

19 July 2021

## REQUEST FOR PROPOSAL

**Proposal No. TPB-PR. 2021-07-257**

**Requirements:** Services of an I.C.T. company to provide an integrated web-based solution for *Procurement and Asset Management Systems (PAMS)*

**Project Title:** *Procurement and Asset Management Systems (PAMS)*

**Approved Budget:** Nine Million Eight Hundred Thousand Pesos Only (PhP9,800,000.00)

The TPB, through its Bids and Awards Committee (BAC), is in need of the Service Provider for the TPB –Procurement and Asset Management System (TPB-PAMS) 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.

As such, **Systems and Software Consulting Group, Inc.** is invited to **submit a quotation/proposal** duly signed by your authorized representative not later than **26 July 2021 at 01:00 P.M.**

### QUALIFICATIONS OF CONSULTING COMPANY:

The Service Provider must have the following qualifications:

- a. Must be duly-registered with the Securities and Exchange Commission (SEC) for **at least ten (10) years**;
- b. 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);
- 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; and
- d. 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, duly notarized.

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

- a. Certification that the firm directly employs programmers/developers and database administrators (DBA) – indicate the number of directly employed programmers/ developers and DBA;
- b. Statement of all completed projects within the past 10 years, and statement of all ongoing projects;
- c. Curriculum Vitae using the TPF-6 (*Format of CV for Proposed Professional Staff*) format of the personnel assigned to this project; and
- d. Notarized Certification or affidavit that bidder has not defaulted on any similar ICT contract with any Philippine Government or Private Agency.

### QUALIFICATION OF PERSONNEL:

The Bidder's Project Team should be composed of at least (5) expert staff in the customization and implementation of the system to wit as follows:

- Project Manager (1) with the following qualifications:
  - ❖ At least five (5) years technical experience in the ICT industry;

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- ❖ 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.
- 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.

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

**SCOPE OF WORKS/DELIVERABLES:**

The scope and coverage of the services, and other information shall be found in **Annex A – “Terms of Reference.”**

**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
4	Upon System GO-LIVE, submission of source code, completion of user training and Project Sign-Off	10%	Month 5
5	Retention	10%	End of warranty

**TECHNICAL BID EVALUATION:**

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

<b>Proposal</b>	<b>Weight</b>
Technical Proposal	80%
Financial Proposal	20%
<b>TOTAL</b>	<b>100%</b>

B. The Technical evaluation will be based on the following criteria:

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

<b>Criteria</b>	<b>Weight</b>
<p><b>I. Firm Experience and Capability</b></p> <p>1. Must be duly-registered with the SEC for at least ten (10) years in the ICT business – 10%</p> <ul style="list-style-type: none"> <li>• Registered with SEC in ICT business for more than 10 years – <b>10%</b></li> <li>• Registered with SEC in ICT business for exactly 10 years – <b>5%</b></li> </ul> <p>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 – <b>15%</b></p> <ul style="list-style-type: none"> <li>• Have implemented more than 3 similar government projects with at least one (1) GOCC – <b>15%</b></li> <li>• Have implemented 3 similar government projects and other similar projects in the private sector – <b>10%</b></li> <li>• Have implemented 3 similar government projects only – <b>5%</b></li> </ul>	<b>25%</b>
<p><b>II. Quality of Personnel to be assigned to the Project</b></p> <ul style="list-style-type: none"> <li>• <i>The Project Manager, the two (2) analysts and two (2) programmers have experience in working in similar government projects in the past 5 years - <b>25%</b></i></li> <li>• <i>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 - <b>20%</b></i></li> <li>• <i>Only the Project Manager has experience in working in similar government projects in the past 5 years - <b>15%</b></i></li> <li>• <i>Only one of the project team members has experience in working in similar government projects in the past 5 years -<b>10%</b></i></li> <li>• <i>None of the project team members has experience in similar government projects - <b>0%</b></i></li> </ul>	<b>25%</b>
<p><b>III. Statement of Plan, Approach and Methodology</b></p> <ul style="list-style-type: none"> <li>• The written statement of Plan, Approach and Methodology should comply with the requirements as stated in Sections 3-13 above - <b>20%</b></li> <li>• Actual demonstration of a running system based on the features in this terms of reference - <b>30%</b></li> </ul>	<b>50%</b>
<b>TOTAL</b>	<b>100%</b>
<b>Criteria</b>	<b>Percentage</b>

	<b>Weight</b>
<b>Factor Rating</b>	
Quality of Personnel to be assigned to the Project	_____ * (.25) =
Firm Experience and Capability	_____ * (.25) =
Statement of Plan, Approach and Methodology	_____ * (.50) =

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

Qualified bidder/s will be required to make a **20-minute presentation** of their Plan Approach and Methodology. The allotted time exclude the question and answer part of the activity.

- C. The bidder will be requested to present an actual demonstration of a running system based on the features in this terms of reference. This will be conducted on the next working day after the deadline of submission of proposals, and will be part of the basis for rating the plan, approach and methodology.
- D. 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.

Copies of the following Legal and Technical requirements are also required to be submitted along with your proposal, to wit as follows:

**A. Legal Documents:**

1. 2021 Mayor/Business Permit /License
2. SEC/DTI Registration Certificate
3. PhilGEPS Membership/Certificate
4. Revised Omnibus Sworn Statement
5. BIR Registration/TIN
6. Income Tax Return
7. Secretary's Certificate
8. Company Profile

**B. Technical Documents:**

1. Statement of all ongoing and completed government and private contracts, including contract awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last **ten (10) years** prior to the deadline for the submission and receipt of eligibility documents;
2. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in Clause 1.2 their respective Curriculum Vitae;
3. Joint Venture Agreement (if applicable). In case the joint venture is already existence, or duly notarized statement 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;
4. TPF 1. Signed Technical Proposal Submission Form;
5. Bid Security as prescribed in ITB Clause 15 or Unnotarized Bid Securing Declaration per **GPPB Resolution No. 09-2020**;
6. A brief description of the organization and outline of recent experience of the Consultant on projects of a similar and related nature (TPF 2. Consultant's Reference);
7. Comments, **if any**, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference, etc);
8. TPF 4. Description of the Methodology and Work Plan for Performing the Project;
9. TPF 5. Team Composition and Task;
10. TPF 6. Format of Curriculum Vitae for Proposed Professional Staff;
11. TPF 7. Time Schedule for Professional Personnel indication the estimated duration in terms of person-months and proposed timing of each input for each nominated expert;
12. Work Plan showing in graphical format the timing of activities (TPF 8. Activity (Work) Schedule); and

13. Notarized Omnibus Sworn Statement or Unnotarized Omnibus Sworn Statement subject to compliance after award of contract but before payment per **GPBB Resolution No. 09-2020**

The last day for submission of **quotation** is not later than 01:00 P.M. on **26 July 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

  
**ATTY.VENANCIO C.MANUELIII**

Chairperson   
Bids and Awards Committee