactions from any systems	

	8.6. Single approving authority across systems per department	
	8.7. Corporate viewing/printing of selected reports	
	8.8. Corporate viewing/printing of libraries	
	9. Linkage with Accounting System Note: In the absence of an accounting system, module must still be available	
	9.1. Connection to Accounting System that will facilitate browsing, downloading and uploading of information or storage of information (summary of issuance, summary of depreciation cost, etc.)	
	9.2. Facilitate creation of accounting entries (debit/credit) to be posted in the accounting system such as:	
	9.3. ICS depreciation	
	9.4. Supplies issuances	
	9.5. Disposal thru: - Public Auction / Public Bidding - Sale thru Negotiation - Barter - Transfer to other Government Agency - Donation - Destruction or Condemnation - Or any other mode of disposal as mandated by the Government	
	9.6. The Accounting System will maintain the General Ledger of PPEs (e.g. FFEs, IT Equipment) and supplies issuances to departments while the Fixed ICS & Supplies Monitoring shall maintain their corresponding Subsidiary Ledger.	
	9.7. The proposed system should interface and be fully integrated with our plan / current corporate Accounting System and other related systems that will be providing and requiring information to and from the proposed system and should allow cross company/multi-company transaction. Accounting entries are automatic to Accounting System, hand-off file or uploading is not allowed.	
	10. Linkage with Personnel Information System (PIS) or any Human Resource Management Information System (HRMIS)	
	10.1. Capability to allow scheduled or ad-hoc upload from the PIS/Employee System of all or selected employee and organizational unit (sector, group or department) information.	
	10.2. Capability to allow scheduled or ad-hoc upload of list of current Contractual employees.	
	10.3. Capability to allow scheduled or ad-hoc upload from the Employee System of all or selected employee and organizational unit (sector, group or department) information.	

	10.4. Shall have the facility to update user login credentials (user name, password).	
	10.5. Shall have the facility to support activation of a separate password policy, which includes, but not limited to, the following:	
	10.6. Password history	
	10.7. Password configuration (allowed characters, forbidden passwords, number of characters, etc.)	

A. Procurement Planning Module (PPMP / APP)

The module shall be designed to optimize planning and financial control to promote sound business decisions, demonstrate accountability and efficient work flow, and to prompt appropriate and immediate action when and where necessary.

Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	1. Preparation of the Project Procurement Management Plan (PPMP) 1.1 Attachment of Terms of Reference, Technical Specifications and Scope of Works 1.2 Determination of Procurement Method / Processing of Agency Procurement Request	

	1.3 Facility for a department level preparation of Project Procurement Management Plan (PPMP) with corresponding budget, all with details of items as required by Department of Budget and Government Procurement Policy Board (GPPB) like as follows:
	
	 - PPMP No.
	  - Mode of Procurement
	  - Implementing Unit details
	  - Source of Funds
	  - Accounting Code Mapping
	  - etc.	

	2. Consolidation of Project Procurement Management Plan (PPMP) to Annual Procurement Plan (APP)	
	3. Functionality for adjustment of PPMP / APP based on approved budget reallocation, realignment or supplemental	
	4. Tracks utilization of APP and remaining budget	
	5. One click consolidation/reconsolidation of APP	
	6. Printing of APP related reports such as APP-CSE, APP per Project etc.	

B. Procurement Management Module

Purchase Requisition Process	1. Purchase Requisition (PR) Processing	
	1.1. Facility to extract PR from the DBM-BTMS and/or encode and process PR details such as: - PR No. / Date of PR - Unit / Requesting Department - Mode of Procurement	

	- PR Type - Budget Verification	
	1.2. Facility to determine whether PR is to be processed through a certain mode of procurement such as but not limited to: - Shopping - Limited Source Bidding - Direct Contracting - Repeat Order - Public Bidding - Negotiated Procurement - Agency to Agency - Lease Venue - Will be procured thru PS-DBM - Emergency Cases - Small Value Procurement	
	1.3. Capable of tracking / referencing the PR items based on the approved Annual Procurement Plan	
	1.4. Capable of monitoring the status of PR	
	1.5. Capable of consolidating multiple PRs into 1 PR	
	1.6. Capable of creating PR from multiple PPMPs for procurement of Common-Supplies items	
	1.7. Capable of generating Procurement Monitoring Report	
Mode of Procurement Matrix	2. Indication of Procurement Method based on PPMP and APP	
	2.1. Compliance in the order of determining the procurement method	
	2.2. Generate applicable procurement report based on the procurement method used.	
	2.3. Generation of Agency Procurement Report (APR) containing all mandated information	
Canvassing	3. Canvassing / Quotation / Bid Evaluation	
	3.1. Capable of creating Request for Quotation (RFQ)	
	3.2. Allows quotations for both services and materials	
	3.3. Quotation ranking based on pre-defined canvassing criteria.	
	3.4. Capability to prepare Abstract of Quotations	
	3.5. Allows editing of Abstract of Quotations	
	3.6. Functionality for Conversion incase of non-peso transaction	
	3.7. Automatic email submission for RFQ/RSQ based on the email address of the supplier indicated in the supplier module	

	3.8. Tracking of PhilGeps Posting Date	
Awarding	4. Awarding	
	4.1 Capability to prompt preparation of BAC Resolution after Bid Evaluation	
	4.2 Capable to prepare/ print Notice of Award	
Purchase Order / Contract / Notice to Proceed	5. Purchase Order Processing / Contract / Notice to Proceed: - Approved Purchase Requisition to Purchase Orders - Allows various delivery dates for items in a Blanket Order - Allows extraction of POs generated from the DBM-BTMS	
	5.1. Refers PO to PR or Quotation, or other reference document number	
	5.2. Allows one PR to one PO: many PRs to one PO; and one PR to many PO's	
	5.3. Approval routing for purchase Order through Workflow	
	5.4. Monitors status of Purchase Orders	
	5.5. Records invoice, Official Receipt Number for POs served and paid	
	5.6. Shows audit trail of PO transaction	
	5.7. Generation of Purchase Order (PO) containing all mandated information	
	5.8. Segregated printing of PO for special cases like when two suppliers win the bidding process	
	5.9. Browse related documents as required in the submission of a particular procurement documents (i.e. PR property Acknowledgement Receipt (PAR) abstract of quotations etc. whatever is required)	
	5.10. Generation of petty cash voucher (PCV) for petty cash purchases	
	5.11. Automatic generation of winning bidder/supplier yet manual selection shall be allowed.	
	5.12. Generation of COA Transmittal Report	
	5.13. Ability to compute penalty for delay in the delivery of items by the supplier in accordance to the law mandate	
Purchase Order Adjustment	6. Purchase Order Adjustment	
	6.1. Functionality to make adjustment to a specific Purchase order	
	6.2. Identification of items to be adjusted per suppliers	
	6.3. Updated PO regarding adjusted quantity and unit price	
Contract	7. Contract / Agreement Management	

Management	7.1 Capability to track multi-year contract	
	7.2 Capability to track Contract Info, Vendor Details, Warranty Date and Amount	
	7.3 Capability to track deliveries based on the PO/Contract	
	7.4 Capability to monitor payment schedules and details	
	7.5 Capability to evaluate the supplier/external provider and generate the summary of external providers' performance evaluation report	
Preparation of Voucher /Accounting Entries	8. Preparation of Voucher for payment of purchase	
	8.1. Generation DV for payment of purchase	
	8.2. Automatic recording (feeding) of purchased items according to the category of inventory (fixed assets or supplies inventory)	
	8.3. Categorization of items into fixed assets or supplies inventory	
	8.4. Automatic listing of requirements/attachments for a certain transaction	
	9. Generation of Accounting Entries	
	9.1. Generate automatic accounting entries to approved purchases	

C. Property and Inventory Management Module

Delivery, receipt, Inspection, and acceptance of supplies, materials and Equipment	1. Delivery, receipt, Inspection, and acceptance of supplies, materials and Equipment	
	1.1. Generation of Inspection and Acceptance Reports (IAR) and credit transactions which allows processing of partial delivery and restriction of re-generation of IAR with the same transaction	
Item Status	2. Item Status	
	2.1. Able to classify materials in various categories	
	2.2. Monitors aging or shelf-life	
	2.3. Classifies inventory as: active or inactive (depending on movement), for repair, for disposal, for replacement, etc.	
	2.4. Able to identity which items are fast-moving or slow-moving	
	2.5. Computation or Recording and Monitoring of reorder point, maximum and minimum inventory levels	
Item History Monitoring	3. Item History Monitoring	
	3.1. Automatically compute for year-to-date values for items purchased, used, and rejected	
	3.2. Supports barcoding technologies	
	3.3. Allows automatic conversion from unit of measure to another unit of measure	
Consolidated Features	4. Consolidated Features	
	4.1. History of item status (uncanvassed, delivered on time, etc.)	
	4.2. Browsing / printing history of item status per supplier	
	4.3. Capable of transferring property accountability from one person to another	
Items Receipt	5. Items Receipt	
	5.1. Identifies schedule of deliveries to allow inquiries on inventory stock	
	5.2. Classification of inventory items according to status, e.g. in-transit, under inspection, etc.	
	5.3. Classifies all goods received according to standard item types	

	5.4. Automatically updates for item cost upon receipt of new items, depending on evaluation. E.g. FIFO,LIFO	
	5.5. Processes both partial and full deliveries on purchases	
	5.6. Records details on quality inspections on received items, e.g. warehouse received, inspection date, inspection results, inspecting and reviewing personnel, etc.	
Items Issuance	6. Items Issuance	
	6.1. Processes receipts of non-stock items for further issuance, e.g. identity approved requests for supplies	
	6.2. Using built-in workflow, informs requesting personnel of availability of items	
	6.3. Processes goods issuance for projects departments, allocating the costs to corresponding cost centers	
	6.4. Automatically updates quantities on hand	
Items Transfer	7. Items Transfer	
	7.1. Records information on inventory transfers, e.g. item to be transferred warehouse details, accountability information	
	7.2. Processes warehouse to warehouse and warehouse to department transfers	
Maintenance of Supplies withdrawal Schedule	8. Maintenance of Supplies withdrawal Schedule	
	8.1. Create a department level facility to support the current Supplies Withdrawal Slip (SWS) processes to be interfaced with the main system	
	8.2. Able to monitor actual supplies utilization at department level	
	8.3. Supplies Withdrawal Schedule per Department by encoding the issuance date	
Standard Stock Level of Supplies Inventory	9. Standard Stock Level of Supplies Inventory	
	9.1. Determine standard level of supply for each inventory item	
	9.2. Allow build-up of stocks more than the required level of supply for emergency purposes	
	9.3. Viewing and printing of Re-order report	
Standard Stock Level of Supplies Inventory	10. Standard Stock Level of Supplies Inventory	
	10.1. Viewing and printing of stock position sheet	

	10.2. Update of stock balances upon receipt of items purchased	
Sub-Level Supplies Monitoring	11. Sub-Level Supplies Monitoring	
	11.1. Capability to monitor stocks on hand per Department/Office Level	
	11.2. Capability to issue stocks to employee on a Department/Office Level	
Withdrawal of Supplies Inventory / Request for Issuance of Supplies	12. Withdrawal of Supplies Inventory / Request for Issuance of Supplies	
	12.1. Recording of supplies shall be done thru Barcoding technology with option to encode through keyboard in cases barcode scanning/reading is not possible (i.e. defective unit, unreadable sticker, etc.). This feature should be available in main warehouse and sub-warehouses	
	12.2. Viewing and printing of supplies withdrawal	
	12.3. Department-level supplies withdrawal based on schedule and approved budget	
	12.4. Department-level supplies emergency withdrawal	
	12.5. History of item movements	
	12.6. Department history of withdrawals and requests	
	12.7. Remote facility for issuing personnel	
	12.8. Adherence to FIFO (first-in, first-out) or queuing process of request and withdrawal	
Inspection upon delivery of the items	13. Inspection upon delivery of the items	
	13.1. Shall have the functionality to: - Preview / generate exception reports when: • Duplicate records are detected • Incomplete records are detected • Upload is aborted	
	13.2. Should have the functionality to extract pertinent regular employee details necessary to process PAR or ICS.	
Inventory of capitalized CPE	14. Inventory of capitalized CPE	
	14.1. Allow selection of records to upload to the barcode scanner (all/by range).	
	14.2. Barcode scanner should be capable of identifying and recording the following: - Item(s) belonging to the department - Item(s) missing and - Item(s) found but not in the master list	

Asset Maintenance	14.3. Capable of viewing and printing all properties recorded (i.e., by classification, etc.) as of inventory-taking date: and corresponding inspection status i.e., 'for inventory-taking', 'inventory done' or with update.	
	14.4. Capable to maintain a history of the results of inventory	
	14.5. Ability to identify items which are already inventoried to avoid double count.	
	14.6. Capability to view and print the results of the inventory, presented by date of the inventory, sorted by CPE item, employee or organizational unit (sector, group or department).	
	15. Asset Maintenance	
	15.1. Allows maintenance of Asset Master file information:	
	• Asset Number	
	• Asset Description	
	• Asset Category	
	• Manufacturer/Supplier	
	• Model	
	• Serial Number	
	• Tag Number	
	• Accountability (Name of employee accountable for the asset)	
	• Acquisition Date	
	• Acquisition Cost	
	• Estimated Cost	
	• Estimated Life	
	• Depreciation method (Straight Line Method)	
	• Depreciation Date (service date)	
	• Salvage value	
	• Net book value	
	• Insurance policy	
	• Insurance number	
	• Insurance Company	
	• Insurance coverage/Amount	
	• Others	
	15.2. Maintains the following Asset Status categories:	
	• Issued / Re-issued	
	• Disposed	
	• Returned	
	• Transfer	
	15.3. Allows viewing of list of assets available for transfer	

	15.4. Tracks asset accountability history	
	15.5. Allows computation of depreciation using a specified depreciation method	
	15.6. Able to handle disposal, retirement, selling of assets	
	• Update Net Book Value of an asset that will be disposed, donate or sold	
	15.7. Allows reinstatement of retired assets	
	15.8. Able to update asset quantity balance	
	15.9. Allows adjustments of asset information	
	• Cost	
	• Salvage Value	
	• Estimated useful Lite	
	• Depreciation Method	
	15.10. Allows reclassification of an asset to another asset category	
	15.11. Allows entry of physical count of asset result	
	15.12. Captures required asset physical count information and routes to the appropriate personnel results of the physical count	
	15.13. Allows authorized personnel to view results of physical counts	
	15.14. Allows to record status/information of repairs and maintenance of an asset	
	15.15. Tracks, monitor, and updates the status of each repair	
	15.16. Able to generate appropriate accounting entries for any asset movement and asset revaluation	
	15.17. Allows transfer of accounting entries to the General Ledger	
	15.18. Allows restriction of people who can enter or edit the ff:	
	• asset information	
	• run depreciation	
	• transfer assets or change accountability information	
Asset, monitoring and Property Acknowledgement Receipt (PAR)	16. Preparation and Distribution of PAR (for Capitalized CPE)	
	16.1. Should be able to select from the list of employees to whom the item(s) will be assigned; allow assignment of accountability on per items or per group of items.	

	16.2. Should generate a unique transaction code or number for every PAR generated	
	16.3. Should be capable of creating, cancelling and voiding PAR.	
	16.4. Allow viewing of the cancelled/voided PAR	
	16.5. Should allow printing and re-printing of PAR for a specific transaction or a range of PAR transactions.	
	16.6. Capability to view names of all employee to another	
	16.7. Capable of transferring accountabilities from one employee to another.	
	16.8. In case the requesting department failed to specify the name of the person responsible for the item, the system shall be default assign to the requesting employee as captured in the PR, with the option to manually encode the details.	
ICS, monitoring and Property Acknowledgement Receipt (PAR-ICS)	17. Preparation and Distribution of ICS for expensed CPE	
	17.1. Should be able to select from the list of employees to whom the items will be assigned: allow assignment of accountability on per items or per group of items.	
	17.2. Should generate a unique transaction code or number for every ICS generated	
	17.3. Should be capable of creating, canceling and voiding ICS.	
	17.4. Allow viewing of the cancelled/voided ICS.	
	17.5. Should allow printing and re-printing of ICS for a specific transaction or a range of PAR transactions	
	17.6. Capability to view names of all employees and all their accountabilities	
	17.7. Capable of transferring accountabilities from one employee to another	
	17.8. In case the requesting department failed to specify the name of the person responsible for the item, the system shall be default assign to the requesting employees as captured in the PR, with the option to manually encode the details.	
	17.9. Should have a facility capable in inquiring if the EUL of a certain items assigned to an employee has reached its EUL before a new item is issued.	
	17.10. The accountability for items that have reached its EUL shall be automatically archived by the system	
Barcoding Technology	18. Printing of Property/Stock/ICS (Barcode) Sticker for Items	

	18.1. Should have the functionality to print/reprint single or multiple barcode stickers as specified by Agency with the following details: - Property number / Stock Number / ICS Number - Item description	
Monitoring of Equipment	19. Monitoring of Capitalized CPE	
	19.1. Capable of re-assigning/reclassifying an item rom capitalized to expensed CPE or vice-versa	
	19.2. Capable of processing depreciation of capitalized CPE for posting to the Accounting System.	
	19.3. Able to display the current status of the CPE item, and display the history of transactions pertaining to the CPE item (e.g. transfer from one employee to another, re-assigned from capitalized to expensed CPE, turned-in, EUL rendered etc.)	
	19.4. Capability to have a history of transactions of every employee like PAR assignment, turn-in, lost property, payment on lost property, etc.	
	19.5. Capability to identify/inquire about the asset entitlement of an employee	
Monitoring of ICS	20. Monitoring of Expensed CPE	
	20.1. Capability for re-assign/reclassify an item from expensed to capitalized CPE or vice-versa.	
	20.2. Capability to view and print the list of items issued to each employee as of given date.	
	20.3. Capability to view and print list of items that have reached its EUL	
	20.4. Generation of inspection and Receiving Report (IRR) under petty cash, cash and credit transactions which allows processing of partial delivery and restriction of re-generation of IRR with the same transaction	
Transfer of Properties	21. Transfer of Properties	
	21.1. Capable of generating the Agency Property Turn-in/Return slip.	
	21.2. Capable of transferring properly accountability from one person to another	
	21.3. Allow transfer of property either on per item or on a per group basis.	
Disposition of Equipment / ICS	22. Disposal of Properties	
	22.1. Capability to select, view and print data on turned-in properties to be evaluated for disposal—selected per date, CPE item, employee or organizational unit (sector, group or department).	

	22.2. Capability to create and generate user-defined memo template for disposal	
	22.3. Capability to process property disposal based on the approved mode of disposal (sale or donation).	
	22.4. Capability to create and generate Pass-Out Slip / Gate pass	
	22.5. Capability to record, view and print audit trail of all disposal transactions (communicated, approved and completed).	
Maintenance and Assets	23. Maintenance / Repair Schedule	
	23.1. Capability to add Job Schedule with the details (i.e. responsible person for repair, job status, costing, etc.).	
	23.2. Capability to provide detailed scope and description of work.	
	23.3. Capability to print Job Order.	
	23.4. Facility to maintain repair history of a particular CPE.	
Motor Pool	24. Motor Pool	
	24.1. Capability to monitor and maintain Vehicles used for motor pool	
	24.2. Capability to monitor and track the trip details per vehicle, including fleet card	

REPORTS

Facility to regularly generate the following reports, which may be reformatted subject to the requirement of the users. These reports should be available out-of-the-box and should be available upon installation of the software (without the need of developing it during implementation).

1. PPMP Report as Mandated by the PS / GPPB
2. PPMP Report per Accounting Code Summary
3. PPMP Report per Project
4. PPMP - Utilization Report
5. PPMP - Schedule Withdrawal Utilization Report
6. PPMP - Emergency Withdrawal Utilization Report
7. APP Report as Mandated by PS / GPPB
8. APP Consolidated Report
9. APP Collated Report
10. APP Report per Accounting Code Summary
11. APP CSE Report
12. APP per Project Report
13. APP/PPMP Adjustment/Amendment Comparison Report
14. Purchase Request Form as Mandated by GAM
15. Petty Cash Voucher Report
16. PR Items Audit Trail / PR Item Monitoring Report
17. Request for Quotation Form Report
18. Abstract of Quotation/Bids Report

19. BAC Resolution
20. Notice of Award
21. Notice to Proceed
22. Purchase Order
23. Obligation Request (OBR)
24. Disbursement Voucher
25. PO Instruction
26. Procurement Monitoring Report
27. Agency Procurement Report
28. Report on the Physical Count of Property, Plant and Equipment
29. Property Card
30. Property Acknowledgement Receipt (PAR) - previously MR
31. Inspection and Acknowledgement Report (IAR)
32. Transfer Property Acknowledge Receipt (T-PAR)
33. Return Slip (RS)
34. Inventory and Inspection Report of Unserviceable Property (IIRUP)
35. List of Property Allocated for Donation to Other Government Agencies (LPAD)
36. Gate Pass
37. Report of Supplies and Materials Issues (RSMI)
38. Requisition and Issue Slip (RIS)
39. Report on the Physical Count of Inventories (RPCI)
40. Inventory of Custodian Slip (ICS)
41. Supplies Ledger Card
42. Stock Cards

OTHER REPORTS
1. PR Monthly Monitoring Report
2. PR Monitoring Report per Requesting Department/Office
3. External Providers' Performance Evaluation Report
4. Penalty Computation Report
5. Purchase Request Summary Report
6. Summary of APR Report
7. Summary of Cancelled PR's
8. Summary of PO Report
9. Summary of PR's processed by per MOP
10. Summary of Disregarded PR's
11. Summary of PR Transactions per Canvasser
12. Summary of RFQ/RSQ and AB Transaction per Canvasser
13. Summary of Purchase
14. Running Balance
15. Audit Logs
16. COA Transmittal Report
17. Monitoring of Posting of Procurement Project - Small Value
18. Summary of Awarded/Completed Contracts and Ongoing Projects per MOP
19. PHILGEPS Posting Per Month
20. Detailed Summary of Awarded Contract thru Shopping Mode
21. Submission of Copy of Notice of Award to COA – Shopping
22. Lapsing Schedule Report
23. Summary Report on Accountability per Department/Office
24. Summary Report on Accountability per Accountable Personnel
25. Consolidated Report on PAR – Issuances
26. Consolidated Report on PAR – Transfers
27. Consolidated Report on Returns
28. Summary Report on Deliveries per Month (w or w/o Insurance)
29. Summary Report on NGAS Items

30. Summary Report on Unserviceable Items
31. Commission of Account Request for Inspection (COA - RFI)
32. Monthly Issuances Report - Common Supplies
33. Monthly Receipts Report - Common Supplies
34. Departmental Consumption Report - Common Supplies
35. Summary of Receipts and Issuances - IT Supplies
36. Monthly Issuances Report - IT Supplies
37. Summary Breakdown of Common Supplies

V. OTHER DELIVERABLES

Following are the additional deliverables to be implemented by the winning bidder:

   a. Customization of the TPB – PAMS based on the desired internal processes of TPB.
   b. Installation of the servers, database server, and application server; and the required software for the system.

VI. HOSTING, DEPLOYMENT AND MAINTENANCE

The solution shall be deployed on cloud environment of an approved host/provider, and accessible by any internet-enabled device of authorized users through a web browser.Please refer to the minimum specifications below:

Non-HA	Production	Database	Windows Server 2019 Standard Operating System	12 Months
			MS SQL Server Standard Edition 2019	
			8 cores CPU	
			16 GB RAM	
			300 GB Storage	
		Web	Windows Server 2019 Standard Operating System	
			8 cores CPU	
			8 GB RAM	
			500 GB Storage	

VII. SECURITY

The solution shall implement the necessary enterprise-class security measures based on the best international practices and current/ relevant standards to ensure the following:
1. Free from hacks and attacks from any malicious and harmful activities.
2. That only authorized users from the TPB to have access to the system.
3. That the system and the supplier shall comply with the pertinent laws, rules and regulations on cyber and information security

VIII. ACCESS

Access to the solution through a Cloud services, suitable web browser shall be through a secure protocol using an appropriate digitally signed and valid security certificate to enable encryption of traffic from the browser to the server. The solution shall be accessible using leading web browsers for any machines.

IX. MODULAR ARCHITECTURE

The system's features and capabilities can be expanded through activation/deactivation of various modules that compartmentalize functions into categories for ease of use and system development

X. EXPORT and IMPORT of DATA

The system shall support exporting of all database fields and records to a non-proprietary, license-free, universal format to allow data to be exchanged between varying database systems and architectures. The system shall also support importing of records from an external source, in order to assimilate bulk data when populating certain tables and databases of the solution. These includes migration and installation of the whole system to remote / colocation servers of TPB.

XI. INTEROPERABILITY

The solution must be able to exchange information and other transactional operations with other information systems of the TPB in the future.

The technologies used for the solution must allow for integration guaranteeing interoperability between two or more distinct information systems through an appropriate Application Programming Interface (API) or Software Development Kit (SDK).

XII. AUDIT TRAIL

The solution shall have a record of all transactions, insertions and modifications related to property and inventory files and corresponding databases as an audit trail for transparency and accountability.

XIII. ADMINISTRATIVE REQUIREMENTS

a.   Functional, Technical and User Manual documentation of the following:

- TPB - PAMS Features and Functionalities
- Technical documentation / Training Manuals
- User documentation / Training Manuals
  - ➢ How-to's video
  - ➢ Easy access of the how-to's with-in the system with search and filtering functionality

b.   Quality, Security, and Performance Testing.

The Service Provider shall ensure that the application system project(s) are tested accordingly based on the quality, security and performance based on TPB's requirements. The Service Provider shall provide test plans and test case design and its results to TPB.

c.   Training.

The winning Service Provider shall conduct a systems analysis and design of the procedures and processes in the development of the TPB - PAMS. They should provide and conduct trainings to the different users, and must conduct a User Acceptance Testing (UAT) for all deployed subsystems/modules prior to acceptance.

The Service Provider shall provide a Training Plan which includes the course design and method of delivery, specific areas to be covered and the corresponding date and times for each system areas. The plan must also indicate the recommended minimum qualifications of the participants. Training shall be provided to at least ten (10) selected personnel within thirty (30) days from the date of issuance of Certificate of User Acceptance or on the date and time as set by the TPB for such purpose. At a minimum, the training must include:

- Management Reports
- User/Processor Trainings
- User acceptance test
  o The users after the training or during the training should be able to test the system
  o If no errors have been encountered and has satisfied the project requirements, then the users should confirm that the system is running accordingly Administration, performance tuning and troubleshooting

- Technical support must be provided either on-site, via telephone or email to resolve technical and other related problems of the system.The Service Provider shall appoint a person possessing the necessary knowledge and technical expertise to serve as the single point of contact and shall be available at the time and manner indicated in the previous section to respond to queries or requests for technical supportfollowing Philippine local time and business hours. References to date and time shall be based on Philippine Standard Time.

d. Ownership of Data

All data, source code, resources pertaining to the system shall be delivered to TPB and   owned exclusively by the TPB.

e. Compliance with Data Privacy Laws.

The Service Provide shall comply with the Republic Act No. 10173 otherwise known as the "Data Privacy Act of 2012", its Implementing Rules and Regulations and other   relevant   issuances   of National Privacy Commission (NPC).

Personal data must be retained only for the period that is deemed necessary to serve the purpose by which the data was collected or obtained. For this purpose, the personal data processed by the Service Provider shall be disposed of after the fulfillment of its services under the contract. Upon the fulfillment of the services under the contract, any personal data processed by the Service Provider must be deleted and disposed of in accordance with the provisions of the Data Privacy Act of 2012, its Implementing Rules and Regulations, and other issuances of the NPC. The deletion and disposal of data shall be done under the supervision of TPB. After the deletion and disposal of the data, the Service Provider must issue a certification that the data were indeed deleted and disposed of properly.

f. **SUPPLIER QUALIFICATIONS**

a. The **Service Provider** shall conform to the following qualifications and provide sufficient proof as follows:

14.1.1   Must be duly-registered with the Securities and Exchange Commission (SEC) for at least ten (10) years;

14.1.2 Must be in the ICT business specializing in applications development, business solutions integration, and information systems development, and directly employing programmers/ developers and database administrators (DBA).

14.1.3 Must have implemented within the past ten (10) years a similar program/solution used by at least 3 governmentoffices / entity which should be verifiable by the TPB.

14.1.4 Must have competent full-time staff that implement and support the project. A list of these personnel and their CVs shall be submitted using form TPF 6.

b. To provide the abovementioned data, the bidder shall submit the following documents as part of the bid:

i. Certification that the firm directly employs programmers/developers and database administrators (DBA) – indicate the number of directly employed programmers/ developers and DBA;

ii. Statement of all completed projects within the past 10 years, and statement of all ongoing projects;

iii. Curriculum Vitae using the TPF-6 format of the personnel assigned to this project; and

iv. Notarized Certification or affidavit that bidder has not defaulted on any similar ICT contract with any Philippine Government or Private Agency.

g. QUALIFICATION OF PERSONNEL

a. The Bidder's Project Team should be composed of at least five (5) expert staff in the customization and implementation of the system.

- Project Manager (1) with the following qualifications:
  - ❖ At least five (5) years technical experience in the ICT industry;
  - ❖ Have undertaken project management responsibility over ICT staff on project which involve the development, customization, implementation, operation and support of any ICT systems as shown in his / her CV; and
  - ❖ Has worked as a Project Manager in one company as shown in his / her CV.

- Systems/Business Analyst (2) with the following qualifications:
  - ❖ At least three (3) years technical experience in the ICT industry;
  - ❖ Have undertaken project systems/business analysis responsibility on project which involve the development, customization, implementation of any ICT systems; and
  - ❖ Has worked as a Systems/Business Analyst in one company as shown in his / her CV.

- Senior Programmer (2)with the following qualifications:
  - ❖ At least three (3) years technical experience in the ICT industry;
  - ❖ Have undertaken project programming responsibility on project which involve the development, customization, implementation of any ICT systems as shown in his / her CV; and
  - ❖ Has worked as a Programmer in one company as shown in his CV.

b. The Bidder must submit the current and updated resumes / curriculum vitae/s of all the team members that will be deployed for this project.

h. **PROJECT CONSTRAINTS**

The following constraints or requirements shall be noted:
a. Adherence to national technology standards and international ICT best practices.
b. The procurement of the ICT services will be based on local ICT standards and components readily available in the Philippines over the viable ICT life cycle, as well as government procurement rules or the Government Procurement Act of R.A. 9184 and its Revised IRR.
c. The Service provider shall take into account the existing hardware, software and current network system in the TPB, and adapt its installation and testing accordingly.

i. **SHORTLISTING CRITERIA AND RATING SYSTEM:**

Based on section 24.5.3 of R.A. 9184, the criteria and rating system for the short listing of research/survey agencies is as follows:

		PARTICULARS	PERCENTAGE	RATING
I.		**Applicable Experience of the Firm**		**50%**
	A.	Must be duly-registered with the SEC for at least ten (10) years in the ICT business – **20%**	20%	
		With more than 10 years of experience (20%)		
		With 10 years of experience (15%)		
		With less than 10 years of experience (0% - disqualified)		
	B.	Directly employing programmers/ developers and database administrators – **5%**	5%	
	C.	Must have implemented within the past ten (10) years a similar program/solution used by at least 3 government offices / entity which should be verifiable by the TPB – **25%**	25%	
		Have implemented more than 3 similar government projects with at least one (1) GOCC – 25%		
		Have implemented more than 3 similar government projects – 20%		
		Have implemented 3 similar government projects and similar projects for private companies – 15%		
		Have implemented 3 similar government projects – 10%		
II.		**Qualification of personnel who may be assigned to the project** **Note: Bidder to submit CV using TPF 6 Form which need not be notarized**		**40%**
		*Project Manager has **more than five (5) years** of technical experience in the ICT industry and the two (2) analysts and two (2) programmers have **more than three (3) years** of technical experience in the ICT industry - **40%***		
		*Project Manager has **exactly five (5) years** of technical experience in the ICT industry and/or the two (2) analysts and two (2) programmers **have exactly or more than three (3)** years of technical experience in the ICT industry - **35%***		
		*Project Manager has **exactly five (5) years** of technical experience in the ICT industry and/or the two (2) analysts and two (2) programmers have **exactly three (3) years** of technical experience in the ICT industry – **30%***		
III.		**Current Workload relative to Capacity**		**10%**
		With a ratio of 1:5 ongoing project vs direct employees or better – 10%		

PARTICULARS	PERCENTAGE	RATING
With more than one ongoing projects for every 5 direct employees – 5%		
TOTAL		**100%**

Passing rate: 80%

Shortlisted bidders may be invited to present their Plan, Approach and Methodology for the Project. Each bidder is given a **30 minutes** to present excluding the Question and Answer stage.

j. TECHNICAL BID EVALUATION

a. The Quality Cost Based Evaluation (QCBE) shall be adopted in evaluating the submitted bids, with the following weights:

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%
TOTAL	**100%**

b. The technical evaluation will be based on the following criteria:

- Proposed System Process (to include plan of approach and methodology) -50%
- Quality of Personnel to be assigned to the Project – 25%
- Firm Experience and Capability – 25%

Criteria	Weight
I. Firm Experience and Capability	**25%**
1. Must be duly-registered with the SEC for at least ten (10) years in the ICT business – 10% • Registered with SEC in ICT business for more than 10 years – 10% • Registered with SEC in ICT business for exactly 10 years – 5% 2. Must have implemented within the past ten (10) years a similar program/solution used by at least 3 government offices / entity which should be verifiable by the TPB – 15% • Have implemented more than 3 similar government projects with at least one (1) GOCC – 15% • Have implemented 3 similar government projects and other similar projects in the private sector – 10% • Have implemented 3 similar government projects only – 5%	
II. Quality of Personnel to be assigned to the Project	25%
• *The Project Manager, the two (2) analysts and two (2) programmers have experience in working in similar government projects in the past 5 years -* **25%** • *The Project Manager, one analyst and one programmer assigned to the project have experience in working in similar government projects in the past 5 years -* **20%** • *Only the Project Manager has experience in working in similar*	

	*government projects in the past 5 years - **15%***	
	• *Only one of the project team members has experience in working in similar government projects in the past 5 years -**10%***	
	• *None of the project team members has experience in similar government projects - **0%***	
III.	**Statement of Plan, Approach and Methodology** • The Statement of Plan, Approach and Methodology should comply with the requirements as stated in Sections 3-13 above	50%
	TOTAL	**100%**

The minimum ST required to pass is **80%.**

c.   The BAC and TWG will evaluate both the technical and financial proposals of the Service Providers based on the technical requirements of the project and the post evaluation by the TWG.

XIV. PROJECT DURATION

The TPB – PAMS shall be completed and turned over to and accepted by the TPB within six (6) months from the date of issuance of the approved Notice to Proceed.

XV. SCHEDULE OF REQUIREMENTS

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

- 15% - Upon submission to and approval of TPB of the Project Implementation Plan
- 25% - Upon submission to and approval of TPB of the System Analysis and Design Document (including flow charts, wireframes, all forms/output reports, requirements traceability matrix, etc.)
- 40% - Upon Completion of Development and Turn-Over for System Testing, and sign-off of User Acceptance Testing
- 10% - Upon System GO-LIVE, submission of source code, completion of user trainingand Project Sign-Off
- 10% - Retention up to end of warranty

XVI. WARRANTY

a.   The ServiceProvider shall warrant the customized TPB-PAMS free from any software defect, configuration / software errors from the date of turn-over to the TPB.

b.   Within 12 months from the date of project acceptance by the TPB, the service provider shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the TPB-PAMS, promptly act to fix the problem at no expense to the TPB.

c.   The Service Provider shall comply with the following Service Level Agreement:

        i.   Bug Alerts

TPB shall duly notify the service provider through the specified mode of communication as agreed between both parties (email, phone call, fax, etc.). All Bug Alerts in the implemented and customized product, including documentations shall be corrected by the Service Provider. Correction shall cover any software bug that may surface, or develop a work around, patch or other bug fix for such bug, and make available such patch or bug fix to the TPB. Bug samples of reports/screen dumps/log extracts should be reported as required by TPB.

ii.   Bug Alert Priority

Bug Alert Priority: All bug alerts shall be classified in any one of the categories specified herein, and the Project Teams of TPB and the service provider shall jointly agree on categorizing each bug in any of the categories described or specified in section 19.3.3.

iii.   Bug Correction

Bug Correction: The Service Provider shall on receipt of a Bug Alert initiate diagnostic measures and inform TPB the reasons for the same. After the service provider have initiated diagnostic and remedial measures for a Priority One Bug, the service provider shall work continuously during the applicable coverage period, until the Bug is corrected.

Priority	Response Time	Resolution Time	Coverage
Priority 1	1 hour	16 hours	8:30 am - 5:30 pm
Priority 2	4 hours	2 days	8:30 am - 5:30 pm
Priority 3	5 hours	4 days	8:30 am - 5:30 pm

The TPB will be given time to test the fix before it is deployed.

iv.   For the purposes of Section 19.3.1, 19.3.2 &19.3.3, the terms given herein, shall have the meanings stated herein below:

1. "**Day**" shall mean working day as per the TPB's Calendar.
2. The time mentioned above shall mean the Philippines Standard Time.

3. "**PRIORITY ONE BUG**" means, a Bug that renders the implemented and customized product inoperable or is causing serious adverse impact to the TPB's business operations, and for which no alternative or workaround is available to the TPB.

4. **"PRIORITY TWO BUG"** means, a Bug that materially affect and/or impacts the implemented and customized product's performance of one or more facilities, or functions, as detailed in the specifications, with the consequence, that the TPB's business can be performed, but in a restricted or inefficient manner.

5. **PRIORITY THREE BUG**" means, a Bug that does not significantly affect TPB's current day-to-day business activities, but the performance or efficiency of the business activity can be improved, if such Bug were to be corrected.

v.   Bug Log

Bug Log: The Service Provider shall maintain a log of all the Bugs and queries that are received by them and shall on a weekly basis report to the TPB, the following:

9.3.5.1 all Bugs / Queries logged with implementer;

9.3.5.2 the time the Service Provider received the initial notification of a Bug;

9.3.5.3 the classification of the Bug;

9.3.5.4 the time when all the data and/or access necessary for problem investigation were provided by the TPB;

9.3.5.5 the solution and workaround provided by the service provider; and

9.3.5.6 the time when solution was delivered by the service provider.

d.   The service provider must provide 12 months warranty on the software upon project GO-LIVE / Sign-off.

XVII.   TERMS OF PAYMENT

The work should be started within two (2) days upon receipt of Notice to Proceed. Payment shall be made upon Issuance of the Inspection and Acceptance Certificate by the Inspection and Acceptance Committee upon recommendation by the End-User, but consistent with the following project milestones and schedules:

1	Upon submission and approval of TPB of the project implementation plan)	15%	Month 1
2	Upon System Requirement Approval and Sign-Off	25%	Month 1
3	Upon Completion of Development, Turn-Over for System Testing, and Sign-Off of User Acceptance Testing	40%	Month 4
5	Upon System GO-LIVE, submission of source code, completion of user training and Project Sign-Off	10%	Month 5
6	Retention	10%	End of warranty

XVIII.   PROJECT COST

The Approved Budget for the Contract (ABC) is **NINE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY (PHP9,800,000.00)**, inclusive of all taxes.