

TERMS OF REFERENCE

CONSULTANCY FOR THE DEVELOPMENT AND IMPLEMENTATION OF THE PROCUREMENT, ASSETS AND SUPPLIES MANAGEMENT INFORMATION SYSTEM (PASMIS)

I. BACKGROUND

The John Hay Management Corporation (JHMC) through its Information and Communications Technology Division (ICTD) has initiated a project to analyze and develop an Information System to automate the processing system of the Internal Support Services of JHMC.

In cooperation with JHMC's Bids and Awards Committee (BAC), and the General Services Division (GSD) which are the beneficiaries of this project, will actively participating throughout the acceptance of the project.

With this, the JHMC is inviting all interested parties with at least five (5) years in software development business operation, and experience in server-client and web-based systems to submit their proposal based on the following specifications below.

II. OBJECTIVE

The objective is to design, develop, and implement a comprehensive computerized and web-enabled information system for JHMC's internal processes which is user-friendly and functional. Also, to help track and manage transactions in a manner that provides the right information to the right set of people at the right time to enable efficient process flow and decision making.

III. APPROVED BUDGET FOR THE CONTRACT

Two Million Pesos (Php 2,000,000.00), inclusive of all applicable taxes and fees.

IV. SCOPE OF WORK

1. User Requirement Assessment

The Consultant will:

- a. Improve familiarity with the project activities through project documentation, field visits, and discussions with different stakeholders.
- b. Determine detailed user requirements for the Information System based on business requirements of JHMC at various levels including:
 - Determination of stakeholders (all who have a role in data acquisition, processing, reporting, or use/decision making)

- Determination of various types of reporting content, formats, and frequency
 - Basic information flow requirements (into, within, and out of the JHMC)
 - Additional hardware/ software/ dataset requirements.
- c. Detail design recommendations in a Systems Requirement Study for the proposed PASMIS. The design should be based on close interaction with the JHMC and be flexible to incorporate changes in activities or future phases of the project/program.

2. JHMC Procurement, Assets and Supplies Management Information System

The JHMC has the following processes to be considered in the Information System and designated users can only access the Information System according to their role-based user privilege.

a. Budget Planning Module

Provide accurate records and generate reports such as;

- Work and Financial Plan (WFP);
- Project Procurement Management Plan (PPMP);
- Annual Procurement Plan Non Common-use Supplies and Equipment (APP Non-CSE) as consolidated from PPMPs;
- Procurement Monitoring Report (PMR) per mode of procurement, Timeline of Procurement Activities with notification if beyond schedule;
- Agency Procurement Compliance and Performance Indicators (APCPI);
- Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE); and
- Others, as may be narrated during the data gathering.

The module includes the supplemental and updating of WFPs, PPMPs, PMR and APP Non-CSE.

b. Procurement Module

Provide accurate reports and generate reports such as;

- Purchase Request - existing in ERP
- Request for Quotations (RFQ)/ Request for Expression of Interest (REI)
- Purchase Requisition - existing in ERP
- Bidding Responses - existing in ERP
- Complete Bidding - existing in ERP
- Abstract of Quotations (AOQ)
- Create Order - existing in ERP
- Purchase Order (PO) - existing in ERP
- Print Order (release to IAR) - existing in ERP
- Generation of Summary of Purchase Order
- IAR (*for Accounting Accounts Payable Voucher*) - existing in ERP
- Others, as may be narrated during the data gathering

c. Asset Inventory Module

Provide accurate records of all JHMC movable properties such as description, acquisition cost/ date, accountability, status and list of specific item/s assigned to each employee or by office. The said module will also generate reports relative to the annual inventory conducted. Migrate all data/information from the existing system. The said module will also generate report relative to the annual inventory conducted:

- Asset Transactions Monitoring
 - Receiving
 - Issuance
 - Turn-in (Return)
 - Transfer
 - Updating
 - Repair and Maintenance
 - Disposal
 - Mobile
- Gate Pass Generator
- Generation of Forms & Reports
 - Property Acknowledgment Receipt (PAR)
 - Inventory Custodian Slip (ICS)
 - Property Card (PC)
 - Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
 - Property Inventory Form (PIF)
 - Inventory and Inspection Report of Unserviceable Properties (IIRUP)
 - Invoice Receipt for Property (IRP)
 - Waste Material Report (WMR)
 - Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP)
 - Request for Transfer of Accountability (RTA)
 - Summary of Deliveries (SOD)
 - Semi-Expendable Property Card (SPC)
 - Semi-Expendable Property Ledger Card (SPLC)
 - Registry of Semi-Expendable Property Issued (RegSPI)
 - Inventory Transfer Report (ITR)
 - Receipt of Returned Semi-Expendable Property (RRSP)
 - Report of Semi-Expendable Property Issued (RSPI)
 - Report on the Physical Count of Semi-Expendable Property (RPCSP)
 - Report of Lost, Stolen, Damaged or Destroyed Semi-Expendable Property (RLSDDSP)
 - Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)
- Others, as may be narrated during data gathering

d. Supplies Inventory Module

Provide a complete list of all supplies stored for issuance purposes, records of consumption in terms of quantity or peso value for each department or by

office. This can also generate reports monthly or annually upon completion of actual inventory:

- Purchase Order related to the Procurement of common-use office supplies
- Supplies Inventory
- Supplies Monitoring
- Supplier Maintenance
- Generation of Forms and Reports
 - Inspection and Acceptance Report (IAR) – should be in the Inventory of Asset Module
 - Requisition and Issue Slip (RIS)
 - Inventory Custodian Slip (ICS) – should be in the Inventory of Asset Module
 - Stock Card (SC)
 - Report on Supplies and Materials Received and Issued (RSMRI)
 - Report on the Physical Count of Inventories (RPCI)
 - Material Requirement Planning (MRP)
- Others, as may be narrated during data gathering

e. Disposal Module

Provide a process of disposal for assets either fixed or movable and monitors for historical data.

f. Data Exchange Module

For bulk transactions and inter-system compatibility, importation of Excel templates shall be provided for the following, among others:

- Asset Master list - existing in ERP and Asset Management System
- Supplies/Item Master list - existing in ERP inventory item
- Supplier Master list - existing in ERP Vendors List
- Employee Master list - existing in ERP Employee's Information List
- Barcode checklist - existing in Asset Management System
- Other master data

An export facility shall also be provided to further enhance inter-system compatibility. The format will be based on the needs of the existing system that would be accepting the exported file.

g. System Administration Module

- Backup and Recovery Management
 - The system shall have the capability to automatically backup and export database and all its related files.
 - This module shall include restoration and recovery procedures.
- User Database
 - Easy management of user's information.

- Adopt Role-Based Access Control (RBAC) to authorize system resources allocation to users based on roles.
 - System should allow easy administration of all components by the Super User/Admin.
 - Add, edit, and delete user and its password.
 - Encryption – Passwords must always be stored in an encrypted format in the database. Consultant/Developer must use universally accepted encryption standards that helps protect against the threat of malicious activity by performing real-time encryption and decryption of the database.
 - Include up-to-date CAPTCHA program as a remedy to stop spam and other intrusions wherever required.
- Configurations or Settings
 - Include necessary configurations or settings as needed.
 - Notifications
 - Include necessary notifications settings as needed.

h. Integration and Customization

Provide technical services for the following:

- To develop modules, functions and features that are missing from the off-the-shelf PASMIS software provided;
- To directly integrate the PASMIS with existing systems, at the very least with the Corporate ERP; and
- To directly integrate the PASMIS with barcode scanners and readers.

i. Reports and Analytics

- The system shall have a filter/search management using various fields or data to create report for printing, exporting and/or downloading.
- Report Files shall generate a comma-separated value (.csv) and/or portable document format (.pdf) file format.
- Dashboard shall contain an analytic presentation or metrics such as charts and/or summary of important information or data that will be illustrated by the stakeholders.

j. Other Features

- Support for all file types with ability to drag & drop files and folders. (PDF, XLS, DOCX etc.)
- Ensure compatibility to all the browsers (Mozilla Firefox, Internet Explorer, Google Chrome, Opera, Safari).
- Easy to use, intuitive user-experience and responsive web design
- Mobile Friendly
- Download and Print documents (Access restrictions)
- Maintain and ensure that the system supports maximum concurrent users.
- The system should run optimally (page load time below 3 seconds)

- The system should be uploaded in the JHMC website subdomain.
- The system should provide audit trails and logs mechanism for content changes performed by system users.
- The system shall notify the users for all activities through email.
- Alert or notify the various stakeholders on reported activities or incidences that needs an immediate response.

Features of the PASMIS will also include:

- a. A web-enabled system.
 - The system will need to be accessed in a networked (off internet server), off-line (regularly downloaded) and web mode.
 - The Database needs to be structured intelligently and appropriately to ensure ease of entry, quality management, access control, processing, visualization, and reporting.
 - Appropriate security arrangements need to be made (e.g. for data backup and security, access levels, viruses, etc.).
 - The systems to be developed should be compatible with the computer specifications and operating systems of JHMC.
 - The use of various visualizations to help better understand the data is essential (e.g. graphics, project management charts, maps, photographs, etc.).
 - b. Information management system.
 - This is to ensure that the parameters tracked are captured, conveyed, stored, processed, visualized, and reported in an adequate and timely manner to support project status review and adaptive decision making. This will include the development of appropriate forms and business processes (e.g. process of entering and using data from various offices at appropriate intervals, conversion of some paper-based to electronic data, integrating into a centralized database, data quality management, etc.) to capture relevant administrative, financial, technical, procurement, environmental, and social data from various offices. This will require the Consultant to work closely with JHMC (through discussions, interviews, participatory stakeholder workshops, iterative designs, etc.) in order to produce data and reports in a format relevant for various kinds of reviews (e.g. ad hoc, weekly, fortnightly, monthly, half-yearly, yearly, and status-to-date type reports on project status) at various levels. The process will include identification of target user groups and determination of what, when, and how they can contribute to the PASMIS and what, when, and how they wish to access and use appropriately-designed PASMIS reports.
3. System Requirement
- The Consultant shall provide and turnover all PASMIS's required hardware and software including a server for faster deployment of the system and to avoid compatibility issues.
 - All software and hardware integrated in this project shall have technical resources available in the Philippines.

V. DELIVERABLES and SCHEDULE

The outputs to be delivered by the consultant include the following:

DELIVERABLE	DESCRIPTION	TIME (From Contract Signing)	PAYMENT %
Inception Report	Inception report (detailing schedule of work, key staff deployment, methodology, etc.) and Inception Workshop to discuss with JHMC	5 calendar day	15%
Systems Requirement Study	All key aspects of design (PASMIS structure, indicators, report formats, information flow, and additional hardware/ software/ data/ connectivity requirements, institutional arrangements, etc.)	15 calendar days	
Automation of the Procurement, Assets and Supplies Management	Preliminary design, construction and presentation of the prototype	30 calendar days	
	Evaluation and enhancement of the prototype (Iterated development until final product is satisfied)	40 calendar days	25%
	The final system is constructed, based on the final prototype.	30 calendar days	
Project Management and Monitoring System	Piloting Stage: software testing, full data entry and roll-out for selected processes	5 calendar days	15%
	Full Roll-out Stage: deployment of system in full functionality	5 calendar days	
	Post Roll-out: handholding support, proactive use surveys, bug fixes & updates	30 calendar days	15%
Documentation and Training	PASMIS documentation (design, use, and training manuals, organizational roles, etc.) and workshops	All through the key project stages and for all key deliverable stages – draft and final version	

DELIVERABLE	DESCRIPTION	TIME (From Contract Signing)	PAYMENT %
Final Report	Final overview of activities, review of PASMIS use, user perspectives, issues, suggestions for improvement and sustainability	10 calendar days	30%
	JHMC Acceptance Report	10 calendar days	
DURATION OF THE PROJECT		180 calendar days	100%

VI. REPORTING AND OWNERSHIP

1. The draft reports should be submitted to JHMC for review, feedback and recommendations. The final report should have the revision and recommendations incorporated.
2. All deliverables should be in electronic (on CD/DVD – five (5) copies of draft versions and five (5) copies of final versions) and colored hardcopy formats (three (3) copies of the final version). This should include all data, manuals, illustrated training manuals, system source code etc. Workshops should accompany all key draft deliverables to ensure that any comments for improvement can be discussed and agreed in a constructive and interactive manner.
3. The reports will be accepted subject to the approval by the President and Chief Executive Officer (PCEO) upon the recommendation of the ICTD Manager and End-users.
4. JHMC shall be the absolute owner of the software including its source code and have copyright ownership. The consultant shall not replicate or reproduce or use any datasets used for this assignment without the consent of JHMC.

VII. RESPONSIBILITY OF THE CONSULTANT

1. The consultant will be responsible for all costs related to its assigned staff, including his/her salary, allowance, field accommodation, travel, transport and logistical support throughout the period of the contract.
2. Ensure timely delivery of the PASMIS.
3. Closely coordinate with the End-User during the development of the project. End-User preference as to the interface shall apply.
4. The Consultant shall be available at all times during testing and commissioning of the system.

VIII. RESPONSIBILITIES OF JHMC

The JHMC through the ASD-ICT Division shall:

1. Make available all project documents including Project Implementation Plan, Operation's Manual, preparatory studies, present database and other JHMC documents that may be required for the success of the project;
2. Prepare office facilities, telephone, internet, computers, training guides, etc. required for performing installation and commissioning of the PASMIS;
3. Facilitate participation of project staff in the pre-design workshops and final workshop;
4. Timely review and monitor all stages of the project to ensure that the deliverables of the consultant are made within the agreed timelines;
5. Work in close collaboration with other actors of the project to understand the business detailed specifications and to validate the design of the information system;
6. Participate in the overall design and ensure that the development procedures are respected and implemented (*version control, publication of iterations, bug fixing follow-up, code documentation, etc*);
7. Assist the consultant's development team in defining the contents and duration of iterations and in managing the deliverables;
8. Ensure the quality of the developments (non-regression, coding standards, respect of the framework, etc.);
9. Run the unit-test and assist the end-users;
10. Conduct full assessment on the developed PASMIS prior to final acceptance to ensure 100% compliance by the Consultant on the Scope of Works; and
11. Conduct performance evaluation on the Consultant.

The JHMC through the JHMC-GSD and JHMC-BAC shall:

1. Make all data available to the Consultant;
2. Immediately report to the ICTD any system failures, glitches and bugs;
3. Be a signatory to any progress billing and final billing.

IX. QUALIFICATIONS OF THE CONSULTANT AND KEY PERSONNEL

The consultant should have expertise in designing, developing and supporting implementation of a computerized and web-enabled information system. The consultant must have considerable experience in design and operationalization of information system in **similar projects**.

The Consultant will provide a team of experts with the following skill sets who shall be adequately qualified and experienced in both development projects and IT related Field to satisfactorily and timely deliver the expected outputs.

The project team will be composed of at least the following key professional positions whose CV and experience would be evaluated:

NAME OF POSITION	KEY QUALIFICATION	EXPERIENCE
Project Manager	Deep knowledge in overall management and supervisory in software development.	At least 8 years
System Analyst	Deep knowledge in system development.	At least 5 years
Programmer / Developer	Deep knowledge in software development.	At least 5 years
Relational Database Specialist	Deep knowledge in database management.	At least 5 years

X. SELECTION OF THE CONSULTANT

The proposal submitted by any interested consultant shall be evaluated using Quality-Cost Based Evaluation (QCBE) procedure pursuant to the revised IRR of RA No. 9184, with the Technical Proposal allocated eighty percent (80%) and the Financial Proposal twenty percent (20%). Each consultant shall submit its **technical and financial proposals** simultaneously.

The technical proposal shall be evaluated according to the following criteria:

	EVALUATION CRITERIA	WEIGHT	MINIMUM REQUIRED SCORE
1	Profile of Development Team	50%	40%
	Highest Educational Attainment	10%	
	Highest Certifications or Trainings	20%	
	Project Experiences	40%	
	Years of IT Experiences	30%	
2	Track Record of Company	20%	16%
	Years of Operations	30%	
	Similar Combined Projects	70%	
3	Methodology and Workplan	30%	24%
	Quality of Methodology	30%	
	Workplan	30%	
	Staffing Schedule	20%	
	Conformity to the technical specifications	20%	
	TOTAL	100%	80%

Consultants shall then be ranked in descending order based on the combined numerical ratings of their technical proposals, from which the highest rated bid will be identified.

The financial proposals shall not exceed the approved budget for the contract and shall be deemed to include the cost of all taxes, duties, fees, levies and other charges imposed under applicable laws.

XI. CONTRACT TERM

The Contract shall be for a period of eight (8) months including the testing and commissioning of the PASMIS.

XII. LIQUIDATED DAMAGES:

The amount of the liquidated damages shall be at least equal to one tenth of one percent (0.001) of the cost of the unperformed portion of every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

XIII. WARRANTY

The Consultant warrants that:

1. It is expert in the field and will provide services that are consistent with the highest industry standards.
2. The developed PASMIS is in conformity with JHMC’s specifications and requirements.
3. Without additional cost to JHMC, shall make modifications to the PASMIS as may be necessary to correct any defects or errors reported to the Consultant by JHMC, and system update and/or system revisions for changes mandated by the national government for a period of one (1) year after the final acceptance date of the completed project.

Reported defects or errors shall be acted according to severity as shown below:

SEVERITY	CONDITION	RESPONSE TIME	RESOLUTION TIME	FREQUENCY OF UPDATES
1	System is down or does not function at all; system unavailable, inaccessible and/or has data integrity issues with no workaround available, resulting in total disruption of work or critical business impact.	3 hours	6 hours	Twice every business day
2	A component of the system	6 hours	12 hours	Every business days

SEVERITY	CONDITION	RESPONSE TIME	RESOLUTION TIME	FREQUENCY OF UPDATES
	is not performing, creating a significant operational impact; major functionality is impacted or significant performance degradation is experienced; issue is persistent and affects many users and/or major functionality; no reasonable workaround available.			
3	A component of the system is not performing as documented; there are unexpected results; problems can be circumvented; there is moderate or minor operational impact; system performance issue or bug affecting some but not all users; short-term workaround is available.	24 hours	24 hours	Every 2 business days
4	Questions pertain to usage questions or clarification of documentation; inquiry	48 hours	48 hours	Every 4 business days

SEVERITY	CONDITION	RESPONSE TIME	RESOLUTION TIME	FREQUENCY OF UPDATES
	regarding a routine technical issue; information requested on application capabilities, navigation, installation, configuration, upgrades, or performance; bugs affecting a small number of users; acceptable workaround available.			

If the Consultant is unwilling or unable to make the required modifications, then Consultant shall reimburse JHMC's reasonable expenditures for obtaining the required modifications from other Service Providers of JHMC's choice.

4. JHMC shall have the right to deduct from the SUPPLIER's 10% retention money such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered during the one (1) year warranty period and for unresolved issues within the required response time as part of after sales-project service and support.

The Retention Money shall be released after the lapse of the warranty period provided that all the conditions imposed under the contract have been fully met.

5. It will indemnify JHMC against liability to third parties resulting from claims that the information system or software developed infringes on or violates any patents, copyrights, or trade secrets or any JHMC claims, losses, and damages arising from the Consultant's breach of any of its obligations.