

**AUTHORITY OF SIGNATORY**

**A. For Corporation/Cooperative**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, duly elected and qualified Board Secretary of *(Name of Company)*, a corporation/cooperative duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office or place of business at *(Place)*, DO HEREBY CERTIFY THAT.

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Special/Regular Meeting of the Board of Directors of the Corporation/Cooperative duly convened and held on *(Date)*, at *(Place)*, at which meeting a quorum was present and acting throughout, the following resolutions were unanimously approved and adopted, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that *(Name of Company)* be authorized, as it is hereby authorized and empowered to participate in the bidding of the *(Name of Project)* by the Philippine Deposit Insurance Corporation (PDIC); and that if awarded the project shall enter into a contract with the PDIC; and in connection therewith hereby appoint *(Name of Representative/s)*, acting as duly authorized and designated representative/s of the corporation/cooperative, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the corporation/cooperative in the bidding as fully and effectively as the corporation/cooperative might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do and cause to be done by virtue hereof;

RESOLVED Further That, the corporation/cooperative hereby authorizes its President to:

1. execute a waiver of jurisdiction whereby the corporation/cooperative hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
2. execute a waiver that the corporation/cooperative shall not seek and obtain a writ of injunction or prohibition or restraining order against any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of the contract to a successful bidder, and the carrying out of the awarded contract.

IN WITNESS WHEREOF, I hereby hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2015 at *(Place)*.

\_\_\_\_\_  
Name of Board Secretary

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_ Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC

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

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

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

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

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

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2015.

*Handwritten signatures and initials:*  
Lawyer's initials: *lw*  
Notary's initials: *T*  
Other initials: *a*, *d*, *Y*, *7*

**B. For Partnership/Joint Venture:**

**PARTNERSHIP'S/JOINT VENTURE'S CERTIFICATE**

I, \_\_\_\_\_, of legal age, Filipino Citizen, single/married and with office address at (Place), after having been duly sworn to in accordance with law, do hereby depose and say that:

As (Position) of (Name of Partnership/Joint Venture), I hereby certify that at the Regular/Special Meeting of the Partners held on (date) at (place), during which a quorum was present, the following Resolution was unanimously approved and adopted:

Resolution No. \_\_\_\_\_

"RESOLVED that the partnership/joint venture be authorized, as it is hereby authorized and empowered to participate in the pre-qualification and bidding for the (Name of Project) requirement of the Philippine Deposit Insurance Corporation (PDIC).

"RESOLVED, further that any of the following person/s are authorized to represent, negotiate, execute, bind and/or sign for or in behalf of the company any document/s required for the purpose of said bidding.

NAME	DESIGNATION	SPECIMEN SIGNATURE
_____	_____	_____

IN WITNESS WHEREOF, I hereby hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2015 at (Place).

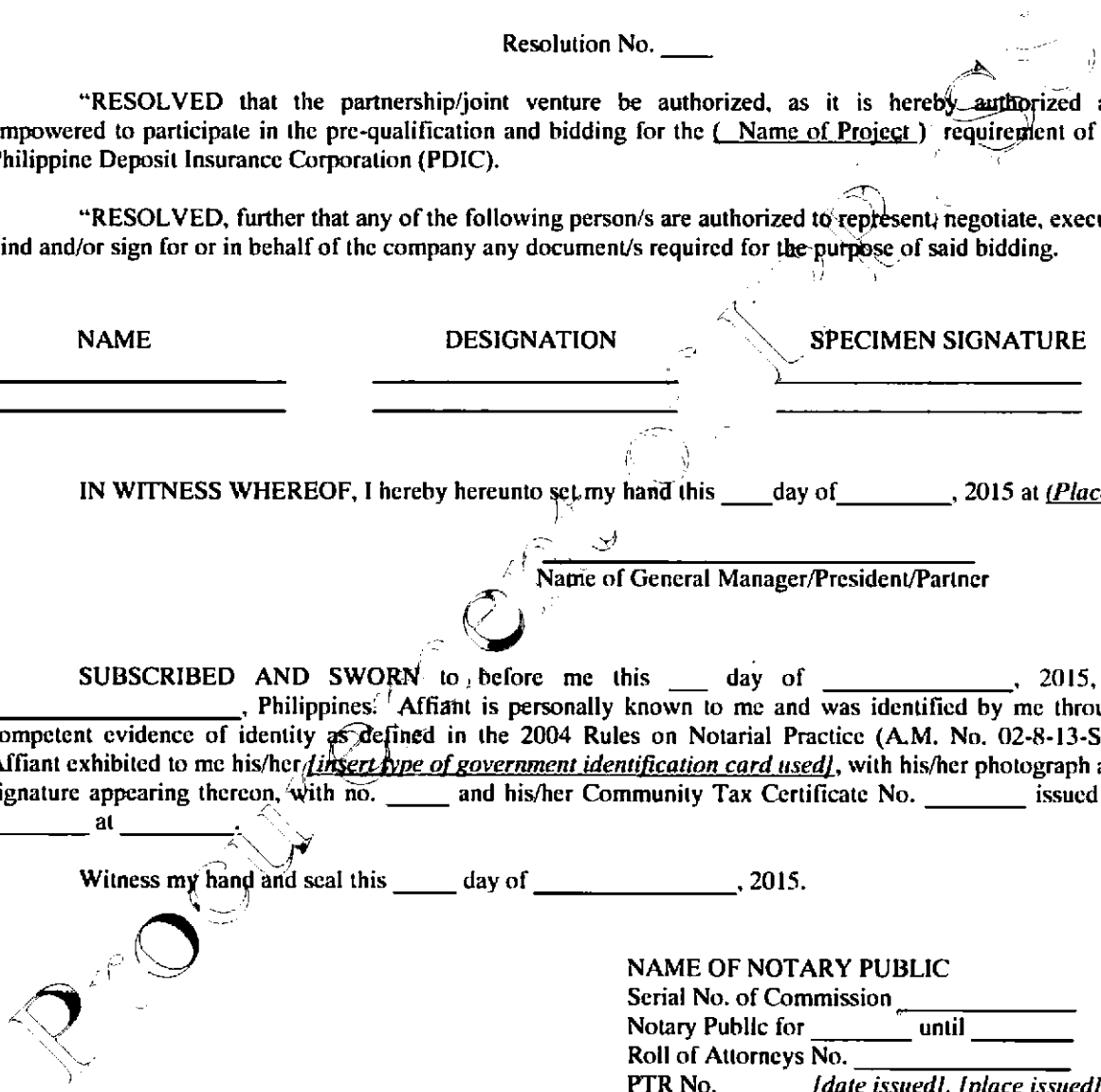
\_\_\_\_\_  
Name of General Manager/President/Partner

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
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Series of 2015.



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**Name of Bidder:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_

Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether or not similar in nature and complexity to the contract to be bid, excluding contracts with PDIC, if any:

Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	Date Awarded	Date Started

Statement of single largest completed contract similar to the contract(s) to be bid within the period 2009 – 2015 equivalent to at least 50% of the ABC, excluding contract(s) with PDIC, if any:

Year	Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	Date Awarded	Date Started	Date Completed

Statement of successfully implemented IPPFSS for two (2) local institutions using the same hardware within 2009-2014

Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	Date Awarded	Date Started

( A contract shall be considered "similar" to the contract to be bid if it involves goods or services of the same nature and complexity as that which is the subject of the public bidding.)

Submitted by : \_\_\_\_\_  
 Name & Signature of Authorized Representative  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

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REPUBLIC OF THE PHILIPPINES ) SS  
\_\_\_\_\_ )

**AFFIDAVIT OF COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

I/We, (Name of Representative/s) , of legal age, single/married, residing at \_\_\_\_\_ after having been duly sworn to in accordance with law, do hereby depose and state:

1. That I am/We are the (Position of Representative/s) of (Name of Bidder), a corporation/company organized and existing under the law of the Philippines with office address at (Address of Bidder) ;
2. That our company, (Name of Bidder), is hereby committed to comply with the technical specifications and procedures as stipulated in the Instructions to Bidders and Terms of Reference of IPPFSS,
3. That I am/We are making this statement in compliance with the requirements of the PDIC – BAC.

IN WITNESS WHEREOF, I have hereunto set my/our hand/s this \_\_\_\_\_ day of \_\_\_\_\_, 2015, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory/ies' legal capacity]  
Affiant/s

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her/their [insert type of government identification card used], with his/her/their photograph/s and signature/s appearing thereon. with no/s. \_\_\_\_\_ and his/her /their Community Tax Certificate No/s. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
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## OMNIBUS SWORN STATEMENT

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

## AFFIDAVIT

I/We, (Name of Affiant/s), of legal age, (Civil Status), (Nationality), and residing at (Address of Affiant/s), after having been duly sworn to in accordance with law, do hereby depose and state that:

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

If a sole proprietorship: I am the sole proprietor of (Name of Bidder) with office address at (address of bidder);

If a partnership, corporation, cooperative, or joint venture: I am/We are the duly authorized and designated representative/s of (Name of Bidders) with office address at (address of Bidder);

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

If a sole proprietorship: As the owner and sole proprietor of (Name of Bidder), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (Name of the Project) of the (Name of the Procuring Entity);

If a partnership, corporation, cooperative, or joint venture: I am/We are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (Name of Bidder) in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., either a duly notarized Secretary's Certificate (Bid Form No.1.1) or a Partnership's/Joint Venture Certificate (Bid Form No. 1.2) issued by the corporation or the members of the joint venture)];

3. (Name of Bidder) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

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

**6. Select one, delete the rest;**

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

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

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

- 7. (Name of Bidder) complies with existing labor laws and standards: and
- 8. (Name of Bidder) is aware of and has undertaken the following responsibilities as a bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the (Name of the Project).
- 9. (Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/s / Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her/their insert type of government identification card used, with his/her/their photograph/s and signature/s appearing thereon, with no/s. \_\_\_\_\_ and his/her /their Community Tax Certificate No/s. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
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Series of 2015.

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REPUBLIC OF THE PHILIPPINES )

City of \_\_\_\_\_ ) S.S.

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**BID-SECURING DECLARATION****Invitation to Bid/Request for Expression of Interest No.<sup>1</sup>** : (Insert name of Project/s)

To: (Insert name and address of the Procuring Entity)

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bid must be supported by Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>3</sup>, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

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<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012

<sup>4</sup> Select one and delete the other.



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

[insert **NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE**]  
[Insert signatory's legal capacity]  
Affiant

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

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

**NAME OF NOTARY PUBLIC**

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

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EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
	1	<b>Purchase Requisition Processing</b> a. Facility to encode PR details such as: i. PR No./Date of PR ii. Unit/Requesting Department iii. Date of PR receipt iv. PR type v. Budget Verification vi. Others	1			
		b. Facility to determine whether PR is to be processed through a certain mode of procurement such as: i. Shopping ii. Small Value Procurement iii. Direct Contracting iv. Agency-to-Agency v. Others	1			
		c. Capable of tracking the PR items from the Annual Procurement Plan	1			
		d. Capable of monitoring the status of PR	1			
	2	<b>Determination of Procurement Method</b> a. Compliance in the order of determining the procurement method	1			
		b. Generate applicable procurement report based on the procurement method used	0			Reports/Forms (not included in 25%)

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Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
		c. Allow remote canvassing/bid attraction	1			
		d. Generation of Agency Procurement Report (APR) containing all mandated information	0			Reports/Forms (not included in 25%)
		e. Remote connection/Facility to connect to Procurement Service providers that will facilitate the browsing, downloading and uploading of information (PS, e-Procurement, Electronic Purchase, etc.)	1			provide link from the IPPFSS to PS, e-Proc, etc. website
	<b>3</b>	<b>Canvassing</b>				
		a. Capable of creating Request For Quotation (RFQ)	1			
		b. Allows quotations for both services and materials	1			
		c. Capability to convert multiple currencies	1			
		d. Quotation ranking based on pre-defined canvassing criteria	1			
		e. Capability to prepare Abstract of Quotations	1			
		f. Allows editing of Abstract of Quotations	1			
	<b>4</b>	<b>Purchase Order Processing</b>				
		a. Automatically converts approved Purchase Requisitions to Purchase Orders after approval i. Standard and Blanket Purchase Order Processing ii. Allows various delivery dates for items in a Blanket Order	1			
		b. Refers PO to PR or Quotation, or other reference document number	1			
		c. Allows one PR to one PO; many PRs to one PO; and one PR to many Pos	1			

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Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
Procurement Monitoring		d. Approval routing for Purchase Order through Workflow	1			
		e. Recurring purchase orders for recurring transactions	1			
		f. Monitors status of Purchase Orders	1			
		g. Records Invoice, Official Receipt Number for POs served and paid	1			
		h. Shows audit trail of PO transaction	1			
		i. Includes outstanding Purchase Orders and in-transit items for purchase	0			
		j. Generation of Purchase Order (PO) containing all mandated information	1			
		k. Segregated printing of PO for special cases like when two suppliers win the bidding process	1			
		l. Browse related documents as required in the submission of a particular procurement document (i.e., PR, Property Acknowledgement Receipt (PAR), abstract of quotations, etc., whatever is required)	1			
		m. Generation of Petty Cash Voucher (PCV) for petty cash purchases	0			Reports/Forms (not included in 25%)
		n. Automatic generation of winning bidder/supplier yet manual selection shall be allowed	1			
		o. Generation of COA Transmittal Report	0			Reports/Forms (not included in 25%)
		p. Ability to compute penalty for delay in the delivery of item(s) by the supplier.	1			
	<b>5</b>	<b>Purchase Returns</b>				
		a. Monitors returns made from a specific Purchase Order	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
		b. Identification of items rejected and to be returned to the Suppliers	1			
		c. Updates PO regarding return of item	1			
		d. Captures details of item returns, e.g. date of pick-up, date of delivery of replacement, etc.	1			
	<b>6</b>	<b>Delivery, Receipt, Inspection, and Acceptance of Supplies, Materials, and Equipment</b>				
		a. Generation of Inspection and Receiving Report (IRR) under petty cash, cash and credit transactions which allows processing of partial delivery and restriction of re-generation of IRR with the same transaction	1			
		b. Generation of Performance Evaluation of Suppliers	1			not necessarily the exact format; for later customization
	<b>7</b>	<b>Preparation of Voucher for Payment of Purchase</b>				
		a. Generate DV for payment of purchase	1			not necessarily the exact format; for later customization
		b. Automatic recording (feeding) of purchased items according to the category of inventory (fixed assets or supplies inventory)	1			
		c. Categorization of items into fixed assets or supplies inventory	1			
		d. Automatic listing of requirements/ attachments for a certain transaction	1			
	<b>8</b>	<b>Generation of Accounting Entries</b>				
		a. Generate automatic accounting entries for approved purchases.	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
	9	<b>Reports</b> a. Facility to regularly generate the following reports, which may be reformatted subject to the requirement of the users (Please see Annex E):	0			Reports/Forms (not included in 25%)
	10	<b>Consolidated Features</b> a. History of item status (uncanvassed, delivered, on time, etc.)	1			
		b. Browsing / printing history of item status per supplier	1			
		c. Capable of transferring property accountability from one person to another.	1			
	11	<b>Goods Receipt</b> a. Identifies schedule of deliveries to allow inquiries on inventory stock	1			
		b. Classification of inventory items according to status, e.g. in-transit, under inspection, etc.	1			
		c. Classifies all goods received according to standard item types	1			
		d. Captures tolerance level for receipts above purchase order quantity	1			
		e. Captures tolerance level for rejects	1			

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**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
		f. Automatically updates for item cost upon receipt of new items, depending on valuation, e.g. FIFO, LIFO, etc.	1			
		g. Processes both partial and full deliveries on purchases	0			same as 6a
		g. Records details on quality inspections on received items, e.g. warehouse received, inspection date, inspection results, inspecting and reviewing personnel, etc.	1			
		h. Monitors and tags items rejected for return to supplier	1			
		i. Ability to identify items for which quality inspections should be a standard procedure	1			
		j. Captures reason for item rejection	1			
		k. Updates PO for rejects	1			
		l. Purchase Return processing	1			
	12	<b>Item Status</b>				
		a. Able to classify and monitor materials whether raw materials, work in progress, or finished goods"	1			
		b. Able to classify materials in various categories	1			
		c. Monitors item aging or shelf-life	1			

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EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPFFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
Inventory Management		d. Classifies inventory as: active or inactive (depending on movement), for repair, for disposal, for replacement, etc	1			
		e. Able to identify which items are fast-moving or slow-moving	1			
		f. Computation or Recording and Monitoring of reorder point, maximum and minimum inventory levels	1			
	13	<b>Goods Issuance</b>				
		a. Processes receipts of non-stock items for further issuance, e.g. identify approved requests for supplies	1			
		b. Using built-in workflow, informs requesting personnel of availability of items	1			
		c. Processes goods issuance for projects departments, allocating the costs to corresponding cost centers	1			
		d. Automatically updates quantities on hand	1			
	14	<b>Goods Transfer</b>				
		a. Records information on inventory transfers, e.g. item to be transferred, warehouse details, accountability information	1			
	b. Processes warehouse to warehouse and warehouse to department transfers	1				

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

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Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks				
				Present (Y/N)	For Customization (Indicate Pts.)					
	15	<b>Item Returns</b>	1							
		a. Monitors and processes purchase returns and returns from department/ personnel								
			b. Updates audit trail for item returns	1						
	16	<b>Item History Monitoring</b>	1							
		a. Automatically compute for year-to-date values for items purchased, used, and rejected								
		b. Supports bar-coding technologies						1		
		c. Allows automatic conversion from unit of measure to another unit of measure	1							
	17	<b>Preparation of the Annual Procurement Plan</b>	1							
		a. Facility for a department level preparation of Project Procurement Management Plan (PPMP) with corresponding budget, all with details of items as required by Department of Budget and Government Procurement Policy Board (GPPB)								
		b. Facility for a Department-level maintenance of budget (link BMS per department to SIMS to avoid manual entry of supplies custodian.					1			
		c. Allow contingency procurement of items not included or approved in the Agency Procurement Plan (APP)					1			
		d. Allows updating of PPMP/APP based on approved budget/project realignment					1			
		e. Tracks utilization of APP and remaining budget	1							



EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
Supplies Inventory Monitoring	18	<b>Maintenance of Supplies Withdrawal Schedule</b>				
		a. Create a department level facility to support the current Supplies Withdrawal Slip (SWS) processes to be interfaced with the main system.	1			
		b. Able to support two level warehousing with ASG as the main warehouse and sub-warehouse in all the units.	1			
		c. Able to monitor actual supplies utilization at department level	1			
		d. Supplies Withdrawal Schedule per Department by encoding the issuance date	1			
		e. Determination of slow-moving and fast moving items	0			same as 12D
		f. Maintenance utility for new or phased-out items	1			
	g. Generation and maintenance of year-long supplies	1				
	19	<b>Standard Stock Level of Supplies Inventory</b>				
		a. Determine standard level of supply for each inventory item	1			
		b. Allow build-up of stocks more than the required level of supply for emergency purposes	1			
		c. Viewing and printing of Re-order report	1			Format of report for customization
	20	<b>Purchase of Supplies Inventory</b>				
		a. Viewing and printing of Stock position sheet	1			
		b. Option to generate PR upon completion of Re-order report and Stock position sheet	1			
	c. Update of stock balances upon receipt of items purchased	1				

**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
	21	<b>Withdrawal of Supplies Inventory</b>				
		a. Recording of supplies shall be done thru Barcoding technology with option to encode through keyboard in cases barcode scanning/reading is not possible (i.e. defective unit, unreadable sticker, etc.). This feature should be available in main warehouse and sub-warehouses.	1			
		b. Viewing and printing of supplies withdrawal	1			
		c. Department level supplies withdrawal based on schedule and approved budget	1			
		d. Department-level supplies emergency withdrawal	1			
		e. History of item Movements	1			
		f. Department history of withdrawals and requests	1			
		g. Remote facility for issuing personnel	1			
		h. Adherence to FIFO (first-in, first-out) or queuing process of request and withdrawal	1			
	22	Reports : Please see Annex F	0			Reports/Forms (not included in 25%)

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
	23	<b>Asset Maintenance</b> a. Allows maintenance of Asset Masterfile information i. Asset Number ii. Asset Description iii. Asset Category iv. Manufacturer v. Model vi. Serial Number vii. Tag Number viii. Accountability (Name of employee accountable for the asset) ix. Acquisition Date x. Acquisition Cost xi. Estimated Life xii. Depreciation Method xiii. Depreciation Date (Service Date) xiv. Salvage value xv. Net Book Value xvi. Insurance Policy i. Insurance Number ii. Insurance Company xvii. Insurance Coverage / Amount xviii. Others	1			
		b. Allows maintenance of the following Depreciation Methods: i. Straight-line ii. Sum of the Years Digit iii. Double Declining Balance iv. Others	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
<b>Asset Management</b>		c. Maintains the following Asset Status categories: i. In Use ii. Disposed iii. Retired iv. Others	1			
		d. Allows viewing of list of assets available for transfer	1			
		e. Tracks asset accountability history	1			
		f. Allows computation of depreciation using a specified depreciation method	1			
		g. Able to handle disposal, retirement, selling of assets i. Update Net Book Value of an asset that will be disposed, retired or sold ii. Record proceeds from sale of an asset iii. Fully / partially retire an asset in units / cost iv. Compute gain or loss from disposal, retirement, or sale of an asset	1			
		h. Allows reinstatement of retired assets	1			
		i. Able to update asset quantity balance	1			
		j. Allows adjustment of asset information i. Cost ii. Salvage Value iii. Estimated Useful Life iv. Depreciation Method	1			
		k. Allows revaluation of asset	1			
		l. Allows reclassification of an asset to another asset category	1			
		m. Able to schedule physical counts of assets	1			
		n. Allows entry of physical count of assets result	1			
		o. Captures required asset physical count information and routes to the appropriate personnel results of the physical count	1			
		p. Allows authorized personnel to view results of physical counts	1			

EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
		q. Allows to record status / information of repairs and maintenance of an asset	1			
		r. Tracks, monitors, and updates the status of each repair	1			
		s. Able to track Insurance Policy information of an asset	1			
		t. Able to generate appropriate accounting entries for any asset movement and asset revaluation	1			
		u. Allows transfer of accounting entries to the General Ledger	1			
		v. Allows interfaces to other applications covering the following processes: i. General Ledger ii. Accounts Payable iii. Purchasing iv. Budgeting	1			
		w. Allows restriction of people who can enter or edit the ff: i. asset information ii. run depreciation iii. transfer assets or change accountability information	1			
	24	<p><b>Inspection upon delivery of the items</b></p> <p>a. Shall have the functionality to :</p> <ul style="list-style-type: none"> <li>• Automatically upload property details pulled from PMS/predefined location at cut-off time, with option to manually encode the same based on approved PO/IRR.</li> <li>• Preview/print uploaded/encoded details.</li> <li>• Auto-generate distinct reference number for each upload.</li> <li>• Preview/generate exception reports when -                             <ul style="list-style-type: none"> <li>o duplicate records are detected</li> <li>o incomplete records are detected</li> <li>o upload is aborted</li> </ul> </li> <li>• Allow authorized user to reverse uploaded/encoded details based on reference number automatically generated during the upload.</li> </ul>	1			

EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
Asset oring & Property Acknowledge ment Receipt (PAR)		b. Should have the functionality to extract pertinent regular employee details from Personnel Information System (PIS) necessary to process PAR or ICS.	1			
	25	<b>Preparation and Distribution of PAR (for Capitalized CPE)</b> a. Should be able to select from the list of employees to whom the item(s) will be assigned; allow assignment of accountability on per item or per group of items.	1			
		b. Should generate a unique transaction code or number for every PAR generated.	1			
		c. Should be capable of creating, cancelling and voiding PAR.	1			
		d. Allow viewing of the cancelled/voided PAR.	1			
		e. Should allow printing and re-printing of PAR for a specific transaction or a range of PAR transactions.	1			
		f. Capability to view names of all employees and all their accountabilities.	1			
		g. Capable of transferring accountabilities from one employee to another.	1			
		h. In case the requesting department failed to specify the name of the person responsible for the item, the system shall by default assign to the requesting employee as captured in the PR, with the option to manually encode the details.	1			
	26	<b>Preparation and Distribution of ICS for expensed CPE</b> a.1 Should be able to select from the list of employees to whom the item(s) will be assigned; allow assignment of accountability on per item or per group of items.	1			
		a.2. Should generate a unique transaction code or number for every ICS generated.	1			
		a.3 Should be capable of creating, cancelling and voiding ICS.	1			

EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
		a.4. Allow viewing of the cancelled/voided ICS.	1			
		a.5. Should allow printing and re-printing of ICS for a specific transaction or a range of PAR transactions.	1			
		a.6. Capability to view names of all employees and all their accountabilities.	1			
		a.7. Capable of transferring accountabilities from one employee to another	1			
		a.8. In case the requesting department failed to specify the name of the person responsible for the item, the system shall by default assign to the requesting employee as captured in the PR, with the option to manually encode the details.	1			
		b. Should have a facility capable of inquiring if the EUL of a certain item(s) assigned to an employee has reached its EUL, before a new item is issued	1			
		c. The accountability for items that have reached its EUL shall be automatically archived by the system.	1			
	27	<b>Printing of Property (Barcode) Sticker for Capitalized CPE</b>  a. Should have the functionality to print/reprint single or multiple barcode stickers as specified by PDIC with the following details: • Property number • Property description	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
Monitoring of CPES	28	<b>Inventory of capitalized CPE</b>				
		a. Allow selection of records to upload to the barcode scanner (all/by range). Barcode scanner should be capable of identifying and recording the following:  <ul style="list-style-type: none"> <li>• Item(s) belonging to the department</li> <li>• Items(s) missing and</li> <li>• Item(s) found but not in the master list.</li> </ul>	1			
		b. Capable of uploading the inventory results from the barcode scanner to the FAMS to update the status and location of the property.	1			
		c. Capable of viewing and printing all properties recorded (i.e., by classification, etc.) as of inventory-taking date; and corresponding inspection status i.e., 'for inventory-taking', 'inventory done' or with update.	1			
		d. Capability to maintain a history of the results of inventory.	1			
		e. Ability to identify items which are already inventoried to avoid double count.	1			
		f. Capability to view and print the results of the inventory, presented by date of the inventory, sorted by CPE item, employee or organizational unit (sector, group or department).	1			
	g. Facility to push the list of accountabilities of each employee to the Employee Portal in the Intranet.	1				
	29	<b>Monitoring of Capitalized CPE</b>				
		a. Capable of re-assigning/reclassifying an item from capitalized to expensed CPE or vice-versa.	1			

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EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
		b. Capable of processing depreciation of capitalized CPE for posting to the IFS. [Note: PDIC currently uses straight-line method of depreciating CPE.]	1			
		c. Able to display the current status of the CPE item, and display the history of transactions pertaining to the CPE item (e.g. transfer from one employee to another, re-assigned from capitalized to expensed CPE, turned-in, EUL rendered etc.)	1			
		d. Capability to have a history of transactions of every employee like PAR assignment, turned-in, lost property, payment on lost property, etc.	1			
		e. Capability to identify/inquire about the asset entitlement of an employee.	1			
	30	<b>Monitoring of Expensed CPE</b>				
		a. Capability to re-assign/reclassify an item from expensed to capitalized CPE or vice-versa.	1			
		b. Capability to view and print the list of items issued to each employee as of given date.	1			
		c. Capability to view and print list of items that have reached its EUL.	1			
		d. Generation of Inspection and Receiving Report (IRR) under petty cash, cash and credit transactions which allows processing of partial delivery and restriction of re-generation of IRR with the same transaction	0			
		e. Generation of Performance Evaluation of Suppliers	0			
	31	<b>Turning-In/Transfer of Properties</b>				
		a. Capable of generating the PDIC Property Turn-In slip.	0			Reports/Forms (not included in 25%)

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
Disposition of CPES		b. Capable of transferring property accountability from one person to another.	1			
		c. Allow transfer of property either on per item or on a per group basis.	1			
	32	<b>Disposal of Properties</b> a. Capability to select, view and print data on turned-in properties to be evaluated for disposal -- selected per date, CPE item, employee or organizational unit (sector, group or department).	1			
		b. Capability to create and generate user-defined memo template for disposal (recommendation to the PDIC President and to the UPDC).	0			Reports/Forms (not included in 25%)
		c. Capability to process property disposal based on the approved mode of disposal (sale or donation).	1			
		d. Capability to create and generate PDIC Pass-Out Slip	0			Reports/Forms (not included in 25%)
		e. Capability to record, view and print audit trail of all disposal transactions (communicated, approved and completed).	1			
	33	<b>Reports &amp; Forms</b> a. Facility to regularly generate the following reports, which may be reformatted subject to the requirement of the users (See Annex G: Sample Reports and Forms):	0			Reports/Forms (not included in 25%)
	34	<b>Maintenance Contract / Agreement</b> a. Capability to provide Asset List of the Corporation by category	1			
		b. Capability to track Contract Info, Vendor Details, Warranty Date and Amount.	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
Maintenance Issues	35	<b>Maintenance / Repair Schedule</b>				
		a. Capability to schedule Asset Maintenance/repair with flexible schedule frequency (i.e. daily, weekly, monthly, etc.)	1			
		b. Capability to add Job schedule with the details (i.e. responsible person for repair, job status, costing, etc.).	1			
		c. Capability to provide detailed scope and description of work.	1			
		d. Capability to print Job Order.	0			Reports/Forms (not included in 25%)
		e. Facility to maintain repair history of a particular CPE.	1			
	36	<b>Integration</b>				
		a. Share of libraries or transactions between systems	1			
		b. Standard coding of items across systems	1			
		c. Uniform depreciation of properties	1			
		d. Processing of Procurement and Property Dept. (PPD) Supplies purchases through Procurement system upon reaching re-orderable levels	1			
		e. Employee viewing of accountabilities and any transactions from any systems	1			
		f. Single approving authority across systems per department	1			
		g. Corporate viewing / printing of selected reports	0			Reports/Forms (not included in 25%)
		h. Corporate viewing / printing of libraries	1			
	37	<b>Employee Portal</b>				
		a. Capability to update/improve/upgrade the current Property Acknowledgement Receipt facility in the PDIC Intranet.	1			

EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
Integration of Procurement, Inventory Management, Supplies Monitoring, Fixed Asset and Bar Code System & connection to systems		b. Capability to provide scheduled or ad-hoc upload of data or document to the portal.	1			
		c. Facility to upload EUL of items in the intranet (employee portal) to check if they are allowed to request a particular expensed item.	1			
	38	<b>Linkage with Budget System</b>				
		a. Facility to connect to budget system that will facilitate browsing, downloading and uploading of information or storage of information	1			
		b. Corporate viewing/access of uploaded budget information	1			
		c. Department-level verification of budget	1			
		d. Generate interface file for upload to BMS of all or selected CPE classification (reference files).	1			
		e. Generate a file on existing inventory of all CPE assigned to every department.	1			
		f. FAMS shall provide information on employee accountabilities to be used for budget preparation.	1			
	39	<b>Linkage with Integrated Financial System (IFS)</b>				
	a. Connection to IFS that will facilitate browsing, downloading and uploading of information or storage of information (summary of issuance, summary of depreciation cost, etc.)	1				

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
		b. Facilitate creation of accounting entries (debit/credit) to be posted in the IFS such as: a. Approved disbursements/ purchases b. Asset depreciation c. Supplies issuances d. Dacion of properties e. Disposal thru: i. Sale ii. Donation iii. Others	1			
		c. The IFS will maintain the General Ledger of PPEs (e.g. FFES, IT Equipment) and supplies issuances to departments while the Fixed Asset & Supplies Monitoring shall maintain their corresponding Subsidiary Ledger.	1			
		d. The IPPFSS should interface and be fully integrated with our current corporate Integrated Financial System (IFS) and other related systems that will be providing and requiring information to and from IPPFSS and should allow cross company/multi-company transaction. Accounting entries are automatic to IFS, hand-off file or uploading is not allowed.	1			
	40	<b>Linkage with Personnel Information System (PIS)</b>				
		a. Capability to allow scheduled or ad-hoc upload from the PIS of all or selected employee and organizational unit (sector, group or department) information.	1			
		b. Capability to allow scheduled or ad-hoc upload of list of current Contractual employees.	1			
	41	<b>User login</b>				
		a. Shall have the facility to update user login credentials (user name, password).	1			

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EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System

Annex B

POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPFSS) PROJECT

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (indicate Pts.)	
Secure application by implementing access during user log in, creation/approval of transactions, (2) an audit trail of all changes to the System, and (3) backup, recovery, archiving and reloading policies to manage the data.		b. User accounts shall have integration with Microsoft Active Directory (AD) with an option to use either single sign-on or multiple sign-on during authentication.	1			
		c. Shall have the facility to support activation of a separate password policy, which includes, but not limited to, the following: o Password history o Password aging	1			
	42	<b>Maintain users</b> a. Shall have the facility to update user accounts.	1			
		b. Shall have the facility to configure user idle time to trigger automatic logout.	1			
	43	<b>User Roles/Rights</b> a. Shall have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor).	1			
		b. Shall have the facility to restrict access to menus and data sources such as databases, tables and folders.	1			
	44	<b>Provide an Audit Trail/Log Report</b> a. Shall include, but not limited to, the following: o File updating and maintenance o Errors and abnormal activities in the system o User and system administrator activities o User logon/logoff	1			

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**EVALUATION SHEET : Integrated Procurement, Property Fixed Asset and Supplies System**

**Annex B**

**POINT SYSTEM TO BE USED IN PRE-SCREENING INTEGRATED PROCUREMENT PROPERTY FIXED ASSET AND SUPPLIES SYSTEM (IPPFSS) PROJECT**

Business Requirements	Ref No	Functional Requirements	Allocated Points	Proof of Concept		Remarks
				Present (Y/N)	For Customization (Indicate Pts.)	
		b. User activities relative to the stored information which include updating, printing, downloading, deletion, annotation, and other changes	1			
		c. List of records/files removed from the active database for backup purposes	1			
		d. Shall have the facility to view, print and download audit trail report in PDF, Excel and CSV file formats.	1			
		e. Shall have the facility to display current users of the system any time.	1			
	<b>45</b>	<b>Backup, Recovery, Archiving and Reloading</b>				
		a. Shall have the facility to define backup, recovery, archiving and reloading policies.	1			
<b>TOTAL</b>			<b>199</b>			

**Evaluation Process:**

- 1. All functionalities should be present (either already available/commitment to provide/customize).**
- 2. 1 point for each functionality that is not present in the solution (except for functionalities with zero point). Total Points for customization should not exceed 50.**



**FINANCIAL PROPOSAL FOR THE BIDDING OF  
INTEGRATED PROCUREMENT, PROPERTY FIXED ASSET AND SUPPLIES SYSTEM  
FOR THE PHILIPPINE DEPOSIT INSURANCE CORPORATION**

**SCHEDULE OF PROPOSAL**

Items (a)	Qty (b)	Unit (c)	Unit Cost (d)	Total Cost (b x d)
<b>1 Integrated Procurement, Property Fixed Asset and Supplies System</b>				
a. Hardware Components				
a.1 Mobile Devices capable of scanning barcodes	3	unit	PhP	PhP
a.2 Barcode Printers	2	unit	PhP	PhP
<i>(See Annex D of the TOR for detailed specifications)</i>				
<b>Sub-Total - (Item A)</b>				PhP
b. Software Components				
b.1 Name of Software				
b.2 User License (All Modules)	10	user	PhP	PhP
b.3 All other software licenses required to ensure the successful implementation of IPPFSS	1	lot	PhP	PhP
<i>(See item 4.0 of the TOR for the detailed specifications)</i>				
b.4 1st Year Software Maintenance	1	year	PhP	PhP
<b>Sub-Total - (Item B)</b>				PhP
c. Implementation Services Components				
c.1 Implementation	1	lot	PhP	PhP
c.2 Migration	1	lot	PhP	PhP
c.3 Documentation	1	lot	PhP	PhP
c.4 Training	1	lot	PhP	PhP
<b>Sub-Total - (Item C)</b>				PhP
<b>GRAND TOTAL - (Item D)</b>				PhP
e. Maintenance Cost				
e.1 Software Maintenance cost for the next 3 years*	1	lot	PhP	PhP
e.2 Service Level Agreement (SLA) per manday	1	lot	PhP	PhP
<b>Sub-Total - (Item E)</b>				PhP

\* - Annual maintenance cost should not exceed 20% of the cost of the Software Components

**TERMS AND CONDITIONS:**

1. The Lowest Calculated Bid shall be based on the Grand Total (Item D), which represents the total cost of the project
2. All cost specified herein shall be inclusive of all applicable taxes
3. Payment shall be billed by the contractor based on the progress or completion of the milestones of the project (see Item 8.0 Terms of Payment of the IPPFSS TOR)

NAME OF THE COMPANY: \_\_\_\_\_

NAME OF THE AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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