



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF VARIOUS SOFTWARES

**LINE 1: SUPPLY, INSTALLATION, TESTING, AND
COMMISSIONING OF A COMBINED SYSTEM
ENHANCEMENT OF THE BUSINESS ONE STOP SHOP
(BOSS) MODULES FOR THE YEAR 2025 (EARLY
PROCUREMENT ACTIVITY)**

**LINE 2: EXPANSION AND ENHANCEMENT OF THE
TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE
BUSINESS INFORMATION SYSTEM PROJECT FOR THE
QUEZON CITY BUSINESS PERMITS AND LICENSING
DEPARTMENT (PHASE 2) FOR THE YEAR 2025 (EARLY
PROCUREMENT ACTIVITY)**

PROJECT NO: CAO(BPLD)-25-IT-0172

Government of the Republic of the Philippines

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Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. **Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.**
- f. **For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **PROCUREMENT OF VARIOUS SOFTWARES** with identification number **CAO(BPLD)-25-IT-0172.**

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) Line Items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2025** in the amount of **THIRTY-TWO MILLION PESOS AND 00/100 ONLY (Php 32,000,000.00).**

2.2. The source of funding is:

C. LGUs, the proposed Local Expenditure Program

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- iii. When the Goods sought to be procured are not available from local suppliers; or
- iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of **Non-Expendable Supplies and Services**: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 7 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in c.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 8 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

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

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the

committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>A single contract similar to the items to be bid and must be at least FIFTY percent (50%) of the ABC.</i> b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>LINE 1:</p> <ul style="list-style-type: none"> a. The amount of not less than Php 400,000.00 <i>[or equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 1,000,000.00 <i>[or equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond <p>LINE 2:</p> <ul style="list-style-type: none"> a. The amount of not less than Php 240,000.00 <i>[or equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 600,000.00 <i>[or equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond
19.3	<p>The ABC per Line is:</p> <p>LINE 1:</p> <p>The Approved Budget for the Contract for Line 1 is Philippines Peso: TWENTY MILLION PESOS AND 00/100 ONLY (PHP 20,000,000.00)</p> <p>LINE 2:</p> <p>The Approved Budget for the Contract for Line 2 is Philippines Peso: TWELVE MILLION PESOS AND 00/100 ONLY (PHP 12,000,000.00)</p> <p>- Any bid with a financial component <u>EXCEEDING</u> this amount shall not be accepted.</p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <p><i>No Additional Requirements</i></p>



<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <p>LINE 1:</p> <ul style="list-style-type: none"> • Track Record/Company Profile with Project Number and Project Title <ul style="list-style-type: none"> a. The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years. b. The service provider should have been in operation for at least five (5) years. • Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following: <ul style="list-style-type: none"> a. Project Scope of Work <ul style="list-style-type: none"> - (Please refer to Section III. of the Terms of Reference) b. The service provider will provide all necessary training for software and existing usage, administration and management of the web portal to all office-based and field personnel using the inspection audit system. c. The service provider must have its own regular pool of employees or personnel for system administration, deployment, proper quality assurance analyst and technical and support staff for the project. d. Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components. • User manual and installer (if necessary) shall be provided for software components. • All hardware requirements are existing and to be provided by BPLD. • Organizational Chart with Project Number and Project Title • Copy of Valid and Current Registration Certificate from the National Privacy Commission. <p>LINE 2:</p> <ul style="list-style-type: none"> • Track Record/Company Profile with Project Number and Project Title <ul style="list-style-type: none"> a. The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years. b. The service provider should have been in operation for at least five (5) years. • Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following: <ul style="list-style-type: none"> a. Project Scope of Work <ul style="list-style-type: none"> - (Please refer to Section III. of the Terms of Reference - from 1 to 3.) b. The Provider shall document detailed procedures/techniques in identifying system security risks and breach and how such shall be handled in accordance with the Data Privacy Act of 2012. c. The Provider agrees to hold the Proprietary Information in strict confidentiality. Provider further agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the QC BPLD. d. All records/data gathered, processed and digitized is fully-owned by the Quezon City Government. e. Full functionality support program guarantees for the period of sixty (60) working days. • Organizational Chart with Project Number and Project Title • Copy of Valid and Current Registration Certificate from the National Privacy Commission. • Audited Financial Statement for the last (3) three years (Please refer to the attached Terms of Reference) 	<p>21.2</p>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant IIAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: Monthly Payment.”
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

Section VI. Schedule of Requirements

Project Name: LINE 1: SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF A COMBINED SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP (BOSS) MODULES FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)

Project No. CAO(BPLD)-25-IT-0172

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks/Months
1	<p>SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF A COMBINED SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP (BOSS) MODULES FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>The main objectives of this project include enabling seamless integration with internal and third-party online systems, developing new online modules to cater to evolving requirements, and implementing necessary feature changes and upgrades to the existing online modules. This initiative will contribute to streamlining processes, improving efficiency, and providing a better user experience. The system enhancement project represents the department's commitment to continuously improving its services and adapting to evolving requirements.</p> <p>PROJECT SCOPE OF WORK</p> <p>The service provider shall develop, test and deploy the following features and changes in the online module of the Online Business Permit Application System (OBPAS) and the Automated Inspection Audit System (AIAS) under https://qceservices.quezoncity.gov.ph/, to wit:</p> <p>A. OBPAS ENHANCEMENTS</p> <p>i. Integration to Internal and/or Third-Party Systems</p> <p>1. Unify the business address information of BPLD, CAO, DBO and ITDD</p> <p>a. Facilitate discussions with the concerned departments</p> <p>b. Documentation of current specifications of business address across the four departments</p>	Lot	1	<p>Within Ninety (90) Calendar Days Upon the Issuance of the Notice to Proceed</p>

<ul style="list-style-type: none"> c. Documentation of proposed specifications moving forward d. Updating of OBPAS and AIAS database and UIs based on agreed upon business address information specifications 2. Creation of process for businesses with tax payment via CTO's Pay Business Tax but no records in OBPAS a. Automatic notification and forwarding of business information from CTO to BPLD b. Redirection of business owners to OBPAS application page 3. Creation of tax payment process for businesses with undeclared business activity via CTO's Pay Business Tax a. Automatic notification and forwarding of business information from CTO to BPLD b. Redirection of business owners to OBPAS's online application page to amend Mayor's Permit 4. Integration to BPLD's Business Information System (BIS) a. Creation of customized API for the pushing and pulling of business information 5. Integration of e-Invoice a. Removal of Payment Validation stage after payment b. Integrate e-Invoice using the provided API c. Adjust current UI-UX aligned with the revised process ii. New Modules <ul style="list-style-type: none"> 1. Barangay Management Module <ul style="list-style-type: none"> - Allow BPLD to update the following barangay details: a. Barangay Captain <ul style="list-style-type: none"> i. Name ii. Digital signature b. Logo 			
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	<ul style="list-style-type: none"> c. Authorized system users d. Contact information 2. Registration for Nano-enterprise <ul style="list-style-type: none"> a. Different required fields and documents for nano-enterprise new business applications b. Tax assessment based on agreed upon matrix for nano-enterprise, beneficiary of Pangkabuhayan QC Assistance Program, etc. c. Different Mayor's Permit number format for nano-enterprise businesses d. Integration to QCID e. Integration to CTO's Pay Business Tax for the payment of business tax and renewal of Mayor's Permit 3. Collection of fees for violations <ul style="list-style-type: none"> a. Allow EAD to create order of payment for businesses with violations b. Integration of e-Payment with electronic sales invoice 4. Dashboard Reports for public access <ul style="list-style-type: none"> a. Creation of dashboard reports with statistical data readily available for the public iii. Feature and Change Requests on Pre-Existing Modules <ul style="list-style-type: none"> 1. Revised application process for New and Renewal applications <ul style="list-style-type: none"> a. Background ZAU evaluation for Mayor's Permits released in 2016 or earlier 2. Revised application process for Amendment applications <ul style="list-style-type: none"> a. Include a "Re-Assessment" stage 3. Update BOSS Landing Page based on design provided by BPLD 4. Updates on Mayor's Permit template <ul style="list-style-type: none"> a. Update BPLD Head's name 		
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<p>5. Updates on the online application form</p> <p>a. Remove the word "Optional" in the attachment of Community Tax Certificate (Cedula) portion for Cooperatives</p> <p>b. Modification of the drop-down menu for verification status</p> <p>c. Generation of MP Number post payment of tax bill for New businesses</p> <p>d. Additional questions for DPOS evaluation:</p> <p>i. Have you issued Security Clearance to the business?</p> <p>ii. Have you issued CCTV Clearance to the business?</p> <p>e. Additional question on Internet Service Subscription:</p> <p>.Does your business utilize an internet service subscription?</p> <p>i. If YES, select one:</p> <p>1. Prepaid or Postpaid</p> <p>6. Updates on Renewal process flow</p> <p>a. Allow business owners to submit early submission for the renewal of Mayor's Permit</p> <p>i. System will automatically renew Mayor's Permit right after the expiration date</p> <p>7. Updates on Email Notification</p> <p>a. Update the email notifications to business owners to enhance the Customer Satisfaction Survey response rate</p> <p>8. Updates on Business Retirement</p> <p>a. New module for MISRAD to create new entry for retired businesses without OBPAS records</p> <p>b. Allow Records Division to generate E-Copy for retired businesses</p> <p>9. Update on GRAC Secretariat access</p>			
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	<ul style="list-style-type: none"> a. Allow user to upload attachments and encode validity dates 			
	<ul style="list-style-type: none"> 10. Update on Ancillary Access Evaluation Page <ul style="list-style-type: none"> a. DBO, DSQC, CIID and BFP unified risk classification <ul style="list-style-type: none"> i. Uploading of unified risk classification matrix ii. Management page for the unified risk classification matrix 			
	<ul style="list-style-type: none"> 11. Migration of legacy processes to OBPAS <ul style="list-style-type: none"> a. Legacy System Module: Amendment b. Legacy System Module: Business Exemption c. Legacy System Module: Business Query - inclusion of payment history 			
	<ul style="list-style-type: none"> 12. Update on User Management module <ul style="list-style-type: none"> a. Include a Division Head and BPLD Head approval process 			
	<ul style="list-style-type: none"> 13. Updates on Tax Assessment module <ul style="list-style-type: none"> a. Adaptation of New Revenue Code b. Allow Final Evaluator to remove Barangay Fees if the applicant has uploaded valid Barangay Business Clearance 			
	<ul style="list-style-type: none"> 14. Updates on Search Business module <ul style="list-style-type: none"> a. Open New Tab when opening a record b. View MP E-Copy Access (SSS Access) 			
	<ul style="list-style-type: none"> 15. Update on In-person application process <ul style="list-style-type: none"> a. Alignment of In-Person application process with the online application process 			
	<ul style="list-style-type: none"> 16. Updates on Liquor Permit module 			

<p>a. Additional Allowed status - Change Application Status Module</p> <p>b. Update BPLD Head's signatory name in e-copies (Order of Payment & Digital Liquor Permit)</p> <p>c. Adjustment in Permit Date Issued during generation of e-copy and printing</p> <p>d. Remove printing restriction for Digital Liquor Permit</p> <p>e. Add Applications under Payment Validation in For Owner's Payment module</p> <p>f. Return to Encoding - LLD Chief Review & Recommending Approval modules</p> <p>g. Auto-population of Previous Encoding Details for Renewal/ Amendment - Encoding Module</p> <p>h. Blacklist Module</p> <p>i. Allow LLD to tag/untag blacklisted businesses with remarks</p> <p>i. Dashboard, reports and data extraction</p> <p>i. Include Submitted Liquor Permit Applications Report in the dashboard</p> <p>ii. Allow LLD Chief to extract Survey data</p> <p>iii. Addition of regular reports in reports extractor</p> <p>iv. Customizable field selection</p> <p>v. Convert from On-Demand structure to Queuing</p> <p>j. Integration of e-Invoice in the payment process</p> <p>k. Development of Customer Feedback Survey Form - Applicant Access</p> <p>.Addition of Customer Feedback Survey reminder prompt</p> <p>l. MP Number Validation Adjustment</p> <p>m. Separate FAQ Viewer and Management pages</p>			
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	<p>n. UI-UX Enhancements</p> <ul style="list-style-type: none"> i. Follow OBPAS standard application design ii. (i) Updates on application form o. Integrate I.I.D's inspection process to AIAS mobile application p. Integrate I.I.D's ancillary evaluation to Liquor Permit modules <p>B. AIAS ENHANCEMENTS</p> <p>i. Feature and Change Requests on Pre-Existing Modules</p> <ul style="list-style-type: none"> 1. Updates on AIAS mobile application <ul style="list-style-type: none"> a. "Not Applicable" tick box for CCTV, Breastfeeding, PWD b. Require at least 3 attachments c. Calendar configuration for weekends d. Attachment of Establishment's façade e. Add tick box for NGA f. View MP Summary including contact information g. Remove Safety Seal feature h. Add For Compliance Status in Ancillary Information 2. Revised Compliance Monitoring process <ul style="list-style-type: none"> a. Generation of Mission Order is barangay-based, businesses will no longer be listed b. Manual selection of Mission Order Validity c. New template for Mission Order 3. Email Inspection Results to ancillary departments 4. Updates on BPLD Head/Inspection Supervisor access <ul style="list-style-type: none"> a. Multiple District Assignment 		
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Handwritten signature

<ul style="list-style-type: none"> b. Remove NDC (District 5) Validations c. BPLD Head Dashboard: Add count of records with pending action d. BPLD Head: Add Negative List Viewer e. Flag inspected businesses from Compliance Monitoring in generation of OTS i. Display previous inspection details 5. Updates on EAD/Legal Team access <ul style="list-style-type: none"> a. Add "View MP E-copy" option in all legal access and include "FOR EAD Use Only" watermark in the e-copy b. BPLD Online Legal Approval: Add queueing feature c. Negative list module <ul style="list-style-type: none"> i. Add new record on business with existing record in Negative List ii. Add Reason dropdown iii. Negative list validation: Add Business Name and Barangay parameter iv. Update legal Action Templates v. Remove Demand Letter in Legal Actions vi. Auto-assignment of past due actions for second follow through of legal action vii. Provision to allow initial case officer to follow through ongoing legal case 6. Other general updates <ul style="list-style-type: none"> a. Update BPLD head's name and signature b. Update QC BPLD logo c. Update IVD chief's name and signature d. BPLD Access to Inspection Result: Update Business Name and Barangay parameter e. Removal of Second Verifier in Mission Order and Inspection Results <p><i>(With attached Terms of Reference which will form an integral part of the contract)</i></p>			
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I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



Section VI. Schedule of Requirements

Project Name: LINE 2: EXPANSION AND ENHANCEMENT OF THE TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE BUSINESS INFORMATION SYSTEM PROJECT FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (PHASE 2) FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)
Project No. CAO(BPLD)-25-IT-0172

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Unit of Issue	Quantity	Delivered, Weeks/Months
1	<p>EXPANSION AND ENHANCEMENT OF THE TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE BUSINESS INFORMATION SYSTEM PROJECT FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (PHASE 2) FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>This project aims to enhance the Quezon City Business Permits and Licensing Department's (BPLD) efficiency through the development of an integrated digital platform, thereby enhancing the Business Information System (BIS). The self-service portal will allow business owners to securely access, view, and request certified records, while the administration portal will enable BPLD staff to efficiently manage and process these requests. An additional portal will serve authorized third-party requests, with approvals overseen by the BPLD Department head. The BIS will integrate with department's systems for document archiving and delivery, featuring dashboard enhancements and secure timestamps. Comprehensive training and robust server deployment will ensure reliable, scalable service and long-term support.</p> <p>PROJECT SCOPE AND DELIVERABLES</p> <p>1. SELF-SERVICE PORTAL FOR BUSINESS OWNERS</p> <p>The Self-Service Portal for Business shall have the following features:</p>	Lot	1	<p>Within One Hundred Fifty (150) Calendar Days Upon the Issuance of the Notice to Proceed</p>



<p>a. User verification and account creation with password via eservices portal.</p> <p>b. Upload requirements as proof of identity as the business owner or official representative of the business owner.</p> <p>c. Verification and summary of availability of business records.</p> <p>d. Ability to order a digital and/or hard copy of the certified and true copy of the business records.</p> <p>e. Issuance of Order of Payment and processing and validation of payment.</p> <p>2. ADMINISTRATION SERVICE PORTAL</p> <p>The Administration Service Portal shall have the following features:</p> <p>a. Admin Account Creation with password and two factor authentication.</p> <p>b. Ability to receive, validate, process or reject the client's order, create Order of Payment, validate and approve payment and generate and issue a certified and true copy of business records in digital and/or hard copy format.</p> <p>3. PORTAL FOR PROCESSING REQUESTS FROM AUTHORIZED 3RD PARTIES</p> <p>The portal for processing requests from Authorized 3rd Parties (Vice Mayor, other QC Departments, Councilors, the Courts, Bureau of Internal Revenue, etc.) shall have the following features:</p> <p>a. A portal to process and generate and issue a certified and true copy of business records in digital and/or hard copy format.</p> <p>b. A functionality for the Department Head of the Business Permit and Licensing Department to provide final approval.</p> <p>4. INTEGRATION WITH OTHER QUEZON CITY SYSTEMS</p>			
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<p>The Integration with other Quezon City LGU systems shall have the following features: ,</p> <p>a. API integration for Online Business Permit Application System (OBPAS) to archive business records and related documents. ,</p> <p>b. Integration with the QC Document Delivery System for delivery of business records. ,</p> <p>5. USER INTERFACE ENHANCEMENTS</p> <p>The User Interface enhancements shall have the following features:</p> <p>a. Enhancement of main dashboard to include new features for administration of the self-service portal. ,</p> <p>b. Certified and true copy documents shall have a time stamp and official watermark. ,</p> <p>6. INFRASTRUCTURE</p> <p>a. On premise server and cloud server with 12 months subscription. ,</p> <p>7. TRAINING AND TECHNOLOGY TRANSFER</p> <p>a) Provide a comprehensive training for a minimum of ten (10) and at maximum of twenty (20) QCBPLD personnel that will be assigned by the Department to ensure continuity of operation, maintenance and proper technology transfer. ,</p> <p><i>(With attached Terms of Reference which will form an integral part of the contract)</i></p>			
<p style="text-align: center;">***</p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Project Name: LINE 1: SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF A COMBINED SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP (BOSS) MODULES FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)
Project No. CAO(BPLD)-25-IT-0172

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.1	<p>SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF A COMBINED SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP (BOSS) MODULES FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>The main objectives of this project include enabling seamless integration with internal and third-party online systems, developing new online modules to cater to evolving requirements, and implementing necessary feature changes and upgrades to the existing online modules. This initiative will contribute to streamlining processes, improving efficiency, and providing a better user experience. The system enhancement project represents the department's commitment to continuously improving its services and adapting to evolving requirements.</p> <p>PROJECT SCOPE OF WORK</p> <p>The service provider shall develop, test and deploy the following features and changes in the online module of the Online Business Permit Application System (OBPAS) and the Automated Inspection Audit System (AIAS) under https://qceservices.quezoncity.gov.ph/, to wit:</p> <p>A. OBPAS ENHANCEMENTS</p>	

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	<p>i. Integration to Internal and/or Third-Party Systems</p> <ol style="list-style-type: none">1. Unify the business address information of BPLD, CAO, DBO and ITDD<ol style="list-style-type: none">a) Facilitate discussions with the concerned departmentsb) Documentation of current specifications of business address across the four departmentsc) Documentation of proposed specifications moving forwardd) Updating of OBPAS and AIAS database and UIs based on agreed upon business address information specifications2. Creation of process for businesses with tax payment via CTO's Pay Business Tax but no records in OBPAS<ol style="list-style-type: none">a) Automatic notification and forwarding of business information from CTO to BPLDb) Redirection of business owners to OBPAS application page3. Creation of tax payment process for businesses with undeclared business activity via CTO's Pay Business Tax<ol style="list-style-type: none">a) Automatic notification and forwarding of business information from CTO to BPLDb) Redirection of business owners to OBPAS's online application page to amend Mayor's Permit4. Integration to BPLD's Business Information System (BIS)<ol style="list-style-type: none">a) Creation of customized API for the pushing and pulling of business information5. Integration of e-Invoice<ol style="list-style-type: none">a) Removal of Payment Validation stage after paymentb) Integrate e-Invoice using the provided APIc) Adjust current UI-UX aligned with the revised process <p>ii. New Modules</p> <ol style="list-style-type: none">1. Barangay Management Module – Allow BPLD to update the following barangay details:<ol style="list-style-type: none">a) Barangay Captain<ol style="list-style-type: none">.Namei.Digital signatureb) Logoc) Authorized system usersd) Contact information2. Registration for Nano-enterprise	
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	<ul style="list-style-type: none"> a) Different required fields and documents for nano-enterprise new business applications b) Tax assessment based on agreed upon matrix for nano-enterprise, beneficiary of Pangkabuhayan QC Assistance Program, etc. c) Different Mayor's Permit number format for nano-enterprise businesses d) Integration to QCID e) Integration to CTO's Pay Business Tax for the payment of business tax and renewal of Mayor's Permit <p>3. Collection of fees for violations</p> <ul style="list-style-type: none"> a) Allow EAD to create order of payment for businesses with violations b) Integration of e-Payment with electronic sales invoice <p>4. Dashboard Reports for public access</p> <ul style="list-style-type: none"> a) Creation of dashboard reports with statistical data readily available for the public <p>iii. Feature and Change Requests on Pre-Existing Modules</p> <p>1. Revised application process for New and Renewal applications</p> <ul style="list-style-type: none"> a) Background ZAU evaluation for Mayor's Permits released in 2016 or earlier <p>2. Revised application process for Amendment applications</p> <ul style="list-style-type: none"> a) Include a "Re-Assessment" stage <p>3. Update BOSS Landing Page based on design provided by BPLD</p> <p>4. Updates on Mayor's Permit template</p> <ul style="list-style-type: none"> a) Update BPLD Head's name <p>5. Updates on the online application form</p> <ul style="list-style-type: none"> a) Remove the word "Optional" in the attachment of Community Tax Certificate (Cedula) portion for Cooperatives b) Modification of the drop-down menu for verification status c) Generation of MP Number post payment of tax bill for New businesses d) Additional questions for DPOS evaluation: <ul style="list-style-type: none"> ii. Have you issued Security Clearance to the business? iii. Have you issued CCTV Clearance to the business? 	
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	<p>e) Additional question on Internet Service Subscription:</p> <ul style="list-style-type: none"> i. Does your business utilize an internet service subscription? ii. If YES, select one: <ul style="list-style-type: none"> 1. Prepaid or Postpaid <p>6. Updates on Renewal process flow</p> <ul style="list-style-type: none"> a) Allow business owners to submit early submission for the renewal of Mayor's Permit <ul style="list-style-type: none"> i. System will automatically renew Mayor's Permit right after the expiration date <p>7. Updates on Email Notification</p> <ul style="list-style-type: none"> a) Update the email notifications to business owners to enhance the Customer Satisfaction Survey response rate <p>8. Updates on Business Retirement</p> <ul style="list-style-type: none"> a) New module for MISRAID to create new entry for retired businesses without OBPAS records b) Allow Records Division to generate E-Copy for retired businesses <p>9. Update on GRAC Secretariat access</p> <ul style="list-style-type: none"> a) Allow user to upload attachments and encode validity dates <p>10. Update on Ancillary Access Evaluation Page</p> <ul style="list-style-type: none"> a) DBO, DSQC, CHID and BIP unified risk classification <ul style="list-style-type: none"> i. Uploading of unified risk classification matrix ii. Management page for the unified risk classification matrix <p>11. Migration of legacy processes to OBPAS</p> <ul style="list-style-type: none"> a) Legacy System Module: Amendment b) Legacy System Module: Business Exemption c) Legacy System Module: Business Query - inclusion of payment history <p>12. Update on User Management module</p> <ul style="list-style-type: none"> a) Include a Division Head and BPLD Head approval process <p>13. Updates on Tax Assessment module</p> <ul style="list-style-type: none"> a) Adaptation of New Revenue Code 	
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	<ul style="list-style-type: none">b) Allow Final Evaluator to remove Barangay Fees if the applicant has uploaded valid Barangay Business Clearance <p>14. Updates on Search Business module</p> <ul style="list-style-type: none">a) Open New Tab when opening a recordb) View MP E-Copy Access (SSS Access) <p>15. Update on In-person application process</p> <ul style="list-style-type: none">a) Alignment of In-Person application process with the online application process <p>16. Updates on Liquor Permit module</p> <ul style="list-style-type: none">a) Additional Allowed status - Change Application Status Moduleb) Update BPLD Head's signatory name in e-copies (Order of Payment & Digital Liquor Permit)c) Adjustment in Permit Date Issued during generation of e-copy and printingd) Remove printing restriction for Digital Liquor Permite) Add Applications under Payment Validation in For Owner's Payment modulef) Return to Encoding - LLD Chief Review & Recommending Approval modulesg) Auto-population of Previous Encoding Details for Renewal/ Amendment - Encoding Moduleh) Blacklist Module<ul style="list-style-type: none">i. Allow LLD to tag/untag blacklisted businesses with remarksi) Dashboard, reports and data extraction<ul style="list-style-type: none">i. Include Submitted Liquor Permit Applications Report in the dashboardii. Allow LLD Chief to extract Survey dataiii. Addition of regular reports in reports extractoriv. Customizable field selectionv. Convert from On-Demand structure to Queueingj) Integration of e-Invoice in the payment processk) Development of Customer Feedback Survey Form - Applicant Access<ul style="list-style-type: none">i. Addition of Customer Feedback Survey reminder promptl) MP Number Validation Adjustmentm) Separate FAQ Viewer and Management pagesn) UI-UX Enhancements<ul style="list-style-type: none">i. Follow OBPAS standard application designii. Updates on application formo) Integrate LLD's inspection process to AIAS mobile applicationp) Integrate LLD's ancillary evaluation to Liquor Permit modules <p>B. AIAS ENHANCEMENTS</p>	
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	<p>i. Feature and Change Requests on Pre-Existing Modules</p> <p>1. Updates on AIAS mobile application</p> <ul style="list-style-type: none"> a) "Not Applicable" tick box for CCTV, Breastfeeding, PWD b) Require at least 3 attachments c) Calendar configuration for weekends d) Attachment of Establishment's façade e) Add tick box for NGA f) View MP Summary including contact information g) Remove Safety Seal feature h) Add For Compliance Status in Ancillary Information <p>2. Revised Compliance Monitoring process</p> <ul style="list-style-type: none"> a) Generation of Mission Order is barangay-based, businesses will no longer be listed b) Manual selection of Mission Order Validity c) New template for Mission Order <p>3. Email Inspection Results to ancillary departments</p> <p>4. Updates on BPLD Head/Inspection Supervisor access</p> <ul style="list-style-type: none"> a) Multiple District Assignment b) Remove NDC (District 5) Validations c) BPLD Head Dashboard: Add count of records with pending action d) BPLD Head: Add Negative List Viewer e) Flag inspected businesses from Compliance Monitoring in generation of OIS <ul style="list-style-type: none"> i. Display previous inspection details <p>5. Updates on EAD/Legal Team access</p> <ul style="list-style-type: none"> a) Add "View MP I-copy" option in all legal access and include "FOR EAD Use Only" watermark in the e-copy b) BPLD Online Legal Approval: Add queueing feature c) Negative list module <ul style="list-style-type: none"> i. Add new record on business with existing record in Negative List ii. Add Reason dropdown iii. Negative list validation: Add Business Name and Barangay parameter iv. Update legal Action Templates v. Remove Demand Letter in Legal Actions vi. Auto-assignment of past due actions for second follow through of legal action vii. Provision to allow initial case officer to follow through ongoing legal case <p>6. Other general updates</p> <ul style="list-style-type: none"> a) Update BPLD head's name and signature b) Update QC BPLD logo 	
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	<div>c) Update IVD chief's name and signature</div> <div>d) BPLD Access to Inspection Result: Update Business Name and Barangay parameter</div> <div>e) Removal of Second Verifier in Mission Order and Inspection Results</div> <div>(With attached Terms of Reference which will form an integral part of the contract)</div>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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Technical Specifications

Project Name: LINE 2: EXPANSION AND ENHANCEMENT OF THE TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE BUSINESS INFORMATION SYSTEM PROJECT FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (PHASE 2) FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)
Project No. CAO(BPLD)-25-IT-0172

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A.1	<p>EXPANSION AND ENHANCEMENT OF THE TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE BUSINESS INFORMATION SYSTEM PROJECT FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT (PHASE 2) FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>This project aims to enhance the Quezon City Business Permits and Licensing Department's (BPLD) efficiency through the development of an integrated digital platform, thereby enhancing the Business Information System (BIS). The self-service portal will allow business owners to securely access, view, and request certified records, while the administration portal will enable BPLD staff to efficiently manage and process these requests. An additional portal will serve authorized third-party requests, with approvals overseen by the BPLD Department head. The BIS will integrate with department's systems for document archiving and delivery, featuring dashboard enhancements and secure timestamps. Comprehensive training and robust server deployment will ensure reliable, scalable service and long-term support.</p> <p>PROJECT SCOPE AND DELIVERABLES</p>	

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1. SELF-SERVICE PORTAL FOR BUSINESS OWNERS

The Self-Service Portal for Business shall have the following features:

- a) User verification and account creation with password via eservices portal.
- b) Upload requirements as proof of identity as the business owner or official representative of the business owner.
- c) Verification and summary of availability of business records.
- d) Ability to order a digital and/or hard copy of the certified and true copy of the business records.
- e) Issuance of Order of Payment and processing and validation of payment.

2. ADMINISTRATION SERVICE PORTAL

The Administration Service Portal shall have the following features:

- a) Admin Account Creation with password and two factor authentication.
- b) Ability to receive, validate, process or reject the client's order, create Order of Payment, validate and approve payment and generate and issue a certified and true copy of business records in digital and/or hard copy format.

3. PORTAL FOR PROCESSING REQUESTS FROM AUTHORIZED 3RD PARTIES

The portal for processing requests from Authorized 3rd Parties (Vice Mayor, other QC Departments, Councilors, the Courts, Bureau of Internal Revenue, etc.) shall have the following features:

- a) A portal to process and generate and issue a certified and true copy of business records in digital and/or hard copy format.
- b) A functionality for the Department Head of the Business Permit and Licensing Department to provide final approval.

4. INTEGRATION WITH OTHER QUEZON CITY SYSTEMS

The Integration with other Quezon City LGU systems shall have the following features:

- a) API integration for Online Business Permit Application System (OBPAS) to archive business records and related documents.
- b) Integration with the QC Document Delivery System for delivery of business records.

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	<p>5. USER INTERFACE ENHANCEMENTS</p> <p>The User Interface enhancements shall have the following features:</p> <ul style="list-style-type: none"> a) Enhancement of main dashboard to include new features for administration of the self-service portal. b) Certified and true copy documents shall have a time stamp and official watermark. <p>6. INFRASTRUCTURE</p> <ul style="list-style-type: none"> a) On premise server and cloud server with 12 months subscription. <p>7. TRAINING AND TECHNOLOGY TRANSFER</p> <ul style="list-style-type: none"> a) Provide a comprehensive training for a minimum of ten (10) and at maximum of twenty (20) QCBPLD personnel that will be assigned by the Department to ensure continuity of operation, maintenance and proper technology transfer. <p><i>(With attached Terms of Reference which will form an integral part of the contract)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



COST DERIVATION

PROJECT NAME: LINE 1: SUPPLY, INSTALLATION, TESTING, AND
COMMISSIONING OF A COMBINED SYSTEM ENHANCEMENT OF THE
BUSINESS ONE STOP SHOP (BOSS) MODULES FOR THE YEAR 2025 (EARLY
PROCUREMENT ACTIVITY)
Project No. CAO(BPLD)-25-IT-0172

FOR LINE 1

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Due diligence, system design and data model	Lot	1		
2	Software Development Cost	Lot	1		
3	System Documentation, Training Module and Training	Lot	1		
4	Technical & Customer Service Support – 12 months	Lot	1		
5	Hosting and Administration	Lot	1		
TOTAL BID					

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

COST DERIVATION

PROJECT NAME: LINE 2: EXPANSION AND ENHANCEMENT OF THE
TECHNICAL AND FUNCTIONAL CAPABILITIES OF THE BUSINESS
INFORMATION SYSTEM PROJECT FOR THE QUEZON CITY BUSINESS
PERMITS AND LICENSING DEPARTMENT (PHASE 2) FOR THE YEAR 2025
(EARLY PROCUREMENT ACTIVITY)
Project No. CAO(BPLD)-25-IT-0172

FOR LINE 2

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Due Diligence, Systems Design, and Data Model	Lot	1		
2	Software Development Costs	Lot	1		
3	Data Model and Backend Service Enhancements	Lot	1		
4	User Interface and Dashboard Enhancements	Lot	1		
5	System Documentation, Training Module, and Training	Lot	1		
6	Technical and Customer Service Support (12 months)	Lot	1		
TOTAL BID					

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form;
- ☐ (b) Original of duly signed and accomplished Price Schedule(s); **and**
- ☐ (c) **Cost-Derivation**

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

LINE 1:

- **Track Record/Company Profile with Project Number and Project Title**
 - a. *The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years.*
 - b. *The service provider should have been in operation for at least five (5) years*
- **Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following:**
 - a. **Project Scope of Work**
 - *(Please refer to Section III. of the Terms of Reference)*
 - b. *The service provider will provide all necessary training for software and existing usage, administration and management of the web portal to all office-based and field personnel using the inspection audit system.*
 - c. *The service provider must have its own regular pool of employees or personnel for system administration, deployment, proper quality assurance analyst and technical and support staff for the project.*
 - d. *Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components.*
- *User manual and installer (if necessary) shall be provided for software components.*
- *All hardware requirements are existing and to be provided by BPLD.*
- **Organizational Chart with Project Number and Project Title**
- **Copy of Valid and Current Registration Certificate from the National Privacy Commission.**

LINE 2:

- **Track Record/Company Profile with Project Number and Project Title**
 - a. *The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years.*
 - b. *The service provider should have been in operation for at least five (5) years*
- **Notarized Affidavit of Undertakings with Project Number and Project Title stating compliance to the following:**
 - a. **Project Scope of Work**
 - *(Please refer to Section III. of the Terms of Reference – from 1 to 3.)*

- b. *The Provider shall document detailed procedures/techniques in identifying system security risks and breach and how such shall be handled in accordance with the Data Privacy Act of 2012.*
 - c. *The Provider agrees to hold the Proprietary Information in strict confidentiality. Provider further agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the QC BPLD.*
 - d. *All records/data gathered, processed and digitized is fully-owned by the Quezon City Government.*
 - e. *Full functionality support program guarantees for the period of sixty (60) working days.*
- ***Organizational Chart with Project Number and Project Title***
 - ***Copy of Valid and Current Registration Certificate from the National Privacy Commission.***
 - ***Audited Financial Statement for the last (3) three years***

(Please refer to the attached Terms of Reference)

Note:

1. Please refer to
[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing) for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

Republic of the Philippines



Government Procurement Policy Board