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TERMS OF REFERENCE

PROJECT	:	INTEGRATED PROCUREMENT, PROPERTY, FIXED ASSETS AND SUPPLIES SYSTEM (IPPFSS)
AMOUNT	:	PHP 14,000,000.00
LOCATION OF PROJECT	:	MAKATI CITY

1.0 AGENCY BACKGROUND

The Philippine Deposit Insurance Corporation (PDIC) is a government instrumentality created by virtue of Republic Act 3591, as amended, to provide protection to depositors of banks in the Philippines through deposit insurance and promotion of sound banking practices. It also acts as the statutory receiver/liquidator of banks closed by the Monetary Board of the Bangko Sentral ng Pilipinas.

2.0 OVERVIEW OF CURRENT & RELATED SYSTEMS

Presently, PDIC maintains semi-automated processes in performing its procurement, supplies and fixed asset management.

A. Procurement Management

The Property and Procurement Department (PPD) uses a current PDIC Procurement Monitoring System running on Progress and using Linux operating system. The system covers the activities from the preparation of requisition forms up to the preparation of Purchase Order (PO) and delivery and acceptance of the items taking into consideration the budget allocation and monitoring processes.

The major functionalities of Procurement Monitoring system are as follows:

- Processing of Purchase Requisition (PR)
- Generation of PO/Agency Procurement Request (APR)
- Generation of Abstract of Quotation (AOQ)
- Generation of the Inspection and Receiving Report (IRR) upon inspection of the items purchased
- Generation of Disbursement Voucher (DV) without DV number and accounting entries

See Annex A: Procurement Process Flow

B. Supplies and Inventory Management

PPD is currently using a Supplies and Inventory Management System running on Progress and using Linux operating system. The SIMS records and tracks consumable supplies (common items) or

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all expendable commodities, which are normally consumed within one year in connection with government operations or used in the process of manufacture or construction.

PPD codes are used to identify each item and the supplies are grouped according to the current grouping of PPD. Other set of group codes are attached per item. These are the accounting code, and the treasury code.

The supplies inventories are also grouped into Fast Moving and Medium Moving.

See Annex B: Supplies Inventory Process Flow

C. Fixed Asset Management

PPD currently maintains semi-automated processes in monitoring, maintaining and disposing Corporate Property and Equipment (CPE). These tangible assets of the Corporation are classified into capitalized and expensed CPE. A computerized Fixed Asset Monitoring Systems (FAMS) handles the monitoring of the capitalized CPE. The expensed CPE is monitored manually using MS-Excel.

Capitalized CPE is recorded in the system to facilitate monitoring of these assets from receipt and recording of CPE up to disposal.

See Annex C: Fixed Asset Monitoring Process Flow

3.0 OBJECTIVES

To implement an Integrated Materials Management System for the Corporation to replace to the current outdated system that shall:

- a. Integrate people, processes, and technology;
- b. Address requested enhancements for new features and functionalities;
- c. Reduce, if not eliminate, redundant data and data capture,
- d. Manage resources and data;
- e. Promote uniform enforcement of policies, procedures and guidelines;
- f. Make data available to the right person at the right time and aid management in decision-making;
- g. Put in place a facility to generate related reports to aid in analysis and decision-making; and

- h. Implement the recommendations contained in the Efficiency Review Report on the Administration of the Procurement Process as approved by the Board on December 18, 2013.

This is in support of the continuous effort to improve service delivery and productivity throughout the Corporation.

To support the above objectives, the project herein envisioned shall include the customization and implementation of the following:

- a. A Procurement Monitoring System (PMS) that is capable of being integrated with the Supplies Monitoring System (SIMS) and Fixed Asset Monitoring System (FAMS).
- b. A computerized SIMS that is integrated with the PMS, FAMS and Bar Code System
- c. A computerized FAMS that is integrated with the PMS, SIMS and Bar Code System



4.0 PROJECT SCOPE AND DELIVERABLES

	ACTIVITIES	DELIVERABLES
Software	Deployment of application	<ul style="list-style-type: none"> • Details of software/modules • Number of Users <ul style="list-style-type: none"> ▪ 10 users – All Modules ▪ 81 users – Supplies Module (for department level monitoring) • All other software licenses required to ensure the successful implementation of IPPFSS
Hardware	Supply, installation and commissioning	<ul style="list-style-type: none"> • At least 3 mobile devices capable of scanning barcodes • At least 2 barcode printers <p>See Annex D: Barcode Scanner and Printer specifications</p>
Implementation Services	Project Planning Activities	<ul style="list-style-type: none"> • Project Management Plan/Charter • Risk Management Plan • Acceptance Plan
	Review of current business and user requirements	<ul style="list-style-type: none"> • Blueprint of current processes
	Gap Analysis	<ul style="list-style-type: none"> • Blueprint of to-be processes
	Customization of IPPFSS	<ul style="list-style-type: none"> • Blueprint of as-built processes
	Testing	<ul style="list-style-type: none"> • Test Plan • UAT Document (test cases/scripts) • Test Results/Error Logs • Issue Management Plan

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	Acceptance	<ul style="list-style-type: none"> • Final Installation/setup program (including drivers, plug-ins, etc.) • System Architecture • E/R Diagram • List of Modules • List of Tables • Table-Module Matrix • Table Abstracts • Physical Data Model • High Level Design (HLD) • Source Codes (Reports) • Other Technical Specifications • Signed User Acceptance Document
Migration	Design Migration Strategy	<ul style="list-style-type: none"> • Migration Strategy Plan
	Execute Migration Strategy/Plan	<ul style="list-style-type: none"> • Migration logs and issues
Training	Conduct of Training <ul style="list-style-type: none"> • Users' Training • System Administration • Server Configuration 	<ul style="list-style-type: none"> • Training Plan • Training Materials/Certificates • User and System Administrator manuals • System Configuration Manual
Others	Report on project status on a monthly basis	<ul style="list-style-type: none"> • Monthly Status Update Report
	Review monthly project status	<ul style="list-style-type: none"> • Minutes of meetings
	Go Live	

5.0 BUSINESS AND FUNCTIONAL REQUIREMENTS

BUSINESS REQUIREMENTS (BRs)	FUNCTIONAL REQUIREMENTS (FRs)	
PROCUREMENT MONITORING MODULE		
BR # 1	Procurement	
	FR #1	<p>Purchase Requisition Processing</p> <ul style="list-style-type: none"> a. Facility to encode PR details such as: <ul style="list-style-type: none"> i. PR No./Date of PR ii. Unit/Requesting Department iii. Date of PR receipt iv. PR type v. Budget Verification vi. Others b. Facility to determine whether PR is to be processed through a certain mode of procurement such as: <ul style="list-style-type: none"> i. Shopping ii. Small Value Procurement iii. Direct Contracting iv. Agency-to-Agency v. Others c. Capable of tracking the PR items from the Annual Procurement Plan d. Capable of monitoring the status of PR
	FR #2	<p>Determination of Procurement Method</p> <ul style="list-style-type: none"> a. Compliance in the order of determining the procurement method b. Automatic determination of Procurement method (based on the pre-set order /conditions of procurement methods) and be able to generate the applicable procurement report c. Allow remote canvassing/bid attraction d. Generation of Agency Procurement Report (APR) containing all mandated information 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.)
	FR #3	<p>Canvassing</p> <ul style="list-style-type: none"> a. Capable of creating Request For Quotation (RFQ) b. Allows quotations for both services and materials c. Capability to convert multiple currencies d. Quotation ranking based on pre-defined canvassing criteria e. Capability to prepare Abstract of Quotations f. Allows editing of Abstract of Quotations
	FR #4	<p>Purchase Order Processing</p> <ul style="list-style-type: none"> a. Automatically converts approved Purchase Requisitions to Purchase Orders after approval <ul style="list-style-type: none"> i. Standard and Blanket Purchase Order Processing ii. Allows various delivery dates for items in a Blanket Order b. Refers PO to PR or Quotation, or other reference document number c. Allows one PR to one PO; many PRs to one PO; and one PR to many POs d. Approval routing for Purchase Order through Workflow e. Recurring purchase orders for recurring transactions f. Monitors status of Purchase Orders g. Records Invoice, Official Receipt Number for POs served and paid h. Shows audit trail of PO transaction i. Includes outstanding Purchase Orders

		and in-transit items for purchase
		<ul style="list-style-type: none"> j. Generation of Purchase Order (PO) containing all mandated information k. Segregated printing of PO for special cases like when two suppliers win the bidding process 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) m. Generation of Petty Cash Voucher (PCV) for petty cash purchases n. Automatic generation of winning bidder/supplier yet manual selection shall be allowed o. Generation of COA Transmittal Report p. Ability to compute penalty for delay in the delivery of item(s) by the supplier.
	FR #5	Purchase Returns <ul style="list-style-type: none"> a. Monitors returns made from a specific Purchase Order b. Identification of items rejected and to be returned to the Suppliers c. Updates PO regarding return of item d. Captures details of item returns, e.g. date of pick-up, date of delivery of replacement, etc.
	FR #6	Delivery, Receipt, Inspection, and Acceptance of Supplies, Materials, and Equipment <ul style="list-style-type: none"> 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

		<p>same transaction</p> <p>b. Generation of Performance Evaluation of Suppliers</p>
	FR #7	<p>Preparation of Voucher for Payment of Purchase</p> <p>a. Generate DV for payment of purchase</p> <p>b. Automatic recording (feeding) of purchased items according to the category of inventory (fixed assets or supplies inventory)</p> <p>c. Categorization of items into fixed assets or supplies inventory</p> <p>d. Automatic listing of requirements/ attachments for a certain transaction</p>
	FR #8	<p>Generation of Accounting Entries</p> <p>a. Generate automatic accounting entries for approved purchases.</p>
	FR #9	<p>Reports</p> <p>a. Facility to regularly generate the following reports, which may be reformatted subject to the requirement of the users (Please see Annex E):</p>
	FR #10	<p>Consolidated Features</p> <p>a. History of item status (uncanvassed, delivered, on time, etc.) Capable of transferring property accountability from one person to another.</p> <p>b. Browsing / printing history of item status per supplier</p>
BR # 2	Inventory Management	
	FR #11	<p>Goods Receipt</p> <p>a. Identifies schedule of deliveries to allow inquiries on inventory stock</p> <p>b. Classification of inventory items according to status, e.g. in-transit, under inspection, etc.</p>

		<ul style="list-style-type: none"> c. Classifies all goods received according to standard item types d. Captures tolerance level for receipts above purchase order quantity e. Captures tolerance level for rejects f. Automatically updates for item cost upon receipt of new items, depending on valuation, e.g. FIFO, LIFO, etc. g. Processes both partial and full deliveries on purchases h. Records details on quality inspections on received items, e.g. warehouse received, inspection date, inspection results, inspecting and reviewing personnel, etc. i. Monitors and tags items rejected for return to supplier j. Ability to identify items for which quality inspections should be a standard procedure k. Captures reason for item rejection l. Updates PO for rejects m. Purchase Return processing
	FR #12	<p>Item Status</p> <ul style="list-style-type: none"> a. Able to classify and monitor materials whether raw materials, work in progress, or finished goods b. Able to classify materials in various categories c. Monitors item aging or shelf-life d. Classifies inventory as: active or inactive (depending on movement), for repair, for disposal, for replacement, etc. e. Able to identify which items are fast-moving or slow-moving

		f. Computation or Recording and Monitoring of reorder point, maximum and minimum inventory levels
	FR #13	Goods Issuance <ul style="list-style-type: none"> a. Processes receipts of non-stock items for further issuance, e.g. identify approved requests for supplies b. Using built-in workflow, informs requesting personnel of availability of items c. Processes goods issuance for projects departments, allocating the costs to corresponding cost centers d. Updates quantities on hand
	FR #14	Goods Transfer <ul style="list-style-type: none"> a. Records information on inventory transfers, e.g. item to be transferred, warehouse details, accountability information b. Processes warehouse to warehouse and warehouse to location transfers
	FR #15	Item Returns <ul style="list-style-type: none"> a. Monitors and processes purchase returns and returns from department/ personnel b. Updates audit trail for item returns
	FR #16	Item History Monitoring <ul style="list-style-type: none"> a. Automatically compute for year-to-date values for items purchased, used, and rejected b. Supports bar-coding technologies c. Allows automatic conversion from unit of measure to another

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SUPPLIES INVENTORY MONITORING MODULE		
BR # 3	Supplies Inventory Monitoring	
	FR #17	<p>Preparation of the Annual Procurement Plan</p> <ul style="list-style-type: none"> 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. c. Allow contingency procurement of items not included or approved in the Agency Procurement Plan (APP) d. Allows updating of PPMP/APP based on approved budget/project realignment e. Tracks utilization of APP and remaining budget
	FR #18	<p>Maintenance of Supplies Withdrawal Schedule</p> <ul style="list-style-type: none"> a. Create a department level facility to support the current Supplies Withdrawal Slip (SWS) processes to be interfaced with the main system. b. Able to support two level warehousing with ASG as the main warehouse and sub-warehouse in all the units. c. Able to monitor actual supplies utilization at department level d. Supplies Withdrawal Schedule per Department by encoding the issuance date e. Determination of slow-moving and fast moving items f. Maintenance utility for new or phased-out items g. Generation and maintenance of year-long supplies

	FR #19	<p>Standard Stock Level of Supplies Inventory</p> <ul style="list-style-type: none"> a. Determine standard level of supply for each inventory item b. Allow build-up of stocks more than the required level of supply for emergency purposes c. Viewing and printing of Re-order report
	FR #20	<p>Purchase of Supplies Inventory</p> <ul style="list-style-type: none"> a. Viewing and printing of Stock position sheet b. Option to generate PR upon completion of Re-order report and Stock position sheet c. Update of stock balances upon receipt of items purchased
	FR #21	<p>Withdrawal of Supplies Inventory</p> <ul style="list-style-type: none"> 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. b. Viewing and printing of supplies withdrawal c. Department level supplies withdrawal based on schedule and approved budget d. Department-level supplies emergency withdrawal e. History of item Movements f. Department history of withdrawals and requests

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		<ul style="list-style-type: none"> g. Remote facility for issuing personnel h. Adherence to FIFO (first-in, first-out) or queuing process of request and withdrawal
	FR #22	Reports Please see Annex F
FIXED ASSET MONITORING MODULE		
BR # 4	Asset Management	
	FR #23	Asset Maintenance <ul style="list-style-type: none"> a. Allows maintenance of Asset Masterfile information <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> i. Insurance Number ii. Insurance Company xvii. Insurance Coverage / Amount xviii. Others b. Allows maintenance of the following Depreciation Methods: <ul style="list-style-type: none"> i. Straight-line ii. Sum of the Years Digit

- iii. Double Declining Balance
- iv. Others
- c. Maintains the following Asset Status categories:
 - i. In Use
 - ii. Disposed
 - iii. Retired
 - iv. Others
- d. Allows viewing of list of assets available for transfer
- e. Tracks asset accountability history
- f. Allows computation of depreciation using a specified depreciation method
- 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
- h. Allows reinstatement of retired assets
- i. Able to update asset quantity balance
- j. Allows adjustment of asset information
 - i. Cost
 - ii. Salvage Value
 - iii. Estimated Useful Life
 - iv. Depreciation Method
- k. Allows revaluation of asset

		<ul style="list-style-type: none"> l. Allows reclassification of an asset to another asset category m. Able to schedule physical counts of assets n. Allows entry of physical count of assets result o. Captures required asset physical count information and routes to the appropriate personnel results of the physical count p. Allows authorized personnel to view results of physical counts q. Allows to record status / information of repairs and maintenance of an asset r. Tracks, monitors, and updates the status of each repair s. Able to track Insurance Policy information of an asset t. Able to generate appropriate accounting entries for any asset movement and asset revaluation u. Allows transfer of accounting entries to the General Ledger v. Allows interfaces to other applications covering the following processes: <ul style="list-style-type: none"> i. General Ledger ii. Accounts Payable iii. Purchasing iv. Budgeting w. Allows restriction of people who can enter or edit the ff: <ul style="list-style-type: none"> i. asset information ii. run depreciation iii. transfer assets or change accountability information
BR # 5	Fixed Asset Monitoring & Property Acknowledgement Receipt (PAR)	
	FR #24	Inspection upon delivery of the items

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		<p>a. Shall have the functionality to -</p> <ul style="list-style-type: none"> • 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. • Preview/print uploaded/encoded details. • Auto-generate distinct reference number for each upload. • Preview/generate exception reports when - <ul style="list-style-type: none"> ○ duplicate records are detected ○ incomplete records are detected ○ upload is aborted • Allow authorized user to reverse uploaded/encoded details based on reference number automatically generated during the upload. <p>b. Should have the functionality to extract pertinent regular employee details from Personnel Information System (PIS) necessary to process PAR or ICS.</p>
	<p>FR #25</p>	<p>Preparation and Distribution of PAR (for Capitalized CPE)</p> <p>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.</p> <p>b. Should generate a unique transaction code or number for every PAR generated.</p> <p>c. Should be capable of creating, cancelling and voiding PAR.</p> <p>d. Allow viewing of the cancelled/voided PAR.</p>

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		<p>e. Should allow printing and re-printing of PAR for a specific transaction or a range of PAR transactions.</p> <p>f. Capability to view names of all employees and all their accountabilities.</p> <p>g. Capable of transferring accountabilities from one employee to another.</p> <p>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.</p>
	FR #26	<p>Preparation and Distribution of ICS for expensed CPE</p> <p>a. Same functionalities specified under FR #25.</p> <p>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.</p> <p>c. The accountability for items that have reached its EUL shall be automatically archived by the system.</p>
	FR #27	<p>Printing of Property (Barcode) Sticker for Capitalized CPE</p> <p>a. Should have the functionality to print/reprint single or multiple barcode stickers as specified by PDIC with the following details:</p> <ul style="list-style-type: none"> • Property number • Property description
BR # 6	Monitoring of CPES	
	FR #28	<p>Inventory of capitalized CPE</p> <p>a. Allow selection of records to upload to the barcode scanner (all/by range).</p> <p>Barcode scanner should be capable of identifying and recording the following:</p> <ul style="list-style-type: none"> • Item(s) belonging to the department • Items(s) missing and

		<ul style="list-style-type: none"> • Item(s) found but not in the master list. b. Capable of uploading the inventory results from the barcode scanner to the FAMS to update the status and location of the property. 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. d. Capability to maintain a history of the results of inventory. e. Ability to identify items which are already inventoried to avoid double count. 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). g. Facility to push the list of accountabilities of each employee to the Employee Portal in the Intranet.
	<p>FR #29</p>	<p>Monitoring of Capitalized CPE</p> <ul style="list-style-type: none"> a. Capable of re-assigning/reclassifying an item from capitalized to expensed CPE or vice-versa. b. Capable of processing depreciation of capitalized CPE for posting to the IFS. [Note: PDIC currently uses straight-line method of depreciating CPE.] 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.) d. Capability to have a history of transactions of every employee like PAR assignment, turned-in, lost property, payment on lost property, etc.

		e. Capability to identify/inquire about the asset entitlement of an employee.
	FR #30	Monitoring of Expensed CPE <ul style="list-style-type: none"> a. Capability to re-assign/reclassify an item from expensed to capitalized CPE or vice-versa. b. Capability to view and print the list of items issued to each employee as of given date. c. Capability to view and print list of items that have reached its EUL. d. All other functionalities specified under FR #6 which are applicable to expensed CPE.
BR # 7	Disposition of CPES	
	FR # 31	Turning-In/Transfer of Properties <ul style="list-style-type: none"> a. Capable of generating the PDIC Property Turn-In slip. b. Capable of transferring property accountability from one person to another. c. Allow transfer of property either on per item or on a per group basis.
	FR # 32	Disposal of Properties <ul style="list-style-type: none"> 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). b. Capability to create and generate user-defined memo template for disposal (recommendation to the PDIC President and to the UPDC). c. Capability to process property disposal based on the approved mode of disposal (sale or donation). d. Capability to create and generate PDIC Pass-Out Slip. e. Capability to record, view and print audit trail of all disposal transactions

		(communicated, approved and completed).
	FR # 33	Reports & Forms <ol style="list-style-type: none"> 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):
BR # 8	Maintenance of Assets	
	FR # 34	Maintenance Contract / Agreement <ol style="list-style-type: none"> a. Capability to provide Asset List of the Corporation. b. Capability to track Contract Info, Vendor Details, Warranty Date and Amount.
	FR # 35	Maintenance / Repair Schedule <ol style="list-style-type: none"> a. Capability to schedule Asset Maintenance/repair with flexible schedule frequency (i.e. daily, weekly, monthly, etc.) b. Capability to add Job schedule with the details (i.e. responsible person for repair, job status, costing, etc.). c. Capability to provide detailed scope and description of work. d. Capability to print Job Order. e. Facility to maintain repair history of a particular CPE.
BR # 9	Integration of Procurement, Inventory Management, Supplies Monitoring , Fixed Asset and Bar Code System & connection to other systems	
	FR # 36	Integration <ol style="list-style-type: none"> a. Share of libraries or transactions between systems b. Standard coding of items across systems c. Uniform depreciation of properties d. Processing of Procurement and Property Dept. (PPD) Supplies purchases through

		<p>Procurement system upon reaching re-orderable levels</p> <p>e. Employee viewing of accountabilities and any transactions from any systems</p> <p>f. Single approving authority across systems per department</p> <p>g. Corporate viewing / printing of selected reports</p> <p>h. Corporate viewing / printing of libraries</p>
	FR #37	<p>Employee Portal</p> <p>a. Capability to update/improve/upgrade the current Property Acknowledgement Receipt facility in the PDIC Intranet.</p> <p>b. Capability to provide scheduled or ad-hoc upload of data or document to the portal.</p> <p>c. Facility to upload EUL of items in the intranet (employee portal) to check if they are allowed to request a particular expensed item.</p>
	FR # 38	<p>Linkage with Budget System</p> <p>a. Facility to connect to budget system that will facilitate browsing, downloading and uploading of information or storage of information</p> <p>b. Corporate viewing/access of uploaded budget information</p> <p>c. Department-level verification of budget</p> <p>d. Generate interface file for upload to BMS of all or selected CPE classification (reference files).</p> <p>e. Generate a file on existing inventory of all CPE assigned to every department.</p> <p>f. FAMS shall provide information on employee accountabilities to be used for budget preparation.</p>

	FR # 39	<p>Linkage with Integrated Financial System (IFS)</p> <ul style="list-style-type: none"> 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.) b. Facilitate creation of accounting entries (debit/credit) to be posted in the IFS such as: <ul style="list-style-type: none"> a. Approved disbursements/purchases b. Asset depreciation c. Supplies issuances d. Dacion of properties e. Disposal thru: <ul style="list-style-type: none"> i. Sale ii. Donation iii. Others 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.
	FR # 40	<p>Linkage with Personnel Information System (PIS)</p> <ul style="list-style-type: none"> 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. b. Capability to allow scheduled or ad-hoc upload of list of current Contractual employees.
BR #10	<p>Secure application by implementing (1) access rules 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.</p>	

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	FR #41	User login <ol style="list-style-type: none"> a. Shall have the facility to update user login credentials (user name, password). 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. c. Shall have the facility to support activation of a separate password policy, which includes, but not limited to, the following: <ol style="list-style-type: none"> o Password history o Password aging o Password length and complexity o Forced changing of password o Account lockout due to failed logon attempts o Password encryption when stored in the database.
	FR #42	Maintain users <ol style="list-style-type: none"> a. Shall have the facility to update user accounts. b. Shall have the facility to configure user idle time to trigger automatic logout.
	FR #43	User Roles/Rights <ol style="list-style-type: none"> a. Shall have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor). b. Shall have the facility to restrict access to menus and data sources such as databases, tables and folders.
	FR #44	Provide an Audit Trail/Log Report <ol style="list-style-type: none"> a. Shall include, but not limited to, the

		<p>following:</p> <ul style="list-style-type: none"> o File updating and maintenance o Errors and abnormal activities in the system o User and system administrator activities o User logon/logoff <p>b. User activities relative to the stored information which include updating, printing, downloading, deletion, annotation, and other changes</p> <p>c. List of records/files removed from the active database for backup purposes</p> <p>d. Shall have the facility to view, print and download audit trail report in PDF, Excel and CSV file formats.</p> <p>e. Shall have the facility to display current users of the system any time.</p>
	<p>FR # 45</p>	<p>Backup, Recovery, Archiving and Reloading</p> <p>a. Shall have the facility to define backup, recovery, archiving and reloading policies.</p>

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6.0 NON-FUNCTIONAL REQUIREMENTS

6.1 Time Frame

The IPPFSS shall be operational within six months upon signing of the Contact reckoning from the date of the notarization.

6.2 Mobilization Period

A mobilization period of one (1) week shall be needed to assemble the requisite resources and draw up detailed project plans.

6.3 Migration of Existing Data/Data Build-up

The migration shall cover all master/reference data and other relevant electronic files maintained by the users.

6.4 Qualification Criteria

6.4.1. System

6.4.1.1 The IPPFSS should interface and be fully integrated¹ (please see Annex H) 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. The same should also comply with all the requirements as indicated in FR #39.

6.4.1.2 The IPPFSS should be readily available as packaged applications, which can be configured and customized, if needed, to meet specific requirements of PDIC. Ground-up custom development of modules to complete the solution may be allowed provided it will not constitute more than 25% of the system, except for reports which are opted to be customized according to PDIC requirements.

6.4.2 Vendor

6.4.2.1 The vendor must be able to demonstrate an operational system/setup. Application response time using the PDIC network and the hardware included in this project shall not be longer than 6 seconds regardless of the number of concurrent users logged-in. This activity shall be tested during post-qualification.

6.4.2.2 The vendor should have successfully implemented an IPPFSS for 2 local institutions using the same software within 2009-2014.

¹ – Accounting entries are automatic to IFS, hand-off file or uploading is not allowed.

6.5 General Requirements

- 6.5.1 All outputs can be viewed on screen, printed and saved to a file (PDF, Excel and Txt).
- 6.5.2 Capable of generating an audit trail for all types of transactions.
- 6.5.3 Availability of report writer for all other ad hoc reports.
- 6.5.4 System must be highly parameterized and whenever applicable, shall make use of reference table for easy updating.
- 6.5.5 System should be able to accommodate separate non-corporate transactions (e.g. multi-company for off-books/closed banks).

6.6 Look and feel

The User Interface (UI) for the system should contain the company logo. Screen should be maximized in an 800x600 resolution screen but has an auto-resize feature according to the screen resolution of the user.

6.7 Maintainability Requirements

The system will be designed as highly parameterized in terms of business rules. This means that business rules shall not be hard-coded but rather database-driven for the system to be flexible and maintainable without recompiling the UI codes.

6.8 Installation and Operations Requirements

- 6.8.1 The IPPFSS shall be packaged with all the required literature and installed by the vendor. It shall be turned-over to the PDIC IT Group for subsequent installations. The vendor shall train the PDIC system support staff to be able to install and support the IPPFSS during actual system deployment.
- 6.8.2 Training sessions for the actual system users shall include the following:
 - 6.8.2.1 User's Training
 - 6.8.2.2 Technical Training
 - 6.8.2.3 System Administrator Training
- 6.8.3 The Vendor shall provide at least one (1) year warranty on the software and the business model, which shall commence upon issuance of the Certificate of Acceptance. These warranties shall be consistent with

the provisions under R.A. 9184. During the warranty period, the VENDOR shall also have provision for technical support equivalent to two (2) days per month. This shall be used for any change requests which were neither specified nor part of the scope as agreed. The accumulated and unused technical support hours should be convertible to training hours.

6.8.4 The Vendor shall provide/disclose its standard computations for the annual software maintenance and onsite/offsite technical support fees.

6.9 System Environment Requirements

The IPPFSS shall be able to operate in the hardware and software environment specified in the table below, which the PDIC shall set-up.

	SOFTWARE	HARDWARE
Database Server	MS SQL SERVER 2008	Minimum Requirement: <ul style="list-style-type: none"> • Quad Processor 3 GHz Pentium or higher • Minimum of 4GB RAM • SCSI with hardware RAID 5 minimum of 250GB capacity or higher; with DVD R/RW
Web/Application Server	Windows 2003 Server Standard Edition Any Object Oriented Programming(OOP) language-based UI Internet Information Services (IIS) 6	<ul style="list-style-type: none"> • Pentium 4 2.4 GHz or later • Minimum of 1GB RAM • Minimum of 120GB Hard Disk space with CD ROM
Client PC / Browser	Windows 7 or higher Internet Explorer 5 or higher Firefox 2.0	<ul style="list-style-type: none"> • IBM PC/Compatibles, minimum of 433 MHz • Minimum of 256 MB RAM • 40 GB Hard Disk • 800x600 display resolution

* PDIC is running in a virtualized environment.

6.10 Security Requirements

6.10.1 User Authentication – User authentication will be done by Microsoft Active Directory (MAD) and only registered users with appropriate access rights can access the system.

6.10.2 User Access Rights – Access rights are controlled within the system. Defined per user role created in the system, access rights may vary depending on the access level assigned for each role.

6.10.3 System Audit Trail – changes made by the user of the system are logged in the audit trail. This audit trail is able to track all committed changes on the data and transactions done by user in the system.

6.11 Report Type Requirements

All reports generated by the system shall come in the following file types, namely: text file (.txt), portable document format (.pdf) and MS Excel.

7.0 ASSUMPTIONS/CONSTRAINTS

7.1 User Performance Support Requirements

Access to the system is limited only to workstations or computers within the PDIC Domain (MAD), and shall work with the existing Internet access or bandwidth of the PDIC.

7.2 Business Requirements

Should there be change(s) in the business requirements at the time of implementation, such change(s) shall prevail. The herein defined requirements are made for purposes of estimating the extent of work and the corresponding cost.

7.3 Project

PDIC is responsible for the UAT, parallel run and deployment of the system, while the Vendor provides support.

7.4 Accounting System (IFS)

The IFS was developed and implemented using SAP ECC version 6.0 running on Netweaver version 7.

8.0 TERMS OF PAYMENT

The payment schedule shall be based on the progress or completion of the milestones of the project that shall be set by PDIC and reflected in the Contract.

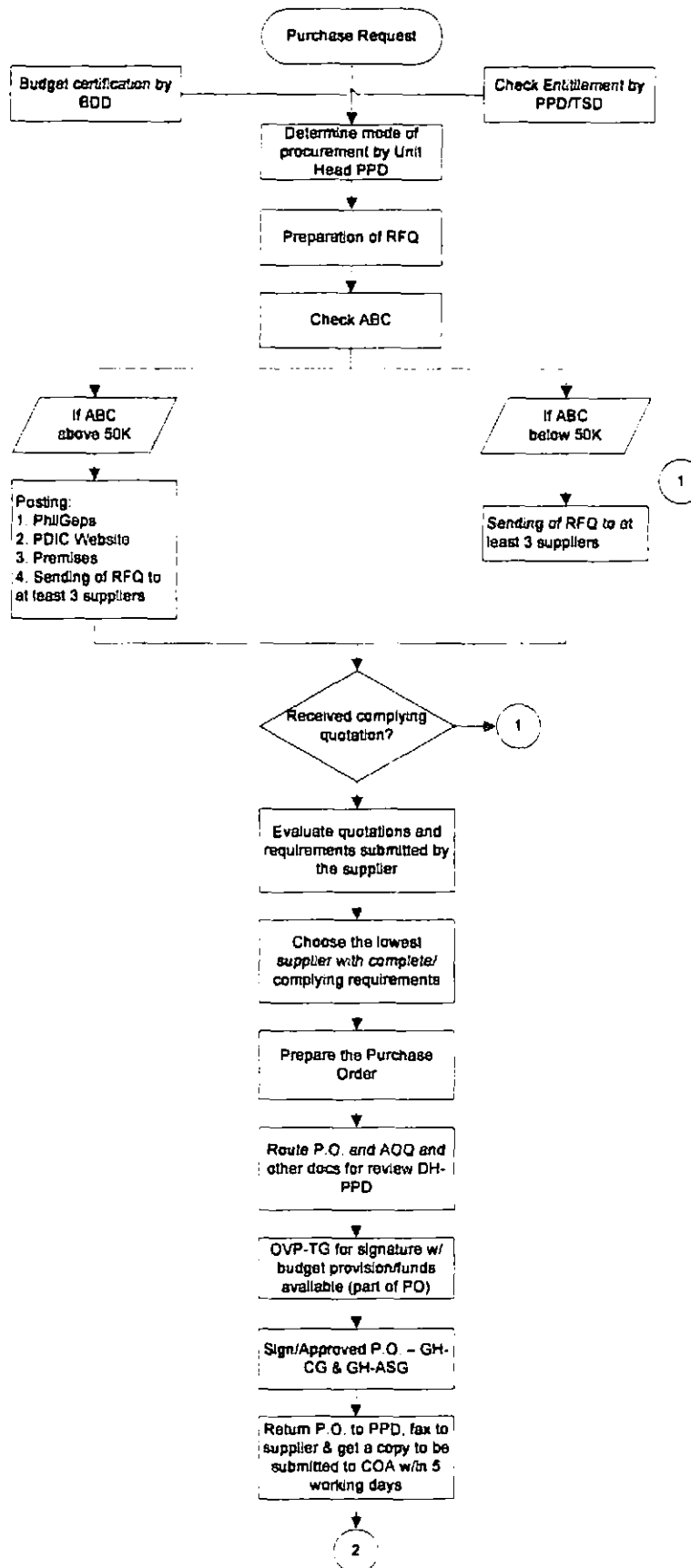
Milestones	Progress Billing (% of Contract Price)	Documentary Requirements
1. Mobilization & Delivery of Software and Hardware*	20%	<ul style="list-style-type: none"> • Delivery/Acceptance of Software Licenses and Hardware • Project Management Plan/Charter • Issue Management Plan • Acceptance Plan
2. Submission and approval of Blue prints	10 %	<ul style="list-style-type: none"> • Blueprints of current processes • Blueprints of the to-be processes including the gap analysis
3. Completion of customization, and installation of the customized application in Test Environment	30%	<ul style="list-style-type: none"> • Blueprint of as-built process including all change requests/revisions to the original to-be process • Certification of User Acceptance, including the following: <ul style="list-style-type: none"> ○ Test Plan ○ UAT Document (test cases/scripts) ○ Test Results/Error Logs ○ Issue Management Reports ○ Signed User Acceptance Document
4. Cut-over and Parallel Run in Production Environment	30%	<ul style="list-style-type: none"> • Certification of Final User Acceptance • Request for Migration to Production Environment • User Manual • Source code of reports made for PDIC (not executable file) • System Administrator Manuals • Server Configuration System and other Systems Documentations, which include but not limited to the following: <ul style="list-style-type: none"> ○ Final Installation/Setup program (including drivers, plug-ins, etc.) ○ System Architecture • Certificate of Project Completion
5. Completion of Training	10 %	<ul style="list-style-type: none"> • Training Plan & Schedules • Training Materials/Certificates

* - Barcode scanners and printers shall only be delivered and installed on or before the start of the User Acceptance Testing phase.

9.0 MISCELLANEOUS REQUIREMENTS

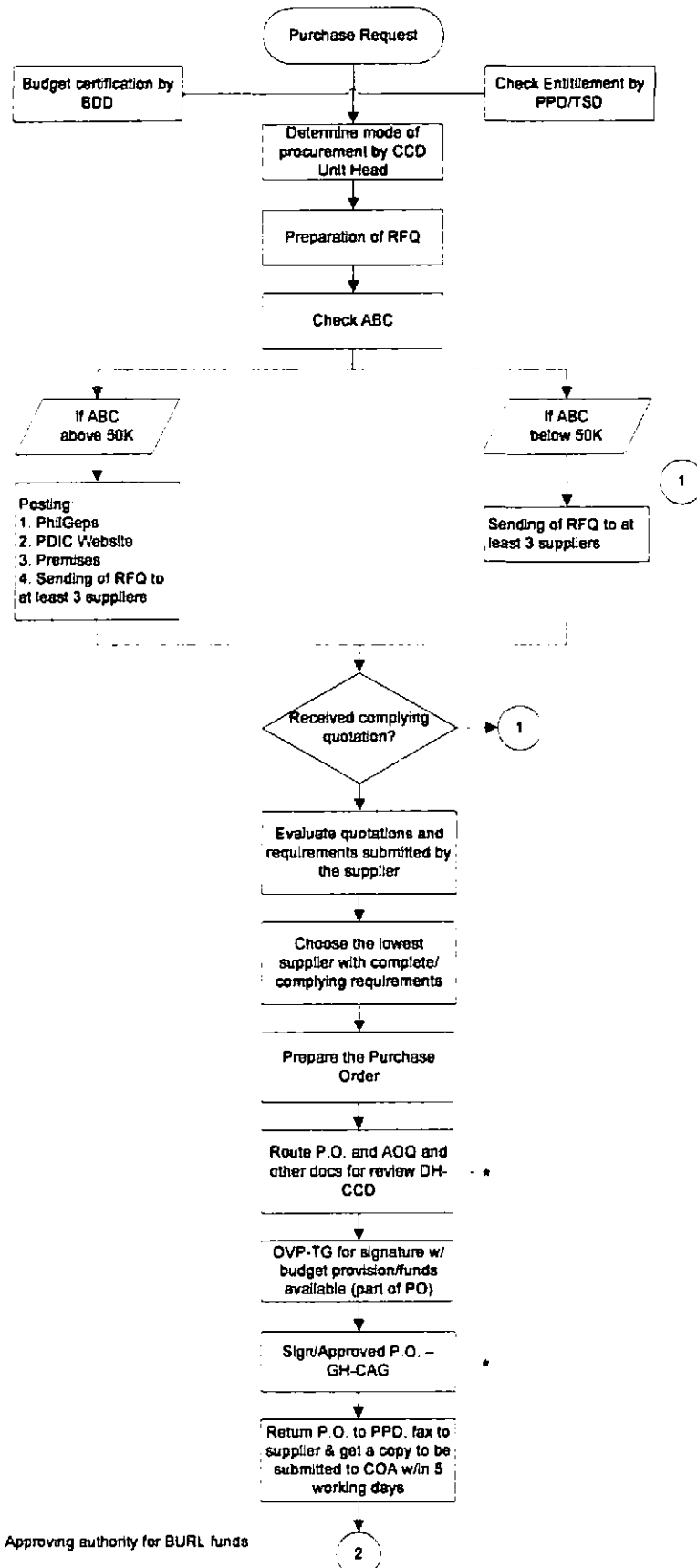
- 9.1 The VENDOR warrants that it shall conform strictly to all the terms and conditions of this Terms of Reference.
- 9.2 The VENDOR shall not replace key personnel when the project has reached at least 45% completion, except for justifiable reasons and with prior agreement by PDIC.
- 9.3 The VENDOR warrants, represents and undertakes reliability of the services and that their manpower complement is hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the PDIC. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ PDIC employees to work in any category whatsoever.
- 9.4 Working space shall be provided by the PDIC. However, PDIC facilities will only be provided from Monday to Friday, 8:00am to 5:00pm. Overtime will not be permitted within the PDIC facilities unless warranted. The same shall be coordinated with PDIC Team for proper authorization.

EXISTING PROCUREMENT PROCESS FLOW



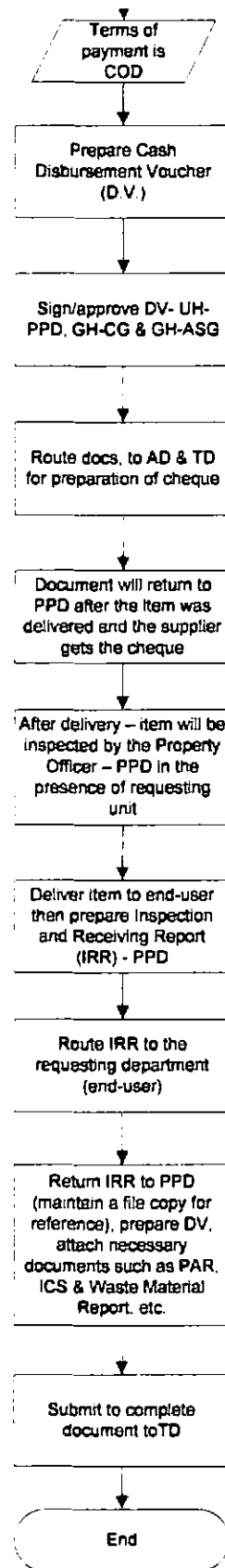
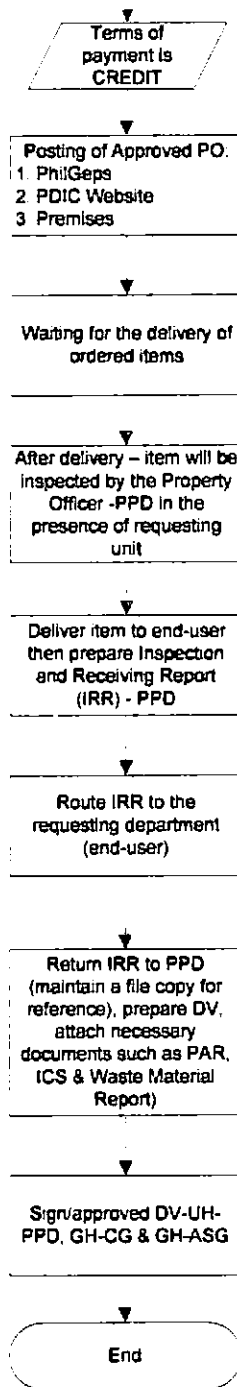
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**EXISTING PROCUREMENT PROCESS FLOW
(ADVERTISEMENTS)**



* - Approving authority for BURL funds

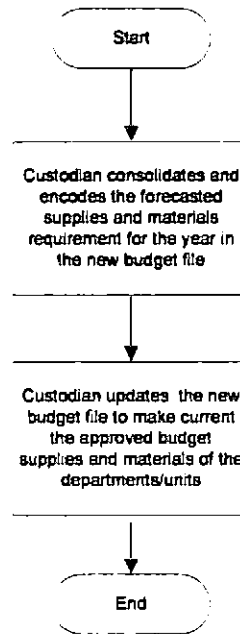
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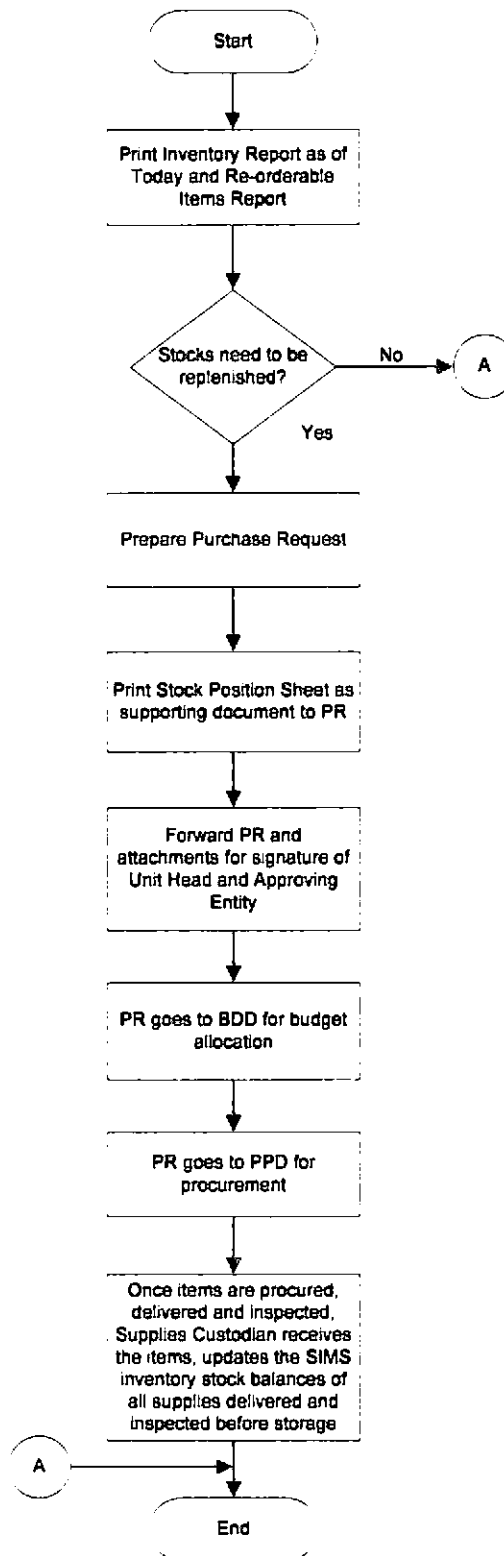
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EXISTING SUPPLIES/INVENTORY PROCESS FLOW

**Process 1.0
Approved Budget Supplies for the Year**

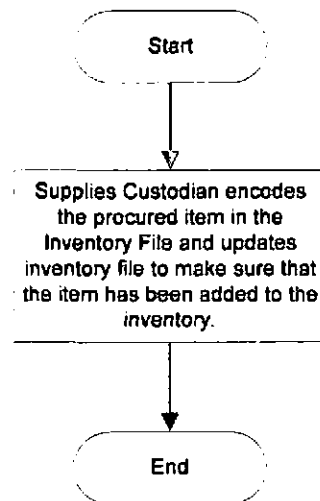


Process 2.0 Procurement of Supplies



Process 3.0

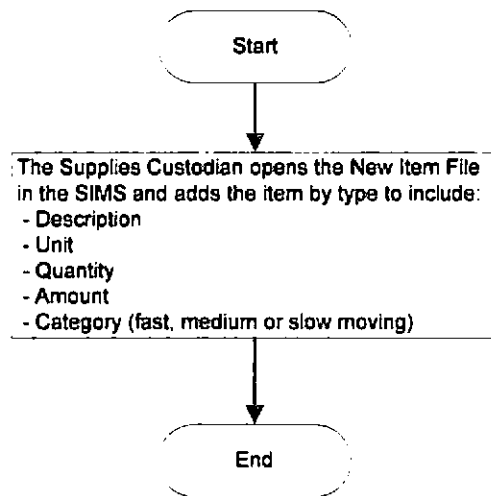
For Procured Items on the Inventory of Supplies



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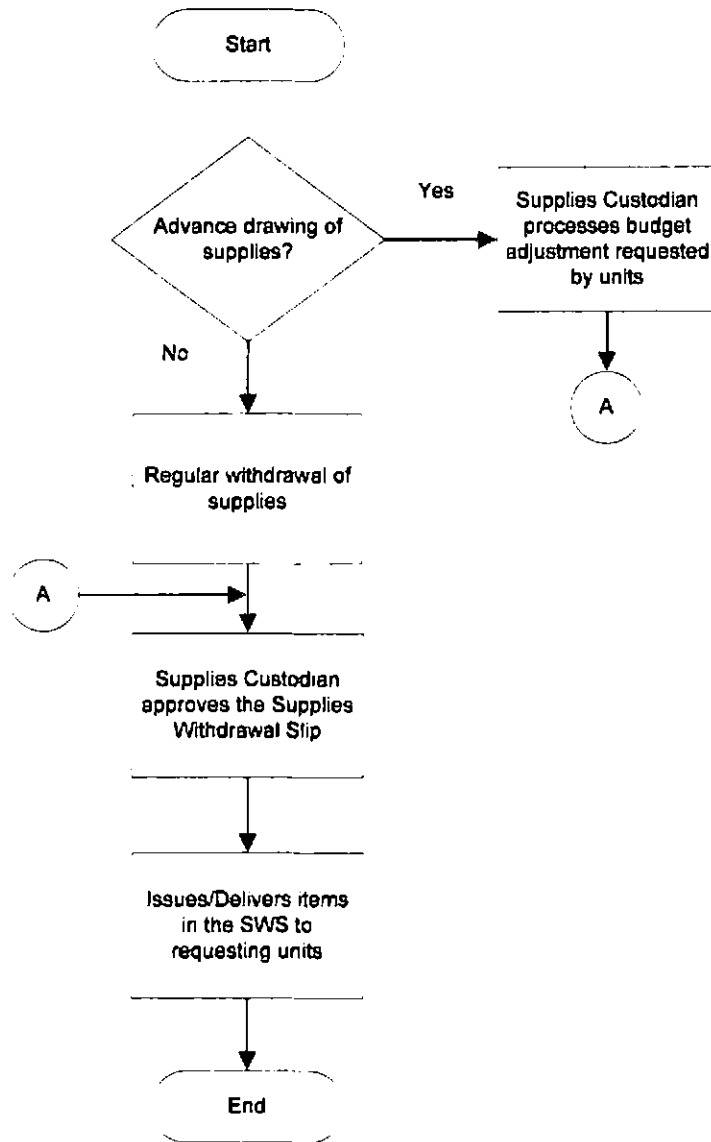
Process 4.0

For New Items that are not yet part of the Inventory



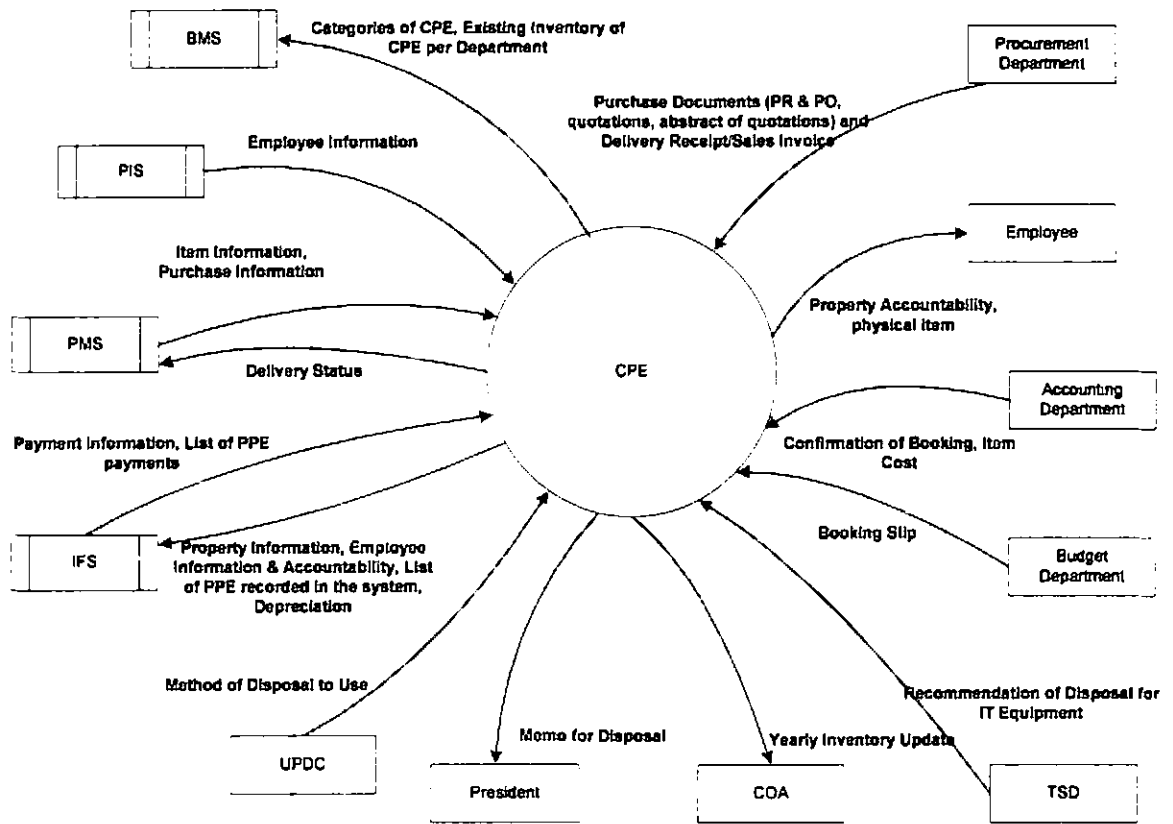
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Process 5.0 Withdrawal of Supplies



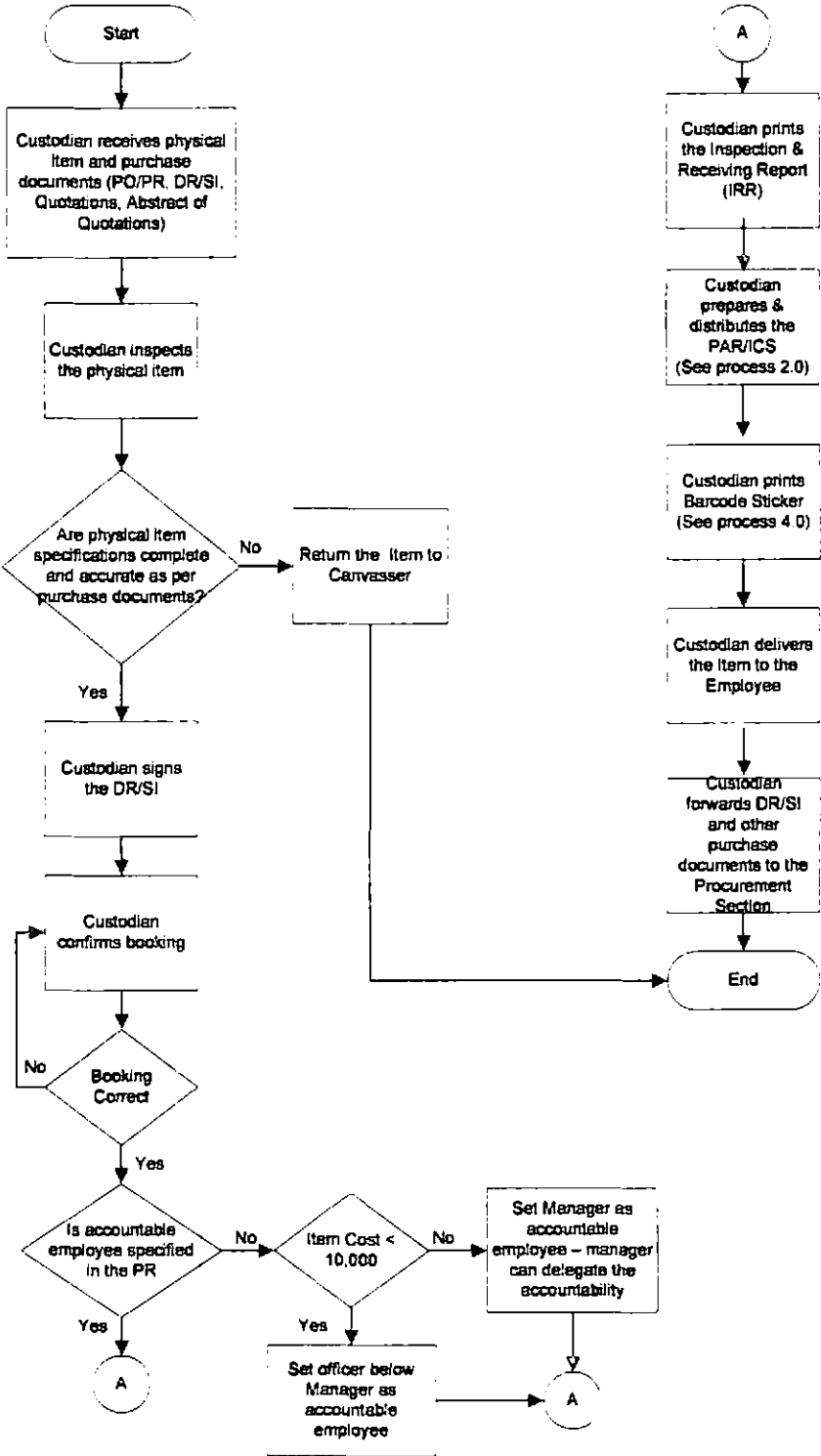
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EXISTING FIXED ASSET MONITORING PROCESS FLOW

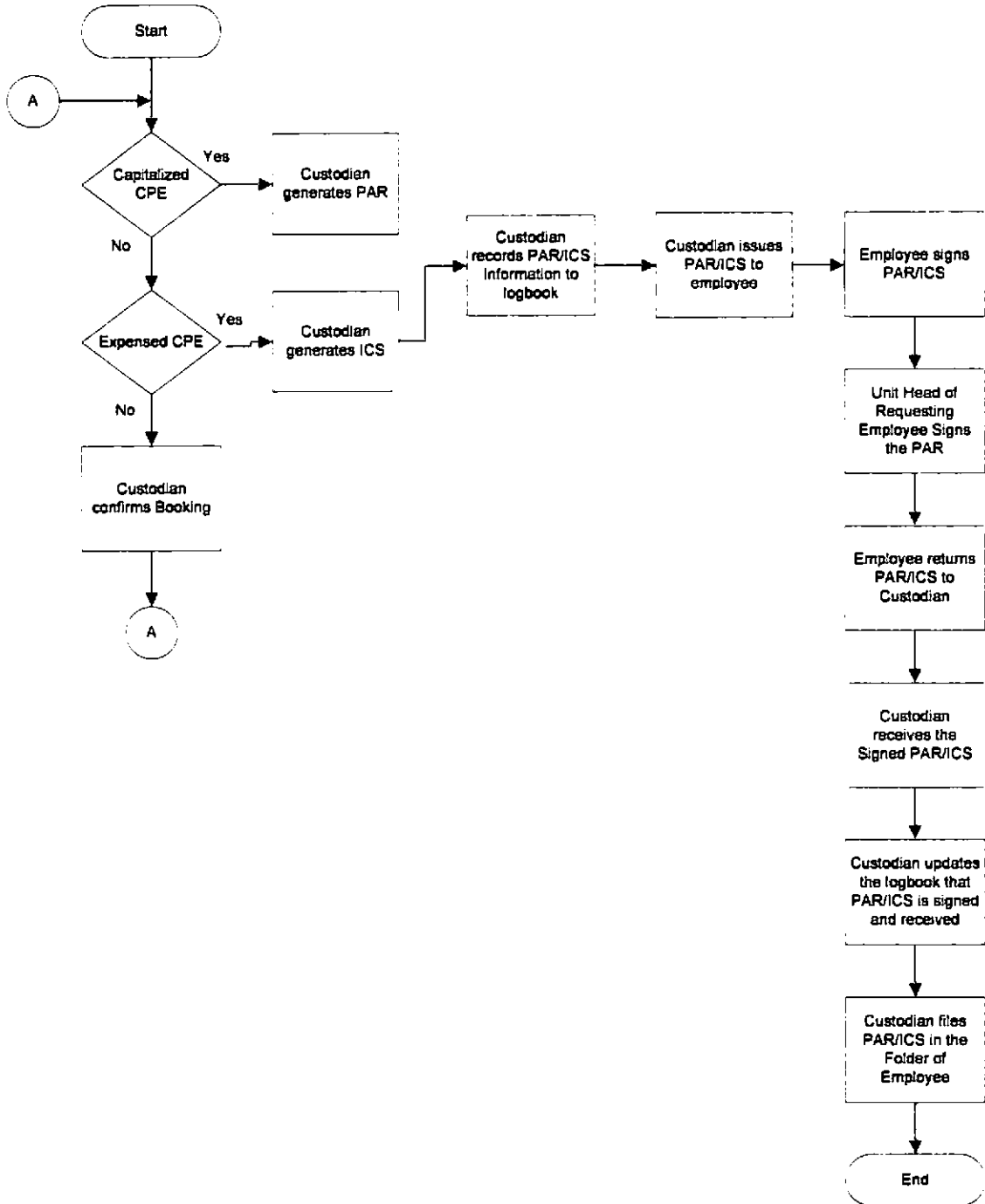


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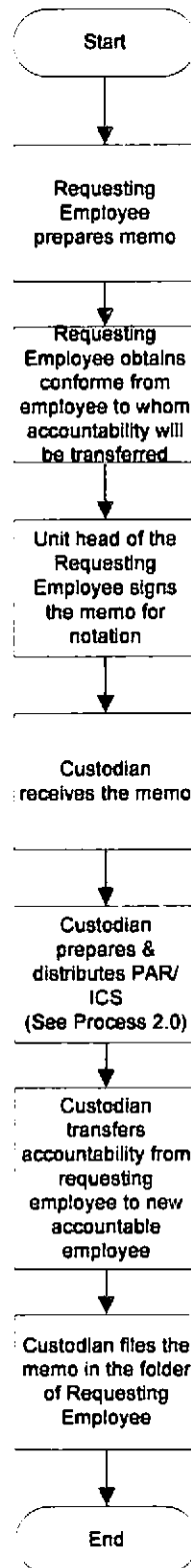
Process 1.0 Inspection, Receiving & Distribution of Item



Process 2.0 Preparation & Distribution of PAR/ICS

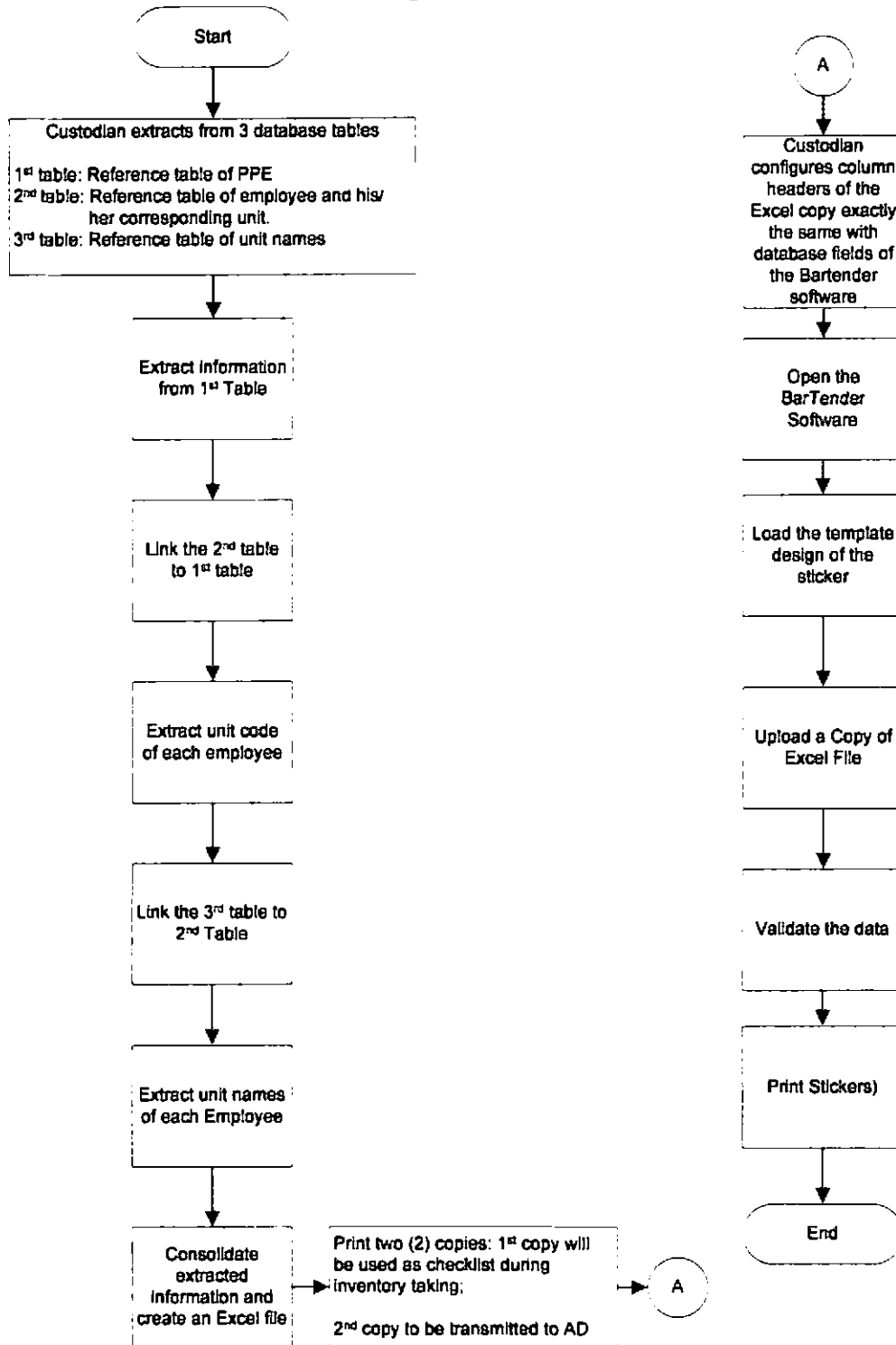


Process 3.0 Transferring Property Accountability



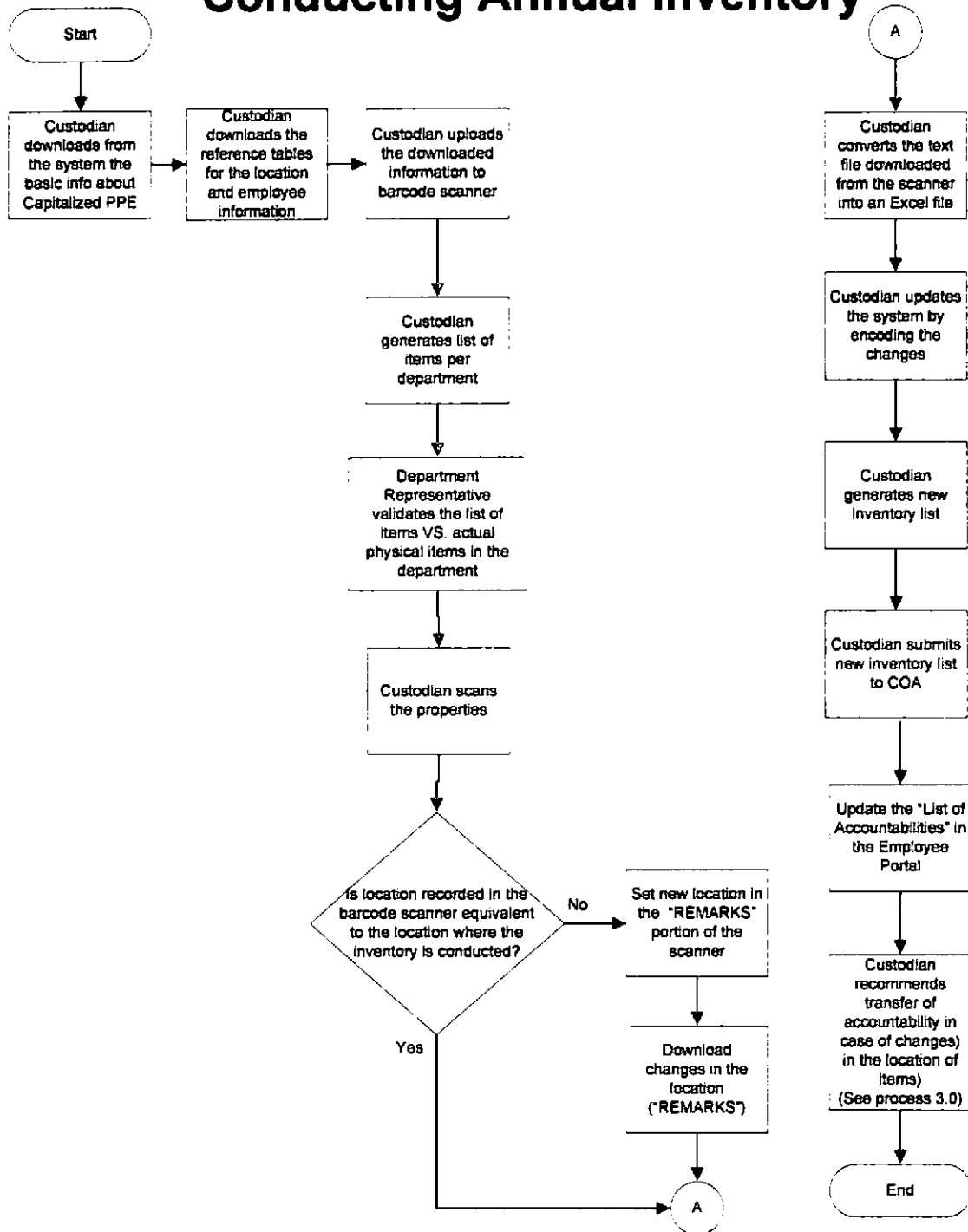
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Process 4.0 Printing Barcode Sticker



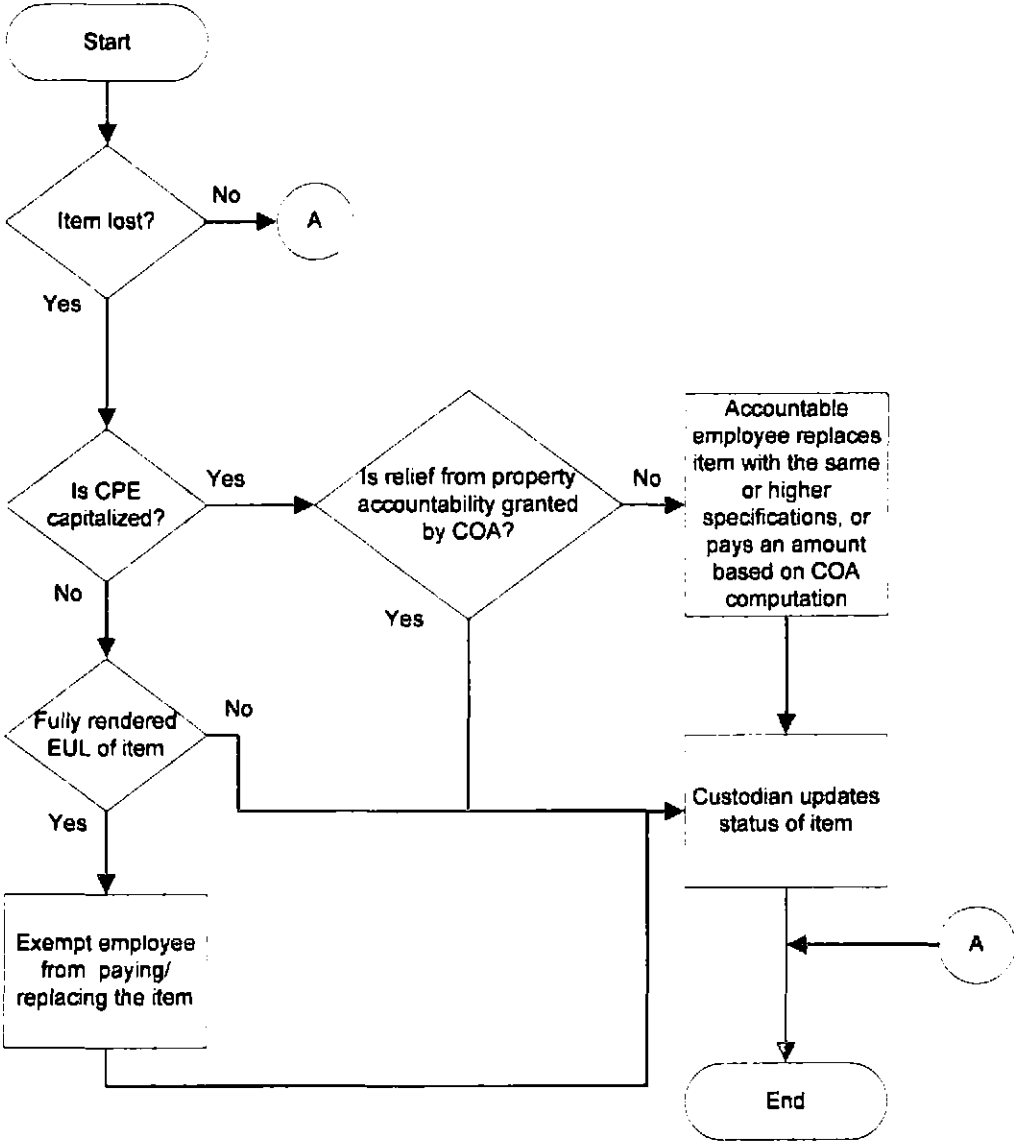
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Process 5.0 Conducting Annual Inventory

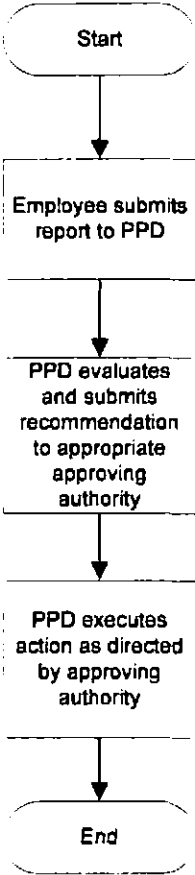


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Process 6.0 Lost Corporate Property and Equipment

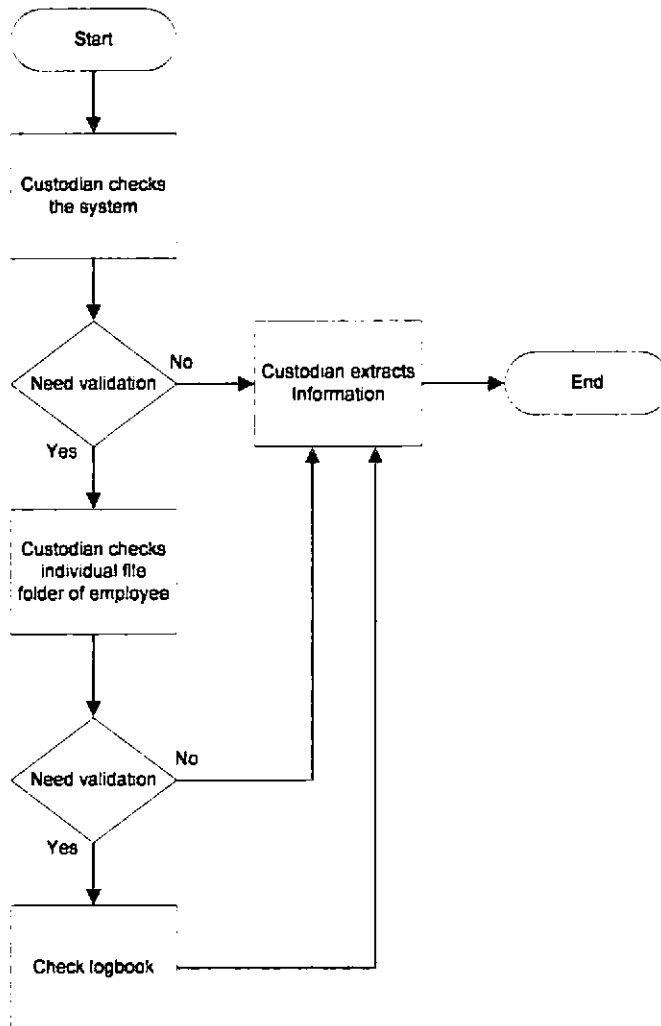


Process 6.1 Damaged Corporate Property and Equipment



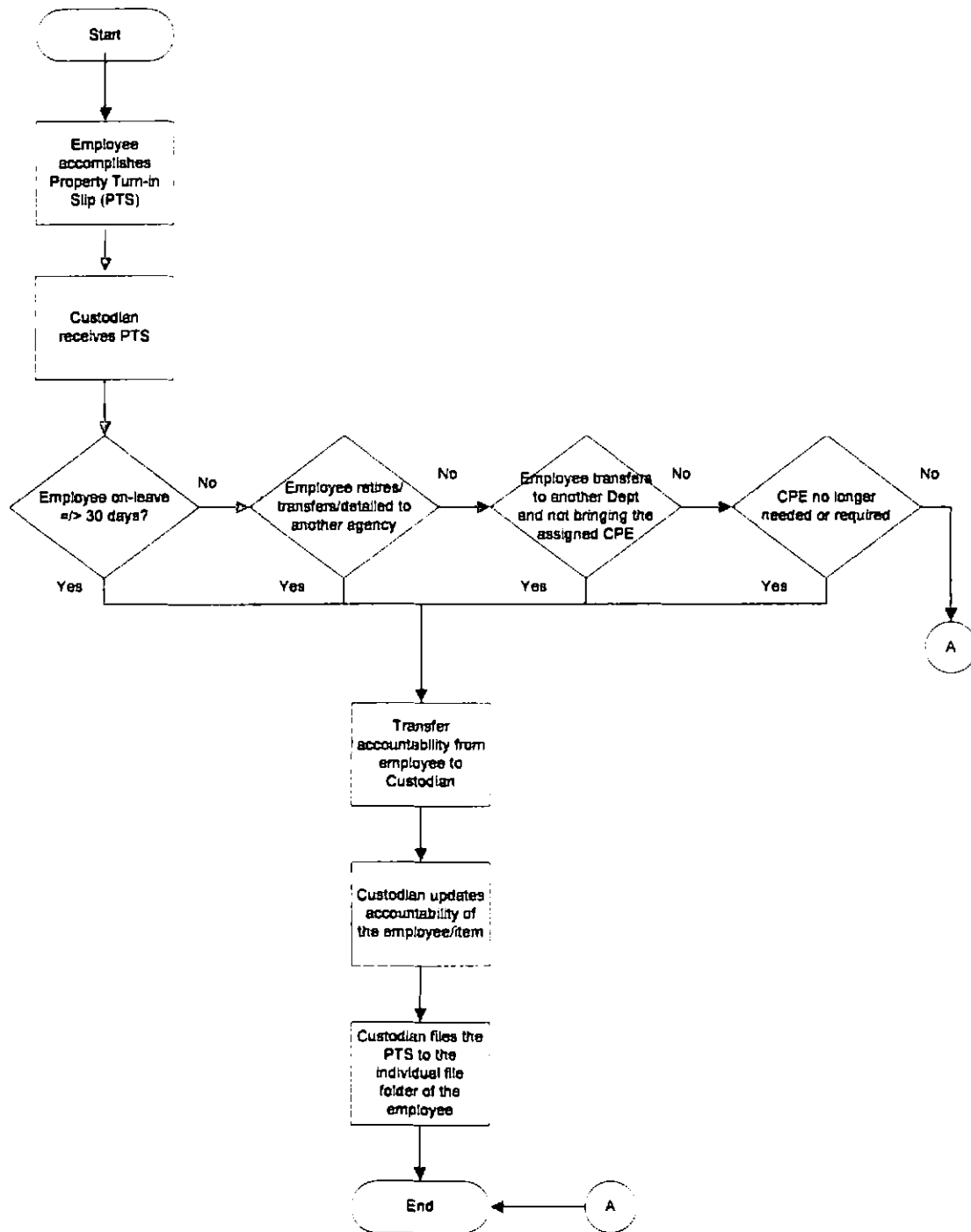
Process 7.0

Checking Employee Accountability

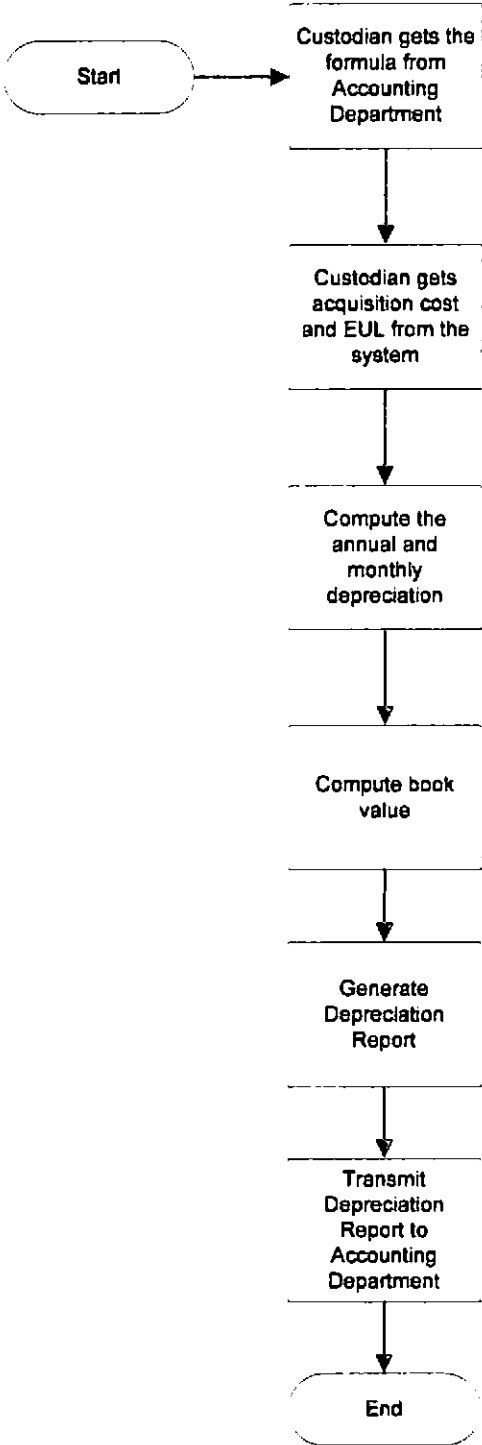


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Process 8.0 Turning-In of Property

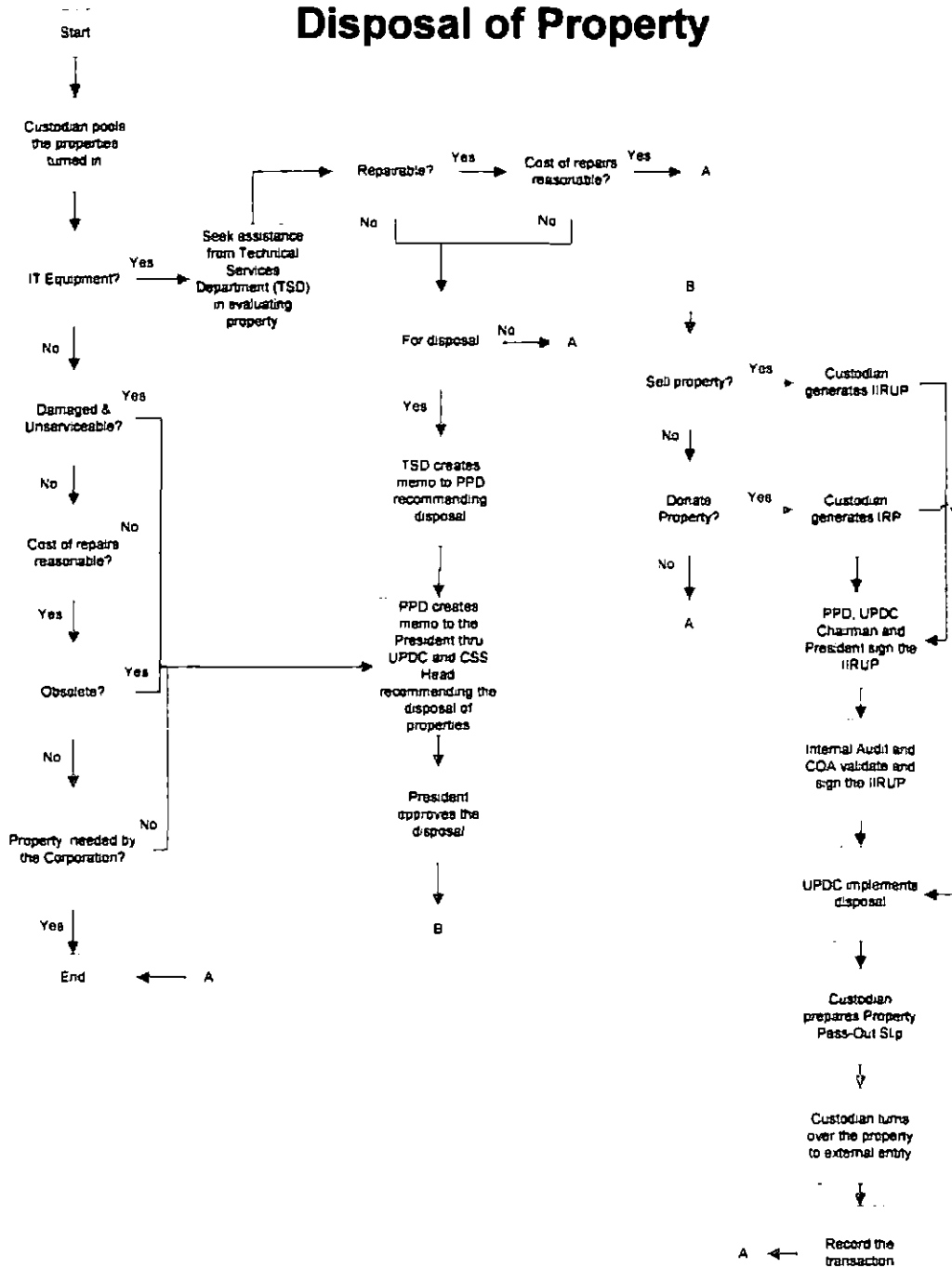


Process 9.0 Depreciation of Property



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Process 10.0 Disposal of Property



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Barcode Scanner (Mobile Computer)

Minimum Specifications:

Technology
Integrated 2D & 1D

Operating System
Windows Mobile 5.0@/Windows Mobile 6.1 or higher

Microprocessor
Intel® XScale PXA270, 520 MHz

Memory and Storage
RAM Memory: 128MB
Flash ROM: 256MB
Customer-accessible miniSD slot for removable memory cards up to 2GB

Display
Touchscreen
3.5 in (89 mm) QVGA (240 x 320 pixel) 64K color Transflective TFT-LCD, LED backlight

Standard Communications
Wireless LAN : IEEE 802.11 b/g
Wireless Comm: IEE.895, Bluetooth
USB 1.1 Host and Client
RS232 via vehicle dock
Ethernet via desktop single or quad dock

Scan Rate: 100 scans/sec

Power
Source: Rechargeable Ni-MH
Working Time: minimum 30 hours
Recharge Time: 5 hours max

Drop spec: 5' (1.5m) all faces, sides and corners

Warranty: 3 years

Barcode Printer

Minimum Specifications:

Barcode Symbologies
All major 1D and 2D bar codes

Communications
Standard: Serial, USB
Optional: Parallel, Ethernet, Wireless LAN, Bluetooth

Print Speed: 4 inches /sec (100mm/s)

Memory & Storage
RAM: at least 16 MB, 1MB available for user
Flash: at least 4 MB, 1MB available for user

Printer, Head Warranty: at least 1 year

Maximum Label Width: 118 mm (4.65 in)

Maximum Label Length:
Standard: 203 dpi – 1727 mm (68 in)
300 dpi - 900 mm (35 in)

Print Direction: Prints text, bar codes and graphics in all four directions

Print Resolution: 8 dots/mm (203 dpi) or 12 dots/mm (300 dpi) (PF8t)

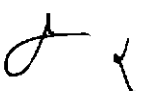
Print Width: 203 dpi - max. 104 mm (4.1 in)
300 dpi - max. 106 mm (4.2 in)

Warranty: 3 years

PROCUREMENT MONITORING MODULE REPORTS

A. REPORTS

1. Accomplishment Report
2. Status of Posting of items at PhilGEPS and PDIC website and PDIC premises for items above 50K
3. *Supplier delivery performance evaluation*
4. Procurement Monitoring Report
5. Summary of Awarded/Completed Contracts/Projects thru Shopping Mode.
6. Monitoring of Purchases from Procurement Service
7. *Accrual Report (for unpaid items)*



SUPPLIES INVENTORY MONITORING MODULE REPORTS

A. REPORTS

1. Summary of Receipts and Issuances of IT Supplies & Common Supplies
2. Monthly Reports for IT Supplies
3. Monthly Receipts Report for Common Supplies
4. Monthly Issuances for IT Supplies & Common Supplies
5. Departmental Consumption Report IT Supplies & Common Supplies
6. Monthly Inventory Report
7. List of Items/Unit Cost
8. Monthly Reconciliation Report per Item
9. Inventory Report as of Today
10. Re-orderable Items Report
11. Supply Ledger per Item & type
12. Stock Position Sheets
13. Inventory Balances per Type (IT and Common Supplies)
14. Unavailable Items
15. Report on Receipts and Issuances (Summary, Per Type, per Item, All Items, per Department)
16. Monthly Inventory Balance Report
17. Key Performance Indicator (KPI) -
18. Year-end Reports
19. Reports showing the comparison between issuances, actual utilization and planned requirements

FIXED ASSET MONITORING MODULE REPORTS

A. REPORTS

1. Item Coding Proof List
2. Inventory Listings (Per department, Employee, CPE item, status, year-end inventory, etc.)
3. Consolidated PARs
4. Summary of Consolidated PARs
5. List of Turned-In Properties
6. History of Item Movements
7. ICS Expense Items Report
8. Depreciation Report (Please coordinate with AD)
9. IT Hardware Inventory
10. Asset Acquisition reports
11. Asset Transfer reports
12. Disposed / Retired Asset report
13. Comparison Analysis reports for Capital Expenditure Budget versus Actual
14. Asset Masterfiles report
15. Asset Net Book Value report
16. Fixed Assets Inventory report
17. Fixed Asset Status report

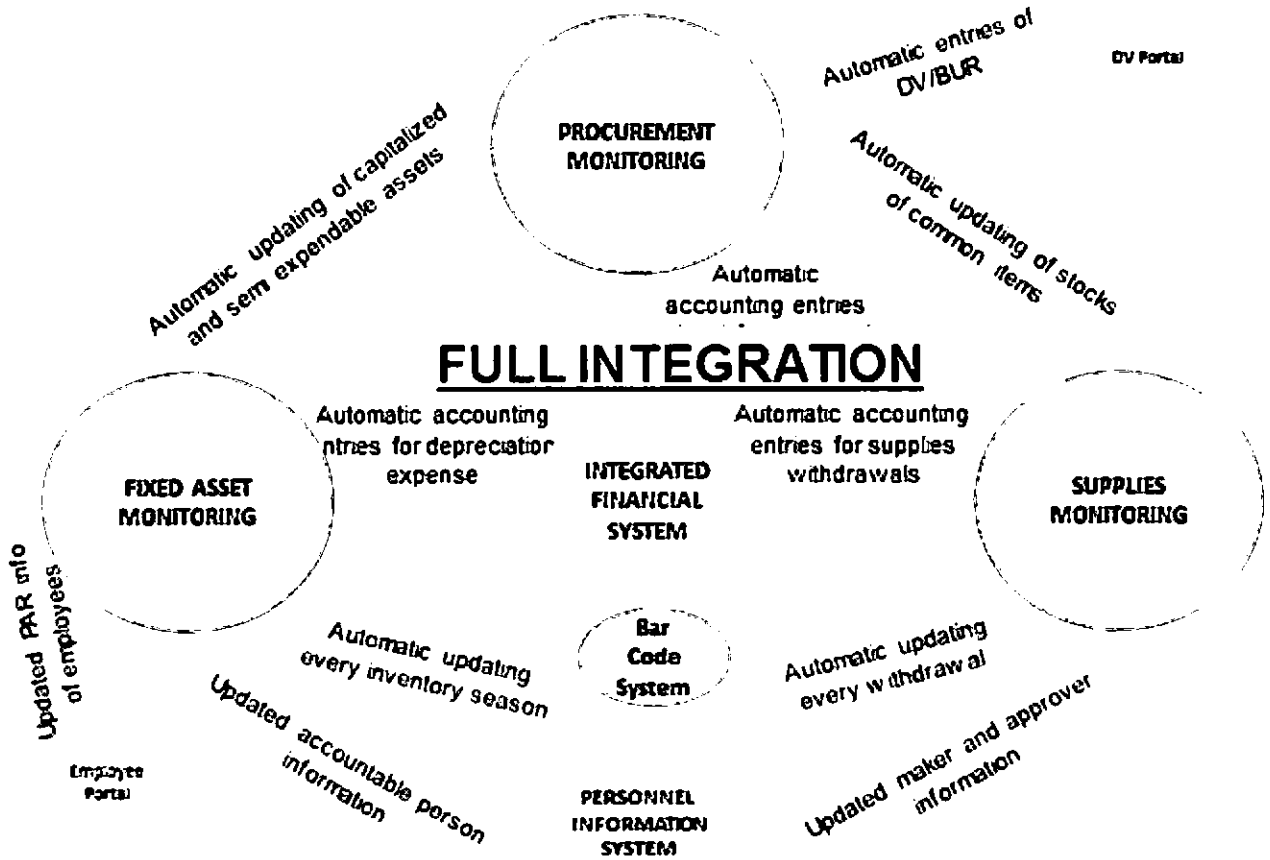
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B. FORMS

1. Pass-out Slip
2. Request for Resource Allocation
3. Request for Clearance
4. Property Turn-in Slip
5. Inventory Custodian Slip
6. Property Acknowledgement Receipt
7. Supplemental Property Acknowledgement Receipt
8. *Property Inspection Report (PIR)*
9. Inventory and Inspection Report of Unserviceable Properties (IIRUP)
10. Invoice Receipt of Property (IRP)
11. Report of Waste Materials (RWM)
12. Request for Transfer of Property Accountability Memo Form
13. Purchase Request for FFEs



INTERFACE AND INTEGRATION



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