PHILIPPINE ECONOMIC ZONE AUTHORITY

Procurement of Integrated Financial Management System (IFMS) (PEZA HO-2023-13)

Government of the Republic of the Philippines

(2023)

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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

PROCUREMENT OF INTEGRATED FINANCIAL MANAGEMENT SYSTEM (PEZA HO-2023-13)

1. The **Philippine Economic Zone Authority** through the **Corporate Budget for the Year 2023** intends to apply the sum of **Fifty Five Million Pesos (PHP 55, 000,000.00) being** the ABC to payments under the contract for the **Procurement of Integrated Financial Management System (IFMS) (PEZA-HO-2023-13).** Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Philippine Economic Zone Authority now invites bids for the above Procurement Project. Delivery of the Goods is *required within the specified period stated in Section VI. Schedule of Requirements*. Bidders should have completed, within 3 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 nondiscretionary "*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 Philippine Economic Zone Authority and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays, 9:00AM to 4:00PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **07 November 2023** from the given address and website(s) below www.peza,gov.ph and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifty Thousand Pesos Only (₱50,000.00)** The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

   Interested bidders shall send an email at bacsec@peza.gov.ph for the issuance of order of payment. All PEZA transactions and fees can only be paid through https://epay.peza.gov.ph.

6. The Philippine Economic Zone Authority will hold a Pre-Bid Conference on **15 November 2023 10:00 AM** at **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and/or **through video conferencing or webcasting via Microsoft Teams**, which shall be open to prospective bidders.

7. Interested bidders shall inform the PEZA-BAC, through its Secretariat, by sending an email at **bacsec@peza.gov.ph**, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference.

8. **Hard copies and soft copies of bids (1 original, 1 copy and a soft copy in USB)** must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **28 November 2023**, **09:00 AM**. Late bids shall not be accepted.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

10. Bid opening shall be on **28 November 2023**, **10:00 AM** at the **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and through video conferencing or webcasting via Microsoft Teams to observe social distancing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Activity	**Schedule**
Posting of Invitation to Bid	07 November 2023
Issuance and Availability of Bid Documents	07 November 2023 – 28 November 2023
Pre-Bid Conference	15 November 2023, 10:00 AM
Deadline for Submission of bids	28 November 2023, 9:00 AM
Opening of Bids	28 November 2023, 10:00 AM

11. The Philippine Economic Zone Authority 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:

    Philippine Economic Zone Authority
    Bids and Awards Committee (BAC) Secretariat
    8th Floor, Double Dragon Center West Bldg., DD Meridian Park,
    Macapagal Avenue Pasay City
    Email: bacsec@peza.gov.ph
    Tel. No. 8551-3451 local 272
    www.peza.gov.ph

14. You may visit the following websites: For downloading of Bidding Documents: *http://www.peza.gov.ph/bid-opportunities*

06 November 2023

(sgd)
ANIDELLE JOYM. ALGUSO
BAC CHAIRPERSON

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Philippine Economic Zone Authority* wishes to receive Bids for the **Procurement of Integrated Financial Management System (PEZA-HO-2023-13)**

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).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2023* in the amount of P55,000,000.00.

2.2. The source of funding is:

GOCC and GFIs, the proposed Corporate Operating Budget.

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

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project **on 10:00AM, 15 November 2023** at its physical address *PEZA Conference Room 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City* and/or through videoconferencing/webcasting via Microsoft Teams 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 **(3) Years** 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.

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 the **BDS.**

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 the **BDS.**

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 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. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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.**

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 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.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's 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.

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 14 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:

One Project having several items that shall be awarded as one contract.

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

20.2. 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, 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**.

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**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Information Systems Development b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Sub-contracting is not allowed
12	The price of the Goods shall be quoted 10th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City in accordance with International Commercial Terms (INCOTERMS) for this project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than **₱1,100,000.00** if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than **₱2,750,000.00** if bid security is in Surety Bond.
19.3	The Procurement of Integrated Financial Management System (IFMS) (PEZA-HO-2023-06) will be awarded by one lot amounting to ₱55,000,000.00

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

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. 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**.

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 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.

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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (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

5.1 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.

5.2 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	**Delivery and Documents –** 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: "The delivery terms applicable to the Contract are DDP delivered 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City in accordance with INCOTERMS." "The delivery terms applicable to this Contract are DDP delivered 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is **Finance Group** **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and 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.

	Intellectual Property Rights – 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.
2.2	The terms of payment shall be as follows: *(Please refer to payment terms under Section VII)*
4	The inspections and tests that will be conducted as specified in Section VII. Technical Specifications.

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	Procurement of Integrated Financial Management System (IFMS) (PEZA HO-2023-06)	1	Lot	Delivery Period **– 18 months** Total Project Completion – **18 months** (Refer to the Timetable of the Project under Section VII)

I hereby certify to comply and deliver all the above requirements

_____

Name of Company/ Bidder

_____

Signature Over Printed Name of Representative

_____

Date

Section VII. Technical Specifications

Bidders must indicate whether they "Comply" or "Not Comply" with each specification's requirements, along with the page number of the relevant document.

No.	DESCRITPTION / SPECIFICATION	**Statement of Compliance** State whether "Comply" or "Not Comply"
A	**SUPPLY AND DELIVERY OF INTEGRATED FINANCIAL MANAGEMENT SYSTEM (IFMS)**	
A.I	**RATIONALE**	
	The Philippine Economic Zone Authority (PEZA) is embarking on a fully integrated computerized program to improve its standard operating procedures, as well as its interaction with the public. An integral part of this program is the design and installation of an Online Integrated Financial Management Information System in the Head Office, Special Economic Zones, JPCOs and Pubic Zones located in Cavite, Baguio and Cebu.	
	The automation of financial transactions of PEZA through an online integrated financial system is envisioned to improve the timely reporting of financial transactions and establish the link of the budget preparation, implementation and monitoring; collection and disbursement; generating an accurate and compliant financial records through the system.	
A.II	**OBJECTIVES**	
	II.1. To intensify transparency, accountability and internal control in its administrative, fiscal affairs and resource management with the help of information technology.	
	II.2. To strengthen the financial foundation and independence of the PEZA by way of efficient and effective generation of financial management system.	
	II.3. To review current business processes related to Financial Management and recommend process improvements through computerization.	
	II.4. To realize the following benefits through the automation of Financial Management II.4.1. Speedy processing and recording of voluminous government financial transactions; II.4.2. Generates accurate and prompt reports; II.4.3. Regular monitoring of agency operations; II.4.4. Compliance with regulatory requirements; II.4.5. Transparent operations and well-defined accountability; II.4.6. Improved database security to eliminate tampering/damaging records; II.4.7. Efficient use of manpower for strategic planning; and II.4.8. Enhance fast delivery of service.	

	II.5. To comply with BIR's mandate for agencies to adopt a Computerized Accounting System	
	II.6. To comply with BIR's mandate for agencies to transmit sales data electronically through the use of a Sales Data Transmission System.	
A.III.	**BASIC FEATURES**	
	IFMS shall have the following basic features:	
	III.1. Online query and reporting must be in place. This is to allow users to query information with search filters/ parameters, preview and generate reports.	
	III.2. Must be able to process transactions (BUR, DV, OR, JV#, etc) with approval by Authorized Approving Authority	
	III.3. Approved transactions (BUR, DV, OR, PO, WO, JV# etc) must have a corresponding Journal Entry Voucher to record in the Books of Account (Accounting Entry) a. Automatic assignment of Transaction No. (BUR#, DV#, OR#, JV#) b. Automatic checking of the equality of Debit and Credit Total c. Data validation to avoid duplication and redundancy d. Approval of posting to the different Journals to General Ledger and Subsidiary Ledgers	
	III.4. Manage Cash Receipts Journal, General Journal, Cash / Check Disbursements Journal and Report of Checks Issued	
	III.5. Manage Chart of Accounts a. Use of Government prescribed coding structure b. Ensure coherence of GL Control Accounts with Subsidiary Accounts	
	III.6. Generate Financial Reports: a. Trial Balance (for the month, as of) b. Consolidated: i. Statement of Comprehensive Income (Income Statement) ii. Statement of Financial Position (Balance Sheet) iii. Statement of Cash Flow (with Detailed Annexes as to DOF and COA formats)	
	c. Branch i. Statement of Comprehensive Income (Income Statement) ii. Statement of Financial Position (Balance Sheet) iii. Statement of Cash Flow (with Detailed Annexes as to DOF and COA formats)	

	d.Comparative Financial Statement i. Statement of Comprehensive Income (Income Statement) ii. Statement of Financial Position (Balance Sheet) iii. Financial Statement Performance Report	
	III.7. Generate Other Reports: a. Income and Expenses per Responsibility Center (per account) b. Schedule/Aging of Receivables (per account) c. Schedule of Due from Officers and Employees d. Schedule/Aging of Cash Advances e. Schedule/Aging of Accounts Payable f. Schedule of Property, Plant and Equipment (with automatic computation of depreciation based on straight line method) g. Schedule of Other Real Accounts h. Index of payments per employee and supplier i. Subsidiary Ledger per supplier (particulars, detailed info) j. Subsidiary Ledger per account k. Comparative Income and Expense Account l. Cash and Investment Balance	
	III.8. Setting and Configuration/References a. Automatic numbering of transactions (BUR, DV, OR, JV, etc) based on prescribed format b. Must be able to select Approving Officer and the corresponding level of approval in terms of amount or value c. Must be able to maintain master files of the following: i. Payee Master File (Supplier, Employee, Contractors, TIN, address, etc) ii. Tax Deduction Rate iii. Define Supporting Documents per type of claim iv. Type of Funds v. Responsibility Center vi. Allotment Class d. Closing of Account e. Carry Forward of Balances f. Account Code Maintenance	

	III.9. Payment Processing a. Issuance of Orders of Payment by processing units. b. Payment Processing Module (Cashiering) c. Monitoring of OP payment status d. Detailed and Summary OP report generation for processing units and Finance Group e. Electronic transmission of Orders of Payment and Proof of Payment f. Integration with PEZA EPCS thru APIs for single dashboard monitoring of EPCS (Online) and Over-The-Counter (cashier) payments. g. Electronic OR (eOR) provision ready for integration with online payment transactions as mandated by BIR. h. VAT, Non-VAT, Zero-VAT payment processing and configuration.	
	III.10. Computerized Accounting System (CAS) a. Complies with BIR CAS Certification guidelines as stated in the RA 10963 or TRAIN Law, BIR Memo Order 9-2021, BIR Revenue Regulations No. 17-2010 b. System should comply with CAS post evaluation by BIR. c. Should include Electronic Invoicing System as required by BIR. d. Should comply with BIR CAS Certification and Acknowledgement process. e. Should be able to provide all the fields required for Sales Data Transmission System (SDTS) f. Must have incident reporting functionality g. To be eligible to bid, the provider must submit at least one (1) proof of ongoing or completed CAS Project obtained for clients (private or government) not earlier than 2020. Proof of project should clearly indicate CAS Project. h. Provider must obtain CAS Permit or accreditation certificate or any other equivalent document as may be issued by BIR for PEZA. i. Provider should be present during post evaluation by BIR j. Print-outs should reflect CAS Permit No or AC No.	
	III. 11. Sales Data Transmission System (SDTS) a. Complies with at least one (1) BIR Revenue Regulations 8-2022 b. Should be able to transmit the following Sales Data i. Sales Invoice ii. Official Receipt iii. Billing Invoice / SOA iv. Debit / Credit Memo c. Should be able to transmit fifty-four (54) CAS fields as required by BIR.	

	d. Should have the following cryptography features i. HMAC Signature Key ii. RSA Encryption Public Key iii. AES Encryption & Decryption iv. JWS Signature Private Key v. Authentication Token e. Should be able to transmit CAS Data in the following methods i. Excel Sheet generation ii. JSON File Generation iii. Direct connection to BIR SDTS Database f. Should comply with BIR SDTS Certification and Acknowledgement process. g. Provider is expected to obtain SDTS Permit to Transmit or Accreditation Certificate or any other equivalent document as may be issued by the BIR for PEZA. h. To be eligible to bid, the provider should submit at least one (1) proof of ongoing or completed EIS or E-Receipt or SDTS project obtained for previous clients (private or government) not earlier than 2020. Proof of project should clearly indicate EIS or E-Receipt or SDTS project. i. SDTS Software should be ready-made with minimal configuration needed to integrate with CAS. j. Software should have incident report functionality for failed transmissions.	
A.IV	**SCOPE OF THE PROJECT**	
	The project will cover the Automated Integrated Financial Management Information System to be implemented at the Head Office, all Public Economic Zones, minimum of two (2) Special Economic Zones in NCR, (2) Special Economic Zones in Luzon, (2) Special Economic Zones in VisMin, and two (2) Joint PEZA-Customs offices (JPCO)	
A.V.1.	**TECHNICAL COMPONENT AND REQUIREMENTS**	
	1.1. The resulting application must be accessible via web browser over a network. The system must use a web browser as the interface to minimize installation and make the system easier to be maintained and enhanced	
	1.2. Security of data and access to systems must be complied with. The system must be designed for user's login and authentication and to allow for the creation and assignment of user access rights. User access rights depend on the profile, definition of users and user groups in the system. A user may have multiple access privileges and functions in the system. The user must be able to access all functions required by their role without having to re-login. The system should be capable of capturing audit trail information on every user on all or only specified auditable transactions and facilitate the monitoring of actions taken by users.	
	1.3. The system must provide alerts and notifications through the application for system-triggered alerts and notifications. In addition, the system must be able to provide online data entry for request/transaction, assignment of the request/ transaction to a group or user for processing, view the status of the request/ transaction and print the request/ transaction made	

	1.4. All system components and developed products must be stored in a single and central data repository.	
	1.5. Whenever applicable, provide integration with the existing Billing and Collection System (BCS), Electronic Payment and Collection System (EPCS) and Engineering Permit and Assessment System (EPAMS). Integration will be in the form of an API, direct database connection or upload facility, whichever method is available and most efficient, to create a Journal Entry Voucher (JEV).	
	1.6. The system must be able to provide users an interface to make the application easier to use and allow users to interact with the application through the use of windows, menus, buttons, scroll bars, iconic images, and the mouse.	
	1.7. The system must have online user documentation and search capability for easy use by the system users	
	1.8. The system should provide full audit facility which will enable view/enquiry and printing of audit reports, and other desirable properties that enable the auditing of all sessions, users, etc.	
	1.9. The system must enable real-time on-demand generation of System-wide daily, monthly and annual reports.	
	1.10. Capable to Extract-Transform-Load data from source to destination	
A.V.2.	**OPERATIONAL ENVIRONMENT REQUIREMENTS**	
	2.1. 100% compatible with existing hardware i.e., can be used with Windows, Linux, Unix, Android, IOS and OSX	
	2.2. Accessible via online or web through the internet, intranet, and cloud-based environment.	
	2.3. Can be used through different devices such as laptops, desktops, tablets and mobile devices.	
A.V.3	**INTEROPERABILITY STANDARDS AND SECURITY REQUIREMENTS**	
	3.1. Natively support open standards for interoperability such as but not limited to HTML, Json, and XML	
	3.2. With electronic signature capability.	
	3.3. With role-based capability for groups, individuals, and combination, Flexible assignment of access level (permissions or restrictions) to users, i.e. not program level	
	3.4. Capable for single sign-on on the related systems, processes, or modules	
	3.5. Includes required components, licenses or tools to ensure interoperability with existing and functional systems.	
	3.6. Compliant with security policies, procedures, and/or guidelines of PEZA.	
A.V.4	**COMPLIANCE TO RULES / LAWS REQUIREMENTS**	
	4.1. Fully compliant with all existing Government rules, regulations or laws such as but not limited to the following:	
	4.1.1 Budgeting, Accounting and Auditing Rules	
	4.1.2 Taxation	

	4.1.3 Philippine Financial Reporting Standards (PFRS)	
	4.1.4 Data Privacy Act	
	4.1.5 Cyber Security Act	
	4.1.6 Procurement Law	
	4.1.7 Other relevant regulatory rules and regulations such as COA rules, BIR, DOF, DBM and CSC	
	4.2. Security, integrity and confidentiality features include security - protection from unauthorized access; integrity – no person including the system administrators shall be able to alter the data; confidentiality – ensure privacy of data or information; audit trail; and performance tracking – monitor compliance to performance indicators.	
A.V.5.	**FINANCIAL MANAGEMENT FUNCTIONAL REQUIREMENTS**	
	5.1. Accounting and Reporting	
	5.1.1. General Journal and Ledger	
	5.1.1.2. Journal Entry and Reporting	
	5.1.1.3. Open/Closed Period Year-End	
	5.1.1.4. Multi-segment Chart of Accounts	
	5.1.1.5. Balance Sheet, Income Statement, Trial Balance, Cash Flow (DOF and COA formats with Annexes), Statement of Changes in Equity, Notes to Financial Statement and other related financial reports and schedules	
	5.1.1.6 Cash and Investment Balance (CIB)	
	5.1.2. Cash Management	
	5.1.2.1. Cash Forecasts	
	5.1.2.2. Cash Position Report	
	5.1.2.3. Debit/Credit Collection	
	5.1.2.4. Petty Cash Management	
	5.1.2.5. Revolving Fund Management	
	5.1.2.6. Cash Account Transfer Collections/Remittances	
	5.1.2.7. Payments/Disbursements	
	5.1.2.8. Bank Reconciliation	
	5.1.2.9. Cash Account Reporting	
	5.1.2.10. Investment Transaction	
	5.1.2.10.1 Schedule of Investments (including Time Deposits, TBills, etc)	
	5.1.2.11. Currency Management	
	5.1.2.12. Billing	
	5.1.2.13. Issuance of Order of Payment	
	5.1.3. Accounts Receivable Management	
	5.1.3.1. Set-up, reversals and application	
	5.1.3.2. Accruals	
	5.1.3.3. Write-off	
	5.1.3.4. Lease/Rent, Interest, Disallowances, and Other Receivables	
	5.1.3.5. AR Aging Report	
	5.1.3.6 Computation of interests/penalties	

	5.1.3.7 Subsidiary Ledger per Client	
	5.1.3.8 Documentary Stamp Tax	
	5.1.4. Due from Officers and Employees Management	
	5.1.4.1 Schedule of Due from Officers and Employees	
	5.1.4.2 Subsidiary Ledger	
	5.1.4.3 Aging of Due from Officers and Employees	
	5.1.5. Cash Advances Management	
	5.1.5.1 Schedule of Cash Advances	
	5.1.5.2 Subsidiary Ledger	
	5.1.5.3 Cash Advances Aging	
	5.1.6. Accounts Payable Management	
	5.1.6.1. Accounts Payable Voucher System (to be cleared with service provider)	
	5.1.6.2. Pre-payment to Procurement Service-Department of Budget and Management (PS-DBM)	
	5.1.6.3. Vendor payments processing	
	5.1.6.4. Prepaid expense recognition	
	5.1.6.5. VAT and withholding taxes (zero rated, exempt, vatable)	
	5.1.6.6. Multiple AP Accounts in GL	
	5.1.6.7. Vendor Refund	
	5.1.6.8. AP Aging Report	
	5.1.7. Financial Reporting using Dashboard	
	5.1.7.1. Financial Statement (FS)	
	5.1.7.2. FS Multi-year Presentation (Horizontal Analysis)	
	5.1.7.3. FS Vertical Analysis	
	5.1.7.4. FS specific account/s multi-year presentation in figures and in graphs	
	5.1.7.5. FS projections	
	5.1.8. Tax Management	
	5.1.8.1. API-ready Integration with HRIS's Employee Tax Remittance	
	5.1.8.1.1 API-ready Integration with HRIS's Schedule of Salaries, Wages, Allowances and Other Benefits	
	5.1.8.1.2 API-ready Integration with HRIS's Schedule of Tax Withheld from Employees	
	5.1.8.2. Vendor Withholding Tax Remittance	
	5.1.8.2.1 Schedule on Value Added Tax and Other Percentage Taxes Withheld	
	5.1.8.2.2 Schedule on Remittance Return of Creditable Income Tax Withheld (Expanded)	
	5.1.8.3 Summary List of Sales and Purchases	
	5.1.8.4 Schedule on Value Added Tax	
	5.1.8.4.1 Monthly Value Added Tax Declaration	
	5.1.8.4.2 Quarterly Value Added Tax Return	
	5.1.8.5 Corporate Income Tax	
	5.1.8.5.1 Quarterly Income Tax Return	

	5.1.8.5.2 Annual Income Tax Return	
	5.2. Planning, Budgeting and Controlling	
	5.2.1. Budget Preparation	
	5.2.1.1. Project Procurement Management Plan (PPMP) per unit / user	
	5.2.1.2. Corporate Operating Budget (COB) per unit	
	5.2.1.3. Consolidated COB (Head Office and public zone)	
	5.2.1.4. Consolidated COB PEZA wide	
	5.2.1.5. Comparative Consolidated COB (Previous year's actual utilization vs. Proposed COB)	
	5.2.1.6. DBM Budget Preparation Forms and Reports	
	5.2.2. Budget Implementation and Monitoring	
	5.2.2.1. Budget Realignments/Modifications per Unit	
	5.2.2.2. COB Modifications based on DBM-approved COB	
	5.2.2.3. Budget Control/Monitoring	
	5.2.2.4. Certificate of Availability of Funds per Project	
	5.2.2.5. Budget Utilization Reports - Budget vs Actual (per unit, Head Office Public Zone, and Consolidated)	
	5.2.2.6. Budget Projections (5 years)	
	5.2.2.7. Budget Financial Accountability Reports (DBM)	
	5.2.2.8. Other Budget Reports	
	5.2.2.9. Annual Procurement Plan (APP)	
A. V.6.	**INVENTORY AND FIXED ASSET MANAGEMENT FUNCTIONAL REQUIREMENTS**	
	6.1. Setup and Maintenance of the Master Reference Library as used in the financial management, procurement management, inventory and asset management, and human resource management – This includes items/systems/services with re-order point, bidders/suppliers/vendors, among others	
	6.2. Inventory Management (includes supplies, materials, equipment, devices, hardware, software which shall be referred to as ITEMS in this document)	
	6.2.1 Purchase Ordering / Stock Re-ordering	
	6.2.1.1 Generation of pre-procurement documents	
	6.2.2 Item Delivery, Inspection, Acceptance, and Payment Critical linked with Financial Management	
	6.2.3 Item Safekeeping / Custodianship / Warehousing	
	6.2.3.1 Property Insurance	
	6.2.3.2 Preparation of Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS) and Requisition and Issue Slip (RIS)	
	6.2.3.3 Transfer, Movement and Loss	
	6.2.3.4 Repair and Maintenance	
	6.2.3.5 Storage, Warehousing and Inventory-Taking	
	6.2.4 Item Distribution, Issuance/Release and Utilization	

	6.2.4.1 Issuance of Documents (PAR, ICS, RIS and IRP) 6.2.4.2 Issuance and acknowledgement of items 6.2.4.3 Recording of accomplished documents 6.2.4.4 Preparation of Reports 6.2.4.4.1 Report of Supplies, Materials and Equipment Received and Issued Using Moving Average Method 6.2.4.4.2 Subsidiary Ledger 6.2.4.5 Reconciliation of Records 6.2.5 Office Stock/Warehouse Monitoring and Control 6.2.5.1 Request of Items 6.2.5.2 Issuance/Release and Acceptance of Items 6.2.5.3 Return of Items	
	6.2.6 Item Disposal	
	6.2.6.1 Receipt and Recording of unserviceable properties	
	6.2.6.2 Preparation of Inspection and Inventory Report of Unserviceable Property (IIRUP), Waste Material Report and Invoice Receipt of Property	
	6.2.6.3 Preparation of Reports	
	6.2.6.4 Updating of Records of disposed properties	
	6.2.7 Use of barcode/QR Code technology to facilitate updating of transactions	
	6.2.8 Generation of transactional reports like list of items ordered, list of items delivered and inspected, stock inventory report, among others	
	6.3. Fixed Asset Management (includes buildings, vehicles, heavy equipment, fixtures and machinery, and the like) linked with applicable financial management processes or systems 6.3.1 Entry and Status Reporting 6.3.2 Asset Monitoring 6.3.3 Depreciation 6.3.4 Lapsing Schedule 6.3.5 Disposal and Retirement 6.3.6 Reconciliation	
A. VI	**THE APPLCATION SYSTEM SOFTWARE SPECIFICATION**	
A. VI.1	**BUDGET IMPLEMENTATION /MONITORING SYSTEM (BMS)**	
	The BMS takes over the manual task of combining the budgets of all units by maintaining the approved budget of all units in a database and separately consolidating all these individual budgets automatically. The BMS generates the Approved Annual Appropriation. The system provides an inquiry module of balances of appropriation, allotment and obligation for each department/office.	
	It has an inquiry module as follows: - Appropriation/COB Balance per Office - Utilization Budget Request Inquiry – by budget control no., by fund/month/office by payee (keywords), by particulars (keywords) - Monthly Obligation Request listing - Total Expenditure against total allotment/COB by object of expenditures & by office	

	The reports generated consist of the following: • Registry of Appropriation, Allotment and Obligation • Status of Appropriation and Obligations • Approved Supplemental Budget • Available Funds for Realignment • Utilization Budget Request Listing • Statement of Fund Operation • Statement of Statutory and Contractual Obligation • Report on Monthly/Quarterly/Annual Appropriation of Budget • Report on Monthly/Quarterly/Annual Utilization of Approved Budget (Budget vs Actual) • Report on Detailed CAPEX Utilization (Budget vs Actual) Report on Certificate of Funds Availability (for bidding purposes)	
	• Corporate Strategic Measures • Proposed Provisions • Statement of Financial Position • Statement of Financial Performance • Staffing Summary (Summary of Personnel Services) • Details of Maintenance and Other Operating Expenses • Details of Capital Outlays • Annual Procurement Plan (APP) • Statement of Cash Flows	
	• Comparative Sources of Funds • Uses of Funds by Expense Class • Summary of Outyear Requirements • Convergence Programs and Projects • Proposal of New or Expanded Locally-Funded Projects • Proposal of New Foreign-Assisted Projects • Climate Change Expenditures • Summary of RDC Inputs and Recommendations on GOCC New and Expanded Programs and Projects • Report of CSO's Inputs on Ongoing and New Spending Projects and Activities	
A. VI.2	**CASH DISBURSEMENT SYSTEM (CDS)**	
	The CDS monitors all expenditures to ensure that they do not exceed budget allocations. The CDS handles transactions involving expenditures, disbursements and liquidation. It provides both detailed and summary reports on all these transactions. CDS also provides reconciliation reports on variances between outstanding disbursements versus liquidation.	
	The CDS is designed to assist the Treasurer in determining agency's cash position at any given time. The CDS provides information on available cash, their placement and status. It also provides a reconciliation report on checks issued versus actual withdrawal. The following shall be generated by the system:	

	• Filled-up Checks based on processed Disbursement Vouchers for signature of authorized signatories • Report of Checks Issued • Checks Register • Schedule of Cash Advances • List of Cancelled Checks • List of Paid/Unpaid vouchers • Index Card of All Payees • Consolidated Tax Withheld from Supplies, Goods and Services • Data entry for all Cash Advances • Report of Disbursement & Liquidation Report	
	Reports of Remittances (Monthly and Annually) for:	
	• API-ready Integration with HRIS Payroll System for the following: 1. GSIS - Employees and Employers share 2. Philhealth - Employees and Employers share 3. Pag-Ibig – Employees and Employers share 4. Provident Fund - Employees and Employers share 5. Employees Association – Employees and Employers share 6. BIR - Monthly Withholding of Income Tax for Employees 7. BIR - Alpha list of Employees 8. Annual Income/Benefits and Deductions of Employees • BIR - Monthly Withholding of Income Tax for Suppliers • BIR - Alpha list of Suppliers • Options to generate Debit Memo letter to bank for Bank ATM payroll • Data entry for Bank Memo • Generates Daily Cash Position for each Bank Account	
A.VI.3.	**BILLING AND COLLECTIONS SYSTEM (BCS)**	
	The new BCS shall be linked to the IFMS for consolidation, recording in the accounting books and generation of BCS reports. The following shall be generated by the system:	
	• Consolidated Monthly Report of Collection and Deposit for Head Office and All Special Economic Zone reporting to Head Office including detailed list of revenues collected; • Consolidated Monthly Report of Collection and Deposit for every Public Zone and All Special Economic Zone reporting to the respective Public Zones including detailed list of revenues; • Subsidiary Ledger accounts for Collecting Officers • Comparative Revenue Schedule (monthly, quarterly, annually) • Schedule of Taxes Withheld from PEZA (monthly, quarterly, annually) • Collection Report of VAT and Final VAT (monthly, quarterly, annually) • Subsidiary Ledger of Locators/Client (per account type with breakdown of payment)	

	• Breakdown of Accounts Receivables Collected for the month (with complete locator details, billing and payment details) (monthly, quarterly, annually)	
	• Breakdown of Report of Collection (with complete locator details, billing and payment details) (monthly, quarterly, annually) • Summary of EWT • VAT (can be computed in the billing per lot area) • Automatic application of manual adjustments in the Customer Card (Subsidiary Ledger) • Billings for pass-on charges (e.g. concession fee, water lease fee, Admin Fee, etc.) • Billing of Franchise Fee after issuance of billing of Franchise Fee for the year • Manual adjustment of payment made at other zones and Head Office • Manual adjustment of payments directly deposited to the bank account • Schedule of Official Receipt (per OR Number, per OR Date, per Nature, per Type of Payment, per Client and others) • Schedule of Cash and Check payments	
A.VI.4.	**GENERAL ACCOUNTING SYSTEM (PAS/PFRS/PPSAS Compliant)**	
	The Accounting System is a computer-based system which is PAS/PFRS/PPSAS compliant capable of recording and posting different accounts automatically to their respective subsidiary and general ledgers. It maintains record of obligations, obligated disbursement vouchers, journal vouchers, report of collection and deposits. Provide data entry and preparation of Journal Entry Voucher to be posted to different Journal books. It has an inquiry module on allotment, obligations and account balances of all type of funds. Recapitulation of each subsidiary and general ledger accounts can be viewed and scan through the system.	
	Reports Generated: • Cash Receipts Journal • Cash Disbursement Journal • Check Disbursement Journal • General Journal • General Ledger • Subsidiary Ledger • Schedule of Subsidiary Ledger • Schedule of Withholding Taxes • Trial Balance • Statement of Financial Performance / Statement of Income & Expenses • Statement of Financial Position / Balance Sheet • Statement of Changes on Net Assets or Equity • Statement of Cash Flows - DOF and COA format with Annexes • Cash and Investment Balance • Quarterly Financial Performance Report (with comparative figures)	

A.VI.5.	**BRANCH ACCOUNTING SYSTEM (BAS)**	
	• The BAS monitors and consolidates accounting books and records of the Head Offices and Field Offices.	
	• It provides detailed monthly/quarterly/annual financial comparative data of the agency's result of operations.	
	• Monitors and generates reconciliation statement reports of Head Office and Field Offices Due to/ from accounts.	
	• Consolidates and generates reports for withholding and income tax payments.	
	• Consolidated reports and schedules such as Schedule of Subsidiary Ledger, Schedule of Withholding Taxes, Trial Balance, Statement of Financial Performance / Statement of Income & Expenses, Statement of Financial Position / Balance Sheet, Statement of Changes on Net Assets or Equity, Statement of Cash Flows - DOF and COA formats.	
	• Comparative Financial Performance Report with variances	
	• Cash and Investment Balance	
B	**MIGRATION OF LEGACY INFORMATION SYSTEMS**	
No.	**Description/Specifications**	
B. I	**BACKGROUND**	
	PEZA is currently using application systems running in Oracle Forms 6i which is not fully supported on newer hardware specifically 64-bit machines. To circumvent the problem, PEZA utilized virtual machine software using the same old version of the Operating System. Even with the limitations of Oracle Form 6i, PEZA continued to use the system which now causes delays and errors on the part of the users. PEZA also uses a decentralized security design that is hard to maintain. In order to address such issues, PEZA requires outsourcing of IT personnel to enhance the systems. Since it is unsupported by Oracle, updates and fixes are no longer available, hence creating problems such as glitches leading to a need of upgrading to a newer version of Oracle Developer Suite. Four applications and their submodules were identified for immediate migration to a new system, namely: • Billing and Collection System (BCS) – Deployed in Cavite • Accountable Forms Recording System (AFRS) – Deployed in Cavite & Cebu • Foreign National Database (FNUDB) – Deployed in Cavite and Cebu • Engineering Permit and Application Monitoring System (EPAMS) – Deployed in Head Office & Cavite	

	The new systems will be deployed in PEZA's Head Office, all Public Economic Zones, Special Economic Zones and Joint PEZA-Customs Offices nationwide. It can be implemented in a centralized or semi-centralized environment. Centralized configuration is characterized as all users connecting to a common load balanced host farm possibly located at Head Office premises using Wide Area Connection. On the other hand, semi-centralized configuration refers to hosting the application by each Zone and users will be connecting on their zone. This way, PEZA Wide reporting consolidation can be done by batch at the end of the day. The applications will be implemented first at the Head Office and subsequently in the Public Zones and other remote offices nationwide. Complete roll-out of the systems in Head Office and the zone offices should be completed within a twelve-month period from the start of development. Implementation of these systems should not disrupt the normal day-to-day operations of PEZA. Since developers of the existing systems have left the company and can no longer provide support, PEZA MISD's role has been limited to backing-up of data and maintenance of the physical servers. Hence, resources such as documentation is limited to what is presently available. Migration of existing logic and features to the new system may require interviews of the users and real-time observation of the existing systems if available resources will not suffice.	
	To aid in the development, PEZA MISD will provide the following resources to developers of the new system. • Oracle DMP files (Oracle Database 9i and 11g) - Generated from Oracle exp utility - Contains data structure and live data • Oracle Forms source - Oracle forms 6i form builder source code (.FRM) • Oracle Reports source - Oracle Reports 6i report builder source code (.RDF) • Documentation (when available) - May include data dictionary, user manuals - Not all are complete and updated	
B. II	**GENERAL OBJECTIVES**	

	1. Implementation of best practices, standardized security and control procedures for the new system; 2. Compliance with the agency's current ISO certification standards; 3. Generate information, enterprise reports and statistics on a regular or on-demand basis; 4. Promote 'paperless' transaction; 5. Extraction and migration of existing records with validation and quality assurance; 6. Provide assurance of applications high availability; 7. Development of additional features as required by the user groups while migrating existing functionalities provided by the existing systems; 8. Comply with the government's cloud-first policy and utilize Open-Source technologies for the database and front-end as much as possible to lower ownership cost. 9. Whenever applicable, must integrate with existing PEZA applications (e.g.: Order of Payment, Company Profile Information System, Inventory Management System, Electronic Payment and Collection System) via API, middleware or direct database connection, whichever is currently available as well as interface with systems still to be developed thru the use of Application Programming Interface in preparation for future integration; 10. Must have its own library of lookup tables (e.g., enterprises, zones, etc) that can be maintained by manual data entry or automatically via APIs. 11. Generate compliance reports regularly submitted to other government agencies such as the Bureau of Internal Revenue (BIR) and Commission on Audit (COA) 12. Initial implementation should include the Head Office, all Public Economic Zones, minimum of two (2) Special Economic Zones and two (2) Joint PEZA-Customs offices (JPCO)	
B.III.	**PROJECT DELIVERABLES**	
	1. Inception Report	
	The Contract shall deliver an Inception Report within three (3) weeks from issuance of the Notice to Proceed (NTP). The Inception Report shall, at the minimum, consist of the work plan, project approach, impact analysis, and application development and assessment methodology.	
	2. Technical Assessment	
	The Contractor shall conduct Technical Assessment of the current applications and databases within two (2) weeks from receipt of Notice to Proceed.	
	3. Complete, end-to-end engagement including discovery, design, development, testing, deployment and monitoring.	
	4. Supply and delivery of third-party software and subscription licenses, if applicable valid for two (2) years in support of the above mentioned information system.	
B. IV	**SPECIFIC OBJECTIVES**	
B.IV.1.	**BILLING AND COLLECTION SYSTEM (BCS)**	

	A Billing and Collection System with a database to be shared among Cashier, Special Collecting Officer (SCO), Engineering Permit and Applications Monitoring System (EPAMS) used by the Office of the Building (OBO) in Head Office, Public Zones and Special Economic Zones and JPCOs for real time generation and recording of reciprocal transactions.	
	i. Migration and recording of all billing information for generation as follows:	
	1. Rental – Lot, Building and Space	
	2. Pole Rental	
	3. Water	
	4. Franchise	
	5. Garbage Collection	
	6. Building, Electrical, Electronics & Mechanical Permit Assessment	
	7. Administrative Fees	
	8. Security Services	
	9. Concession Fees	
	10. Administrative Fees	
	11. Security Services	
	12. Space Rental	
	13. Water	
	14. Land Rental	
	15. Unpaid Receivables with Interest Charges	
	16. Aging of Accounts Receivable	
	17. Ledger Entries	
	18. Advances (Overpayment)	
	19. Company/Payor Information	
	ii. Accurate generation of Billing Statements according to the configured billing mode;	
	iii. Sending of Billing Statements via Electronic Mail;	
	iv. Monitor unpaid billings and generate reports needed by management to aid in decision making such as aging reports;	
	v. Automatic generation of reports of paid and unpaid billings;	
	vi. Automatic computation of interest and penalty charges of unpaid billing as basis for the preparation of succeeding monthly billing statements;	
	vii. Provide the following reports, among others, with filtering and sorting per transaction date, zone, enterprise, entities when needed, as per layouts provided by PEZA;	
	1. Alphalist of Accounts	
	2. Monthly Water Reading (includes percentage analysis of water reading consumption)	
	3. Billing Statement	
	4. Statement of Accounts	
	5. Journal of Bills Rendered (Cross Tabulation)	

		6. Subsidiary Ledgers	
		7. Summary of Collection (Daily and Monthly)	
		8. Consolidated Cash Receipt Journal	
		9. Monthly Aging Report (includes generation of summary/breakdown of payment)	
		10. Other reports in the existing system and its submodules	
		11. Custom data-retrieval in spreadsheet format	
		12. Other report templates to be determined during development	
	viii.	Ability to remotely enter water meter reading.	
	ix.	improve cashier user interface (UI) design.	
	x.	Automated sending of billings to email when the enterprise desire/require it.	
	xi.	Daily monitoring of PEZA Enterprise outstanding balances.	
	xii.	Provide acceptance of payments in an organized and expeditious manner to avoid piling of customers at PEZA's premises;	
	xiii.	Accurate and quick generation of Official Receipts;	
	xiv.	Provide entry on VAT and Adjustments before finalization of billing statements;	
	xv.	Develop the system in a role based security and permissions.	
	xvi.	Robust and swift payment interface with an idiot proof design.	
	xvii.	Interface with PEZA's existing Company Profile Information System to obtain common company profile which is one of the basis of issuing the Start of Commercial Operation to the PEZA enterprise	
	xviii.	Interface with PEZA's EPAMS to avoid hampering PEZA's workflow process during system implementation.	
	xix.	Allow connection to the Order of Payment system & EPCS to be able to accept payments for the new EPAMS and an additional interface for FNU payments where names of the foreign nationals and their dependents can be captured for reference and future use. Usage of stored information will depend on PEZA.	
	xx.	Allow ingestion of billing items from spreadsheet (XLS) or JSON format	
	xxi.	Automatic and Routine Backup for Business Continuity Efforts.	
	xxii.	Allow Web API-based Order of Payment generation, data retrieval and record updating	
	xxiii.	Provide standalone company profile management as well as Interface with PEZA's existing Company Profile Information System to obtain common company profile which is one of the basis of issuing the Start of Commercial Operation to the PEZA enterprise	
	xxiv.	Interface with PEZA Electronic Payment and Collection System (EPCS) in the generation and re-generation of Orders of Payment and retrieval of company's status of payment.	

	xxv. Provide Application Programming Interface (APIs) for future integration with systems to be developed. The API's primary function is to insert or retrieve data from the system and may include but not limited to the following:	
	1. Updated payables aggregated or by company.	
	2. Company's history of payments	
	3. Statement of Account per company	
	4. Other functionality to be determined during development	
	5. Maintenance of libraries. Insert, Update and Query of existing entries (e.g. enterprises, zones)	
B. IV. 2	**ACCOUNTABLE FORMS RECORDING SYSTEM (AFRS)**	
	i. Migration and recording of data for the following transaction forms:	
	1. Accountable Forms	
	1.1. Actual Import	
	1.2. Drop-Off Export	
	1.3. Constructive Export	
	1.4. Local Farm-Out	
	1.5. Local Sales	
	1.6. Export Sub-Con	
	1.7. Scrap	
	1.8. Return	
	1.9. Constructive Import	
	1.10. Import Sub-Con	
	1.11. Local Farm-In	
	1.12. Intra-Zone Sale	
	2. Logbook	
	2.1. Import Permit	
	2.2. Security Seal	
	2.3. Boat Note	
	2.4. PEZA Seal	
	3. Application	
	3.1. Actual Export	
	3.2. Constructive Import	
	3.3. Subcon w/LOA (8105)	
	3.4. Local Farm-In	
	3.5. Sample	
	3.6. Constructive Export	
	3.7. Subcon w/LOA (8106)	
	3.8. Farm-out (services)	
	3.9. Local Sales	
	3.10. Scrap	
	3.11. Return	
	3.12. Local Farm-out	
	3.13. Intrazone Transfer	

	3.14. Intrazone Sale	
	ii. Generation of detailed and summary reports for the transactions listed above.	
	iii. Integration with Order of Payment system and EPCS	
B. IV. 3	**FOREIGN NATIONAL DATABASE (FNUDB)**	
	i. Migration and recording of foreign national data	
	ii. Generation of Endorsement Letters for PEZA and DOJ	
	iii. Generation of detailed and summary reports	
	iv. Integration with Order of Payment system and EPCS	
B.IV.4	**ENGINEERING PERMIT AND APPLICATION MONITORING SYSTEM (EPAMS)**	
	Backgrounder: PEZA is currently using a computerized EPAMS developed in-house with Oracle database. After more than 10 years of operation, however, the following issues have been identified:	
	1. problems and concerns, such as: difficulties in the manual encoding of voluminous enterprise data for the various engineering permits into the EPAMS; monitoring of paid /claimed permits; monitoring of implementation of issued engineering permits; manual scheduling of annual inspections; preparation of inspection reports (manual / handwritten at the site);	
	2. Technical Issues, such as: lack of integration with another system for the application for Letter of Authority (LOA); no interface provided to related systems and databases in other PEZA offices; and	
	3. Lack of manpower to maintain and troubleshoot the system. Monitoring of the implementation of engineering permits per National Building Code of the Philippines (NBCP) - generating accurate reports on permit applications received, permits issued, certificates issued, notices issued, compliances, collected fees; monitoring status of applications for Letter of Authority (LOA) on importation of specialized construction materials and equipment, and other OBO-related engineering activities; and interface with other related systems in its various offices are crucial and thus requires that these processes be automated using appropriate technology solutions for EPAMS. PEZA being ISO 9001:2015 certified, there is a need to have a single uniform EPAMS for the PEZA OBOs i.e. same program is used in delivering engineering services from PEZA OBO head office (Support Services Department – SuSD) to counterpart OBOs in CEZ, MEZ, BCEZ, OBO Laguna and OBO Batangas	

	The newly developed EPAMS will likewise be extended to related engineering services such as but not limited to Environmental Compliance Certificate (ECC) and Occupational Safety and Health (OSH) compliance endorsements from Environmental Health and Safety Division (EHSD) of public ecozones and Finance Department/Division (for payment and collection of engineering fees) of PEZA Head Office, public ecozones and special ecozone clusters. If implemented centrally, remote accessing of the EPAMS by the Director General, designated managers and authorized users involved in building permit issuance, Zone Administrators, Building Officials and/or other concerned offices will also be a key feature in the new EPAMS. Enhancement of work efficiency and productivity in the performance of its frontline services and support functions is EPAMS underlying objective. It is also a back-office function that will contribute to the effective delivery of its mission critical, operating and business systems services. Therefore, the need to redefine the functionality, technical features and other design considerations of EPAMS towards a more responsive, web-based, on-line application using a relational database management system in a robust architecture linking/interfacing with the integrated Enterprise Database, ePayment System, electronic Import Permit (eIPS), Incentives Management System and other related systems / processes of PEZA. The complete details of the processes, current challenges that must be resolved, and the user requirements will be identified during interviews / meetings / workshops with the stakeholders, and / or provided in available documentations.	

General Description:

It is recommended to replace the existing systems, which covers the design and development of a web-based system that will manage and monitor the issuance of engineering permits that are applied for by the PEZA-registered enterprises prior to start of construction and/or operation as required by PD 1096, referred to as the National Building Code of the Philippines (NBCP).

There are three types of permit applications that an enterprise undertakes starting from construction phase up to operational phase of its building facilities, namely:

- Pre-Construction Permits includes applications for the following NBCP permits: (a) Building Permit (b) Ancillary Permits such as Architectural, Civil/Structural, Sanitary, Plumbing, Fencing, Electrical, Mechanical and Electronics Permits; other Accessory Permits like Demolition, Excavation and Ground Preparation Permits;
- Post-Construction Permits includes applications for Certificate of Occupancy and Permits- to-Operate; and application for Certificate of Electrical Inspection or CEI for temporary and permanent power connection, etc.
- Annual / Renewal Permits includes applications for Certificate of Annual Inspection and Permit-to-Operate Renewal.

All of the above permits entail corresponding fees as indicated in NBCP and other government/industry related fees (like fire code fees imposed by the Bureau of Fire Protection-BFP), etc.

However, it should be noted that prior to the issuance of these NBCP permits, the Building Official (who signs the permits) need to get clearances from other PEZA concerned offices such as but not limited to EHSD, etc. If compliant, the Building Official issues a Statement of Account (SOA - reflecting the fees to be paid) and the PEZA locator enterprise (permittee) will pay it at the PEZA Finance Department/Division. Once SOA is paid, the PEZA locator enterprises get the approved NBCP permit. Thus, the new EPAMS should have linkages to these offices for proper and complete processing of NBCP permits

Since EPAMS is currently used only at Head Office and Cavite Public Zone, to electronically process applications for the various NBCP permits, these existing EPAMS programs will be used as guide in the development of the new EPAMS.

The new EPAMS should be able to translate the PEZA-OBO Citizen's Charter in securing NBCP Permits and LOA into a well-oiled design program that can be uniformly applied to all OBOs in Head Office, public ecozones and special ecozones clusters Laguna and Batangas. Similarly, the PEZA-OBO Citizen's Charter for EHSD and Finance Department/Division process flows will also be taken into consideration especially for the extended EPAMS.

	Permit application will initially be lodged by the applicant in its EPAMS interface and upload all application document (i.e. application letter, plans/specifications, etc.) which will be assessed by the assigned evaluators in order to capture all important information necessary in the permit evaluation and assessment (computation of appropriate fees - SOA). EPAMS should be able to tract time (from the moment the permit was accepted to the moment that it was released/approved) as well as which office it is currently located and all within the approved target time frames (consistent with timeframes in OBO Citizen's Charter). Applications and its uploaded documents identified to secure FSIC and FSEC will be endorsed by the Building Official to the BFP for its online evaluation and subsequent approval. This EPAMS must have also the ability to issue electronic FSIC and FSEC. For example, engineers will evaluate the uploaded plans/documents and if complying will issue 'Statement of Account' (SOA). This 'Assessment Module' will then provide information to the Collection Officer / Billing Officer on the permits to be paid and the respective amount of fees. Parallel to this activity is the endorsement to other PEZA offices that need prior clearances such as but not limited to EHSD (for ECC and OSH compliances), and BFP. After payment and clearances from other offices, the OR #, amount paid and payment date are electronically recorded back in EPAMS and the Building Official can now issue the corresponding permits.	

	For Pre-Construction, original document shall be submitted to particular PEZA-OBO office prior to compliance evaluation and verification of the authenticity of the document (i.e. dry seal, signatures, and etc.). Permits shall be released online subsequently For Post-Construction, original document approved online by the assessor shall be submitted to the assigned Engineer during actual inspection to verify authenticity of document and consistency of the submitted plans/specifications, vis-a-vis the actual site condition. EPAMS should be able to generate an un-editable PDF electronic Building/Installation, Occupancy/Permit to Operate, Renewal Permits, Certificate of Electrical Inspection, Letter of Authority, Notice of Violation, Notice to Comply, Clearances (for delisting company), and etc. Compliances and supporting document needed to conform with NBCP requirements can be uploaded in the applicant/s user interface. Permits and certificates generated by EPAMS shall be printed at the OBO office in a parchment paper to be released to the client upon its submission of original documents. Except for the Notarized Building Permit/Installation Permits which is standard format per NBCP that needs to be signed and sealed by the designing engineer and project owner. All of the above processes should enable the top management, Building Officials and/or Division Chiefs to view the current status of each permit application.	
	For Pre-Construction, original document shall be submitted to particular PEZA-OBO office prior to compliance evaluation and verification of the authenticity of the document (i.e. dry seal, signatures, and etc.). Permits shall be released online subsequently	
	For Post-Construction, original document approved online by the assessor shall be submitted to the assigned Engineer during actual inspection to verify authenticity of document and consistency of the submitted plans/specifications, vis-a-vis the actual site condition.	
	EPAMS should be able to generate an un-editable PDF electronic Building/Installation, Occupancy/Permit to Operate, Renewal Permits, Certificate of Electrical Inspection, Letter of Authority, Notice of Violation, Notice to Comply, Clearances (for delisting company), and etc.	
	Compliances and supporting document needed to conform with NBCP requirements can be uploaded in the applicant/s user interface.	
	Permits and certificates generated by EPAMS shall be printed at the OBO office in a parchment paper to be released to the client upon its submission of original documents. Except for the Notarized Building Permit/Installation Permits which is standard format per NBCP that needs to be signed and sealed by the designing engineer and project owner.	

	All of the above processes should enable the top management, Building Officials and/or Division Chiefs to view the current status of each permit application.	
	EPAMS is used to monitor the subsequent annual compliance by the enterprises with the engineering requirements of PEZA and of the NBCP as well as other PEZA Offices who gave clearances for the approved building permit. Enterprise historical information is later used by the PEZA engineers in ensuring that all engineering requirements are strictly complied with for the general safety of operation and of the employees. Deficiencies when found are indicated in the evaluation reports that are submitted to the enterprise for immediate compliance.	
	In addition, the new system should be able to process and monitor applications for Letter of Authority (LOA) on importation of specialized construction materials and equipment. The system will be deployed at all PEZA public zones data center and will be updating the Enterprise database at the Head Office. EPAMS will interface with other PEZA related computerized systems, as necessary.	
	For the implementation, the new EPAMS will connect to the new BCS and EPCS.	
	Features:	
	i. Interface with the PEZA Company Profile Information System (CPIS) to obtain common company profile and in particular one of the basis of issuing the Start of Commercial Operation to the PEZA enterprise	
	ii. Interface with applicants lodging of application and uploading of documents.	
	iii. Inerface of BFP to approved electronically endorsed document from Building Official	
	iv. Design fillable PDF PEZA Engineering Permit Forms for publication on PEZA Website for download	
	v. Ability to read information from fillable PDF Form	
	vi. Allow enterprise to directly fill-in an engineering permit form inside PEZA premises to avoid additional data entry personnel for PEZA. Starting time recording for monitoring of the application turn-around will only start after the client/PEZA Enterprise representative have completed the entries.	
	Note: submission of engineering permit application (including signed and sealed drawing plans, specifications, etc.) to facilitate the approval / evaluation process shall still be submitted in paper form (BP, upon approval of the uploaded plans; OP, upon verification of plans during inspection.) However, applicant can view the current status of each application and their corresponding required action is indicated.	
	vii. Automated computation of fees including penalties as stipulated under the NBCP.	

	Note: Computation of fees for every engineering discipline is not a fixed rate and differ from each other such as Architectural /Civil fees, Electrical Fees, Electronic Fees, Mechanical Fess, Sanitary/Plumbing Fees and depending on the plans and specifications submitted. Moreover, Pre-Construction, Post Construction, and Renewal of Permits also have different approach in computation of fees regardless of the rates indicated in the NBCP fees.	
	viii. Automated endorsement / retrieval of approved clearances from other concerned PEZA offices (EHSD, Finance Department, etc.)	
	ix. Ability to create inspection schedule based on active list of enterprises, notice of inspection which will be sent to scheduled enterprise, notification on expiring permits, notification on dormant applications and non-complying enterprises, notification on due date of every received application, notification on unpaid permit application, etc.	
	x. Ability to create/issue automatically and print OBO-related documents that are processed and stored in EPAMS such as permits, certificates, inspection reports, compliance documents, FSEC, FSIC, notice of violations, notice to comply, etc.	
	xi. Ability to process fire code fees in compliance with the Fire Code of the Philippines (FCP) through the Bureau of Fire Protection (BFP) interface by virtue of the PEZA-BFP Memorandum of Agreement dated 18 January 2018 (for possible implementation in the future). Provision of FSEC and FSIC compliance buttons that store said documents and able to send notifications to the user and building official that the application is cleared on fire safety requirements.	
	xii. Ability to process applications for Letter of Authority (LOA) on importation of specialized construction materials and equipment, generation of reports such as accomplishment, LOA number/date, description of imported items, enterprise name, location, quantity, country of origin, summary/balance sheets of imported items that shows balance or excess items. Create notification on pending or unprocessed application, target date, non-complying or dormant application, “freeze counter” for deficient application, user name and approving person (e.g. Director General, Zone Administrator or Cluster Heads, ZMs, OICs), payment details (for possible imposition of fees on LOA in the future).	
	xiii. Creation of buttons functioning as, “undo”, “recycle bin/restore”, edit, print, “freeze counter” for deficient applications, storage/archive for old and new permit applications with an ability to track history of every application, all previous accountable person/user, able to show details such as chronological arrangement per date, location, enterprise name, type of application, reference number, etc.	
	xiv. Onsite preparation of inspection report (similar to EZMPR – Ecozone Monthly Performance Report) using the web portal with printable copy for the enterprise	
	xv. Additional operational and management reports such as but not limited to project construction cost, file storage location, segregation of permits by enterprise registration including permits issued to non-PEZA enterprises located in both public and private ecozones, etc.	

	xvi. Management interface to view on-line and on-time status of applications in OBOs, paid / unpaid permits, total number of applications that can be filtered by their date of receipt of application, type of application, project title, project location, SOA and permit issued, inspection and re-inspection history, payment details, inspection reports, compliance documents, notice of violations, accountable person/user, OBO accomplishments and performance in compliance with ISO Quality Objectives and R.A. 11032 (ARTA), etc. Note: ability to view, generate data and filter all applications of entire OBOs PEZA-wide.	
	xvii. Efficient and controlled delivery/sending of e-signed or scanned SOA and OBO-related documents such as permits certificates, notice of violations, compliance deficiency, inspection requirements, etc. to the PEZA locator enterprises. Included in this feature is the monitoring/submission of compliance by the locator enterprises and the PEZA Building Official response (time based).	
	xviii. Ability to monitor compliance to ARTA (RA 11032), providing three (3) classifications on application as to SIMPLE, COMPLEX and HIGHLY TECHNICAL with corresponding target dates of completion as well as notification to alarm the respective users and approving authority.	
	Objectives:	
	i. Enable system owners and users to effectively utilize EPAMS functions in processing all applications as indicated in the OBO citizen's charter specifically the processing of NBCP and LOA applications and related processes (e.g. EHSD, IRD, Finance, etc. process flows inter-connected to the completion of the EPAMS processes)	
	ii. Automatic preparation of documents and / or the initiation of collaborative procedures for issuance of SOA, notice of violation, various certificates, etc.	
	iii. Automatic recording of assessment, inspection reports, SOA payment, miscellaneous information such as deficiency compliance and expected date of completion / monitoring reports and other necessary information after completion of physical and technical inspection;	
	iv. Enable end-users to query application, check status of application, check payment status, check deficiency reports and required actions, get prior notifications related to the processing of NBCP permit and LOA applications stored in EPAMS etc;	
	v. Enable system owners to receive requests / issue progress/status of service, initiate collaborative processes and record such transactions accordingly;	
	vi. Monitor NBCP permit application and processing that are assigned to accountable person/user regularly and / or upon demand;	
	vii. Monitor the annual renewal and/or schedule of inspection in order to initiate travel order authorizing OBO personnel to conduct site inspection for permit renewal;	
	viii. Enable system owners to monitor compliance requirement, and projected completion dates with greater efficiency;	

	ix. Generate annual, monthly or upon-demand reports and statistical data for planning and decision making. Additional report templates may be determined during development.	
	x. Provide a ledger of receivables for unpaid balances in order to generate aging of accounts receivables.	
	xi. Accurate computation of penalty charges for late payments as well as alerts to inform PEZA users of the updated charges.	
	xii. Provide an interface for PEZA's Finance to generate collection and monitoring reports when needed.	
	xiii. Interface with PEZA Electronic Payment and Collection System (EPCS) in the generation and re-generation of Orders of Payment and retrieval of company's status of payment.	
	xiv. Provide Application Programming Interface (APIs) for future integration with systems to be developed. The API's primary function is to retrieve data from the system and may include but not limited to the following:	
	a. Updated payables aggregated or by company.	
	b. Ongoing application status aggregated or by company	
	c. Company's existing valid permits	
	d. Company's history of payments	
	e. Aging of accounts aggregated or by company	
	f. Other functionality to be determined during development	
	System Functions	
	1. Functional Features	
	i. Develop the system in a role based security and permissions.	
	ii. Provide standalone company profile management as well as Interface with PEZA's existing CPIS to obtain common company profile which is one of the basis of issuing the Start of Commercial Operation to the PEZA enterprise	
	iii. Interface with applicants lodging of application and uploading of documents.	
	iv. Interface of BFP to approved electronically endorsed document from Building Official	
	v. Ability to accept and read fillable PDF forms that would reduce data entry efforts of PEZA personnel.	
	vi. Automatic and Routine Backup for Business Continuity Efforts.	
	vii. Easy configuration upon shift of the interface of the old EPAMS to the new EPAMS.	
	2. Technical Features	
	i. New system will be developed using open source technologies for the database and front-end whenever possible.	
	ii. Object oriented approach for scalability and modularity for future changes;	
	iii. User friendly navigation across different modules;	
	iv. Managed and secured search engine for easy retrieval or records. The search facility can be configured to allow only records to be seen by specific user or user group;	

	v. Audit facility to allow viewing and generation of audit reports with date and time stamps on every user activity. This could also determine the performance of the system with regards to turn-around time, when implemented.	
C	**METHODOLIGY AND CONSIDERATIONS**	
1	**APPROVAL PROCESS**	
	The Detailed Design Specification Document will be submitted for final approval and sign-off. Any changes thereafter shall require submission of Change Request for review if applicable for incremental charges to PEZA. A point person will be assigned to receive documents pertaining to issues and change requests.	
2	**MITIGATION OF FINDINGS**	
	Upon user acceptance testing, issues received will be classified accordingly as to validity and importance and will be prioritized accordingly. Invalid issues will be thoroughly explained and submit the proper handling procedures.	
3	**REPORTS**	
	Report output formats will follow paperless advocacy. Report templates shall be standardized as to composition and placement of required information such as but not limited to run dates, pages, etc. Regular/ routinary reports can be automatically generated to facilitate its generation and use resources on non-peak hours. Provide selection of inclusive dates, zones, enterprise when necessary.	
D	**IMPLEMENTATION APPROACH**	
	The developers should apply the following functionalities and methodologies to all three information systems: • The proposed development of web applications must be agile, containerized and must apply the CI/CD method. • Should have Search capability based on roles and permission and full-text search;	
	• Web services components of the deliverables must comply with OpenAPI specifications, must use a RESTful architecture, unless a different protocol or architecture is necessary for implementation; • Comply with the government's cloud-first policy;	
	• The system must provide simple and clear navigational interaction across screens. It must also have page navigation history, search facilities, easy to use menus, appropriate security, and other desirable properties that conform to Internet standards ; •With built-in security and administrative features:	

	For systems with public facing portals, user can register online for their log in account subject to the approval of the processor/administrator; - Integration of email notification during user's registration and password recovery; - Granular user access rights at per role and user basis configurable by the administrator; - Audit Trail to keep logs of events, system, and database activities configurable by the administrator; - Include best-practices for error handling. Log and notify the administrators for errors and exceptions encountered;	
E.	**TRANSITION MANAGEMENT STRATEGIES**	
	User's Training: The users and assigned personnel who will be involved in this project should be provided with hands on training on the proper use of the application system. The training shall be conducted on-site at the Company's office and shall consist of actual hands-on computer training. The Company will provide the venue and the logistics necessary to conduct the training. The service provider will be conducting training for the management and staff of PEZA on the following: 1. Management Briefing and Advocacy(15-20pax): System overview: general features, ICT solutions, available services covered; 2. Technical training for PEZA ICT staff (5-10 pax) Development, installation, operation and basic troubleshooting; maintenance of ICT hardware, network, peripheral; and ancillary devices and its related operating systems; Installation, operation, administration and basic troubleshooting of licensed software products and other trainings discussed during the design development stage; 3.User Training: Training on the functionalities and operational use of the developed application system (Include PEZA registered enterprise's authorized representative/s, brokers, contractors, processors, and etc. to be trained by the developer) since they are also target users: **Total (IFMS, BCS, EPAMS) = 200 pax**	

	Implementation Support: The Contractor shall provide on-site and off-site the necessary support to implement the application systems. The implementation services include the following: • Installation, training of personnel, implementation, co-supervision, and consultancy services from the time of the parallel run, acceptance and ends up to the warranty expiration period of the software. • It is expected that the Provider shall have its own Information Technology coordinators who shall be properly trained to assist in the implementation of the system and provide the initial technical support in the operations and administration of the system. • It is expected that the Provider has to obtain the CAS Permit and SDTS Permit to Use and Permit to Transmit for PEZA • It is expected that the Provider will be present at post evaluation by BIR.	
F	**CONTRACT DELIVERABLES AND TIME FRAME**	
	The deliverables would comprise of the following;	
	a. Established and fully operational systems including all required components and equipment or devices(if applicable) compliant with COA and BIR requirements;	
	b. Technical and other required documentation, to include:	
	1. Information Systems Architecture Report (including System Design);	
	2. Test Plan (describing the process and test cases used for user acceptance testing of the System – including testing of integrity and functionality);	
	3. User's and Technical Training	
	4. User's Manuals	
	5. System Maintenance Manuals, including Source Code and data dictionary	
	The Contractor would be expected to produce the following:	
	a. Project Management Plan (PMP)	
	b. This refers to the inception document that will guide the implementation of the project. It will document the methodology, strategies, and decisions regarding communication, management processes, execution and overall project control. The ultimate purpose of the Project Management Plan is to clearly define the project organization, roles, responsibilities, procedures and processes that will be undertaken in the project such that it will be completed on-time, within budget, with the highest degree of quality, in a safe manner for both the individuals working on the project and in a manner in which trust, support, and confidence in the project will be maintained.	
	c. Design specification document (including hardware and network architecture / configuration);	

	d. Data conversion and migration of data from existing application systems (ROCS, BCS, AFRS, FNU-DB, OPS, EPAMS);	
	e. Test plans: technical and user test scenarios, test scripts / test checklists;	
	f. Systems Manual. This contains Operation , Maintenance and Deployment procedures;	
	g. User Manuals. This is arranged by user's group so that functions accessible to them will only be showed;	
	h. CAS Permit and Acknowledgement Receipts from BIR	
	i. SDTS Permit Use and Permit to Transmit and Certification from BIR	
	j. Program source codes;	
	k. Technical and user training;	
	l. Project reports: regular status / accomplishment reports, exception reports (if any), final completion report	
	m. Service Level Agreement (SLA) commitment in terms of system availability and performance during the warranty period.	
	n. Comprehensive final report covering all areas at the end of the assignment;	
	o. Completion report within two weeks of the completion of the assignment.	
	p. Supply and delivery of third-party software and unlimited licenses to accommodate existing and prospective end-users valid for two (2) years in support of the above mentioned information systems. Software licenses should cover system customizations, integration, and extensions.	
	PROJECT DURATION : ***18 Months***	
	Please refer to the Implementation Schedule attached as Annex A	
G.	**REQUIRED MAJOR PROJECT ACTIVITIES OF THE OVERALL PROJECT**	
	1. Preparation of the service provider of a Project Management Implementation Plan (PMP) that will contain the scope of work, work schedule, project organization / manpower, PEZA counterpart project management team, roles, development strategies, risk management, mitigation of issues, reports, and other project management guidelines	
	2. Preparation of System Design Document that will contain the following:	
	i. System Flow Narration and diagram	
	ii. Data Flow diagram	
	iii. Input/Output Matrix	
	iv. Screen Designs	
	v. Database Design and Dictionary	
	vi. Glossary / Definition of Terms	
	vii. Report Layouts	
	3. Unit / Regression Testing	

	i. Test Scripts	
	ii. Issue Resolution	
	4. Documentations	
	i. User Manuals	
	ii. System and Operation Manuals	
	5. User Acceptance Testing	
	6. Pilot Testing	
	7. Parallel Implementation	
	8. Training	
	9. Cut-over	
	10. CAS Permit and Acknowledgement receipt from BIR	
	11. SDTS Permit to Use and Permit to Transmit and Certification from BIR	
F	**PROJECT ACCEPTANCE**	
	Acceptance of the total project shall be on a per module basis, subject to the evaluation of the end-users, duly approved by the Company's authorized representatives and compliant with the system automation requirements prescribed by the Commission on Audit and the Bureau of Internal Revenue.	
	The following indicators should be present:	
	Application Software:	
	- Installed application software at server and accessible at concerned offices on a network	
	- System is running and conforms with government rules and Company's operational needs	
	- Submitted reports generated by the systems as per specification	
	- Trained identified technical staffs and end-users conforming to the list given	
H	**PROJECT DEVELOPMENT TEAM REQUIREMENTS**	
	The winning bidder/consultant must provide a team of qualified personnel/specialist to undertake the project. The number of personnel will depend on the task complexity, development strategy and project schedule. The following are the minimum staffing requirements:	
	1. Project Manager	
	2. Accountant	
	3. Business Analyst	
	4. Lead Developer	
	5. Application Developer	
	6. Lead Quality Assurance (QA) Analyst	
	7. QA Tester	
	8. Document Specialist	

<table>
<tr><td>I</td><td>PRODUCT WARRANTY & SERVICES</td><td></td></tr>
<tr><td></td><td>• Application System Software warranty is one (1) year that includes modification, troubleshooting, updates, revision, customization and changes in compliance with accounting and auditing rules with the provision for on-call maintenance services after the Warranty Period.</td><td></td></tr>
<tr><td></td><td>• Infrastructure and IT resources used during development should be provided by supplier</td><td></td></tr>
<tr><td></td><td>• Cloud subscription and validity of software licenses should start at date of complete delivery</td><td></td></tr>
<tr><td></td><td>• System Software maintenance and troubleshooting within warranty period.</td><td></td></tr>
<tr><td></td><td>• Any error or fault in any of the services delivered (e.g. design, programming, data conversion / migration error, etc.) shall be acted upon, resolved and / or replaced accordingly at no cost to the PEZA.</td><td></td></tr>
<tr><td></td><td>• Notwithstanding the provision of quality assurance, the service provider is required to provide a one-year (after final Project acceptance) guarantee and assurance that the project and all its component parts are accurate, complete, operable, uncompromised, and error-free in accordance with set standards and performance criteria. Thus, anytime within the one year warranty, the service provider shall supply or make available to PEZA the necessary services to correct data entry / data validation error / faults, mitigate program bugs.</td><td></td></tr>
<tr><td></td><td>• Provider should be present during post evaluation by BIR.</td><td></td></tr>
<tr><td></td><td>• Any findings by BIR related to CAS and SDTS in post evaluation should be covered and rectified by service provider even beyond contract period.</td><td></td></tr>
<tr><td></td><td>• Based on The 2016 Revised Implementing Rules and Regulations Rule XIX Contract, Prices and Warranties Section 62, in order to assure that production defects shall be corrected by the provider, a warranty security shall be required from the contract awardee. The obligation for the warranty shall be five percent (5%) of every progress payment.</td><td></td></tr>
<tr><td>J</td><td>PAYMENT TERMS</td><td></td></tr>
<tr><td></td><td>
<table>
<tr><th>Milestone/Accomplishment</th><th>Percentage</th></tr>
<tr><td>Submission of the Inception Report and Issuance of a Certificate of Acceptance</td><td>10% of the total project cost</td></tr>
<tr><td>Functional Requirements Specifications and System Design Document (SDD) and Issuance of Certificate of Acceptance</td><td>10% of the total project cost</td></tr>
</table>
</td><td></td></tr>
</table>

	Delivery, acceptance and BIR Accreditation of Computerized Accounting System (CAS) and Sales Data Transmission System (SDTS) as evidenced by a Certificate of Acceptance and Ready for Use • Order of Payment System (OPS) • Billing and Collection System (BCS) • Budget & Monitoring System (BMS) • Cash Disbursement System (CDS) • General Accounting System (GAS) • Branch Accounting System (BAS) • Books of Accounts (BOA)	25% of the total project cost	
	BIR Accreditation of Computerized Accounting System (CAS) and Sales Data Transmission System (SDTS) as evidenced by CAS Permit and SDTS Permit to Use & Permit to Transmit obtained from BIR.	10% of the total project cost	
	Delivery and acceptance of the following application modules as evidenced by a Certificate of Acceptance and Ready for Use • Engineering Permit and Monitoring System (EPAMS) • Accountable Forms Recording System (AFRS) • Foreign National Database (FNUB)	20% of the total project cost	
	Delivery of the application system and successful deployment of Inventory and Fixed Asset Management Module as evidenced by a Certificate of Acceptance and Ready for Use	15% of the total project cost	
	Conduct of training for PEZA personnel as evidenced by Certificate of Training Completion	10% of the total project cost	
J.1	**Cost considerations and Project Completion date:**		
	The Firm shall ensure that the required works do not exceed the Approved Budget for the Contract (ABC). The estimated ABC cost for this **project is Php 55 Million (inclusive of VAT).** All other incidental works that might arise during the implementation are deemed included and to the account of the Firm. It is important that the Firm understand and agree with Section 6.0 for Special Concerns of this Terms of Reference. **The project should be completed within 18 months.**		

TIMETABLE OF THE PROJECT

DELIVERABLES	Months																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Submission of the Inception Report and Issuance of a Certificate of Acceptance																		
Functional Requirements Specifications and System Design Document (SDD) and Issuance of Certificate of Acceptance																		
Delivery, acceptance and BIR Accreditation of Computerized Accounting System (CAS) and Sales Data Transmission System (SDTS) as evidenced by CAS Permit and SDTS Permit to Use & Permit to Transmit obtained from BIR. • Order of Payment System (OPS) • Billing and Collection System (BCS) • Budget & Monitoring System (BMS) • Cash Disbursement System (CDS) • General Accounting System (GAS) • Branch Accounting System (BAS) • Books of Accounts (BOA)																		
Delivery and acceptance of the following application modules as evidenced by a Certificate of Acceptance and Ready for Use • Engineering Permit and Monitoring System (EPAMS) • Accountable Forms Recording System (AFRS) • Foreign National Database (FNUB)																		
Delivery of the application system and successful deployment of Inventory and Fixed Asset Management Module as evidenced by a Certificate of Acceptance and Ready for Use																		
Conduct of training for PEZA personnel as evidenced by Certificate of Training Completion																		

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) **in accordance with Section 8.5.2 of the IRR**;

Technical Documents

☐ (b) 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**

☐ (c) 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**

☐ (d) 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**

☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Duly signed Schedule of Requirements in accordance to Section VI of this bid document; **and**

☐ (g) 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.

Financial Documents

☐ (h) 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.

Class "B" Documents

☐ (i) 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.

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

☐ (l) *[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.

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

Standard Bidding Forms not provided in this bid document may be downloaded at the gppb website link as follows: https://www.gppb.gov.ph/downloadable-forms/#tab-61412

Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

[shall be submitted with the Bid]

Business Name : _____

Business Address : _____

Name ofClient/ Contact Person/Contact Number/Contact Email Address	**Date of the Contract**	**Title of the Project inthe Contract**	**Kindsof Goods**	**Total Amount of Contract**	**Value of Outstanding Contracts**	**Date of Delivery**
Government						
Private						

Submitted by : _____

(Print Name and Signature)

Designation : _____

Date : _____

Instructions:

i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the PEZA]** and private contracts which may be **similar or not similar** to the project subject of the bidding) as of the deadline for the submission of bids.

ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or its equivalent term.

iii. The total amount of the ongoing and awarded but not yet started contracts must be consistent with those used in the Net Financial Contracting Capacity (NFCC).

APPENDIX "1"

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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 to *[supply/deliver/perform] [description of the Goods]* 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 Currency	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 *[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: _____

Statement of Single Largest Completed Contract which is similar in Nature

[shall be submitted with the Bid]

Business Name : _____

Business Address : _____

Name of Client/ Contact Person/Contact Number/Contact Email Address	Date of Contract	Title of the Contract/Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance	End User's Acceptance or Official receipt(s) issued for the Contract

Submitted by : _____

(Print Name and Signature)

Designation : _____

Date : _____

Instructions:

s

a. 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 the following requirements:

   i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; and

   ii. It should have been completed (i.e., accepted) within three (3) years prior to the deadline for the submission of bids.

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance and/or Completion from the bidder's client, or an Official Receipt or a Sales Invoice.

Republic of the Philippines
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Government Procurement Policy Board