



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS**

**PRE-QUALIFICATION, BIDS AND AWARDS COMMITTEE**

**Special Bid Bulletin No. 01-2015**

**Subject: ROAD TRANSPORT IT INFRASTRUCTURE PROJECT – PHASE II**

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**TO ALL PROSPECTIVE BIDDERS:**

Please find attached the following:

1. Annex "A" – Answers to Queries;
2. Annex "B" – Amendments to the Instructions to Prospective Bidders (ITPB); and
3. Annex "C" – Submission Checklist and Description of Attachments to the Annexes.

For your guidance and information.

Issued this 22<sup>nd</sup> day of September 2015.

  
**ATTY. JOSE PERPETUO M. LOTILLA**  
Chairman, Pre-Qualification, Bids and Awards Committee  
and Undersecretary for Legal Affairs



No.	Query/ Comments	Response
1.	<p>In the invitation to prequalify and bid, the amount 298M was indicated and the Monthly Availability Payment was mentioned in the Instruction to Prospective Bidder (ITBP), does this mean that the maximum amount to be paid by DOTC to the Winning Bidder shall be PHP 298 Million divided by 138 months?</p>	<p>The project will be implemented through a Public-Private Partnership. The PhP 298 Million refers to the estimated initial capital expenditure only, which is expected to be incurred by the concessionaire in connection with the project.</p> <p>In consideration of investments made, the concessionaire shall be paid Availability Based Payments (ABP) on a monthly basis over the period of 10 years starting from the commencement of Project Operations until the end of the concession.</p> <p>This monthly ABP shall be the bidding criteria. The qualifying bidder meeting the Technical and Financial Qualification Requirements who quotes the lowest ABP, shall be considered the winning bidder. We emphasize however that the total ABP is not limited to the PhP 298 million estimated initial capital expenditure.</p> <p>It is expected that the concessionaire, through ABP, would recover all costs incurred in connection with carrying out the project including capital investment, O&amp;M costs, refresh of hardware and margins.</p>
2.	<p>When will the first Availability based payment be paid? On 1st Month? Or 19th month?</p>	<p>The first Monthly Availability Based Payments shall be made after the first month of the Operations Period. The operation period will</p>

No.	Query/ Comments	Response
		start once the final acceptance certificate for the completion of the installation period has been issued.
3.	The Concession Period is for 11.5 years including installation period of 1.5 years. Does this mean if a Winning Bidder completes the installation in less than one year, the winning bidder can start operating the new system for the LTFRB?	Yes, the operations period of 10 years can start immediately after completion of Installation Period.
4.	What does the Refresh of the IT Infrastructure on the 6th year include? Changing on all hardware and peripherals? What about the software, will it have to be changed? And also the licenses?	The system refresh shall include the update of all hardware and networking equipment. The application would also have to be updated/re-designed as required, in line with the business requirements and technological trends prevailing at that time. The bidder would have to procure new licenses only if the above updates require the same.
5.	What happens when LTFRB decides to relocate an office and/or put up new offices, will the additional cost be paid on top of the Availability Based Payment?	This would amount to change in scope and should be dealt as per the provisions of the Concession Agreement which shall be made available to the pre-qualified bidders.
6.	If we were to form a consortium, does every member of the consortium have to buy the bid document individually? Or do we have to register the consortium at the time we buy the bid documents?	There is no need for every member of the consortium to buy the bidding documents.  We understand that “to register” would mean incorporation. The consortium is not required to be incorporated/ registered at the

No.	Query/ Comments	Response
		time of purchase of bid documents.
7.	If we form a consortium, does every member of the consortium have to qualify individually with the net worth requirements?	<p>Please refer to Clause 12.3 of the Instructions to Prospective Bidders. For a Consortium, either a single Consortium member with at least twenty percent (20%) interest in the Consortium or an affiliate of a consortium member with at least twenty percent (20%) interest in the consortium may fulfil the financial qualification requirements.</p> <p>It is further clarified that only a single entity (whether the Prospective Bidder, Lead Member, single Consortium member or an Affiliate of either) must by itself meet the Financial Qualification Requirements.</p>
8.	It does not include Tri-cycle (as per document). Please confirm	At present, Tricycle Certificates of Public Convenience (CPCs) are issued by local authorities, and not by LTFRB. Hence the Tricycles are not within the scope of the project.
9.	Do we have to built a rule engine linked to Route Measuring Capacity (RMC) to verify the number of allowed units on particular route	Yes, the solution would require a rule based engine to verify if the number of vehicles plying on a route are in line with Route Measured Capacity (RMC).
10.	What are the checks/rules for Issuance, Amendment, Revision, Suspension and Cancellation?	The business process re-engineering, as undertaken by the DOTC/LTFRB, will be made available to the pre-qualified bidders

No.	Query/ Comments	Response
11.	What if a Franchisee does not apply for Confirmation of all its units (mentioned in CPC) annually? Do we have to build any checks around that?	<p>for reference at the ITB stage.</p> <p>The Concessionaire is expected to firm up the same at the inception and develop its system in line with the approved processes. Further, some of the processes may require modification at the time of system development, and the concessionaire is expected to suitably update the same, in consultation with the DOTC/LTFRB and use them for system design and development.</p> <p>Further details of checks and balances are provided in Section 5.2.1 of the Project Information Memorandum regarding Operator's Dashboard.</p>
12.	The document says "The LTFRB has a number of client services being handled manually at present." -- What are these Client services? Need details	The list of client services is provided in Section 4.1.2 of the Project Information Memorandum.
13.	The scope of the project is to "clean up existing data" - What is the format of existing data? Is it available in Digital Format? What cleaning is required? What is the volume of existing data?	<p>The existing franchisee/ operator's data is available in a digital form. The winning bidder will verify the data based on the predefined business rules set by LTFRB, the winning bidder would then migrate the records to the new database.</p> <p>The scope of the project would also include scanning of supporting documents and ensuring that the documents pertaining to a</p>

No.	Query/ Comments	Response
		<p>Franchisee are available in electronic format under the new application.</p> <p>As of December 2014, LTFRB has 270,834 franchisees/ CPCs with 375,164 units attached to the CPCs. In 2014, LTFRB processed 1 million transactions comprised of complex with hearing transactions (12%), complex without hearing transactions (11%) and simple transactions (77%) approximately.</p> <p>Furthermore, records at LTFRB offices are maintained for 15 years. The Concessionaire will be required to scan the documents for the last 20 years. Further details will be provided in the Concession Agreement which will be provided to all pre-qualified bidders.</p>
14.	<p>The scope of the project is to "integrate it with related agencies" - What all agencies ? What is the Integration Platform ? Need details of those agencies and their systems and what kind of integration is expected</p>	<p>The details of integration agencies have been shared in Project Information Memorandum (PIM) under section 6.3.4.</p> <p>The winning bidder would need to discuss the details of the proposed system with other agencies to develop the integration.</p>
15.	<p>The scope of the project is to "Decrease processing time" -- what is the current processing time (need breakup for all 27 different types of transactions - if available)</p>	<p>The business process re-engineering, as undertaken by the DOTC/LTFRB, will be made available to the pre-qualified bidders for reference after the pre-qualification stage. The improved processes are expected to reduce the processing time as an</p>

No.	Query/ Comments	Response
		<p>overall objective of the project. However, since decrease in total processing time is dependent of several factors beyond the control of the Concessionaire, decrease in total processing time will not be part of the obligations of the Concessionaire.</p> <p>Exact processing time for different transactions is not available since the processing time may vary even for applications under the same category owing to quasi-judicial nature of the applications.</p>
16.	One of the KPIs is to Improve Customer Satisfaction by giving them easy access to key action items - What are the Key Action Items ?	The key action items refer to actions that the operators are required to undertake with regard to their applications. Some of these typical action items could be payment of fees, hearing notices, etc.
17.	The document says that " data related to filing fees, fines and penalties and transactions should be adequately captured" - what are the rules for Fines / Penalties ?	Details of fines and penalties can be found on the LTFRB website at <a href="http://ltfrb.gov.ph/main/getinformed#6">http://ltfrb.gov.ph/main/getinformed#6</a> .
18.	The document says "The project will also introduce concept of public dashboard that shall disseminate all the relevant information regarding CPC availability, upcoming hearing and other relevant information" -- Need details on what all information has to be put on this dashboard and from where this information	The list of all information will be specified in the Concession Agreement to be shared with the pre-qualified bidders. Such information may be generated from the system or may directly come from LTFRB, other government agencies, and stakeholders.

No.	Query/ Comments	Response
	will come from?	
19.	The document says "The project also requires compliance with the Medium-Term Information and Communications Technology Harmonization Initiative (MITHI)" -- What is required to be compliant?	<p>To ensure compliance with MITHI, the developed application should adhere to Philippine E-Government Interoperability Framework, and with the Government Information System Plan (ISSP) submitted by the LTFRB to the ICTO, Government of the Philippines.</p> <p>The details submitted under the Government Information System Plan are broadly covered in Section 6 of the PIM. Further details will be shared with pre-qualified bidders as soon as they are finalised by the ICTO.</p>
20.	Can we get the current process flow for all 27 Types of Transactions that can be done by Applications ?	<p>The mapping of the current business processes and its re-engineered processes will be provided to the concessionaire for reference and use.</p> <p>The concessionaire shall be required to update, modify and finalize the same and get the DOTC/LTFRB's approval before designing the automated workflow. Initial information on the same has been provided in Sections 4 and 5 of the PIM.</p> <p>Further details will be shared after the pre-qualification stage.</p>
21.	Need details of the reports that are to be prepared and sent to	The details of the required reports will be shared after the pre-



No.	Query/ Comments	Response
	Commission on Audit (CoA) and Department of Budget and Management (DBM)	qualification stage.
22.	The document says "if the applicant is not able to file the application online by himself, then there should be provision for a Kiosk for facilitating submission of online application" -- Who is responsible for this Kiosk? How many kiosks - 1 in each office ? Manned by our resource or their resource ?	<p>Please refer to section 6.1.1 of the PIM for general guidelines on kiosks.</p> <p>It is clarified that the kiosks will be manned by LTFRB officials. The Concessionaire will have the responsibility of providing technical support to the LTFRB officials manning the kiosks.</p>
23.	The document says "All payments will be through Bank" - Do they already have a interface with various banks or they want us to develop that solution as well ?	<p>LTFRB is currently in discussions with government banks for the proposed online payment facility.</p> <p>The selected bank would provide interface details to the LTFRB and develop its system to accept data exchange with LTFRB.</p> <p>The winning bidder would be required to develop the proposed online payment facility, IT interface necessary for inter-connection with bank payment gateway, online reconciliation with bank(s) for receipts, revenue accounting system, etc.</p>
24.	The Applicant needs to scan and upload supporting documents - what is the volume / size of such documents expected to be ?	The documentary requirements for all applications are provided in the Citizens Charter of the LTFRB. The application should ensure that the size of uploaded document is not above the pre-determined limit (for example, the system could reject documents

No.	Query/ Comments	Response
		greater than 1 MB). Further details will be provided after the Pre-Qualification Stage.
25.	Interfaces are expected with DOTC, LTO, DOLE etc. - Need details of their systems and a full list of interfacing applications	Please refer to item no. 14.
26.	What will be setting up LAN for them ? Is it already done or it is expected to be done under PPP ?	The winning bidder is expected to install and operationalize structured Local Area Network (LAN) cabling across all offices.
27.	Are we supposed to provide connectivity as well - 2 different ISPs + 3G Connectivity ?	The winning bidder would need to provide connectivity to all the office location via 2 ISPs to ensure adequate redundancy. Additionally, some offices would also require 3G connectivity owing to issues with internet services at the location. The details of offices requiring 3G services have been shared in section 6.2.1 of PIM.
28.	Will you be identifying the DR site (it needs to be in a different Seismic zone) ?	The winning bidder would need to identify the DR site in line with the defined requirements.
29.	PIM, Section 7  Is it possible to just get a fixed fee per transaction rather than a fixed monthly fee?	No, the authority has decided to award this project on an Availability Based Payment System.
30.	PIM, Section 7	The servers should have the capacity to handle surge of 5 times

No.	Query/ Comments	Response
	<p>If above item is not feasible, will there be an increase in payment if the number of applications exceed the forecast/projection? i.e. the number of applications/transactions will have an effect on the resources needed to be able to maintain the committed SLA, and consequently the cost.</p>	<p>the current data volume, though the internet speed in some offices could require upgrade once the application volume exceeds 3 times the current capacity.</p> <p>Further details regarding upgrades required in either the hardware, or ISP bandwidth, owing to data volume exceeding the above mentioned capacity, will be shared with the pre-qualified bidders.</p>
31.	<p>ITPB, Section 12.2</p> <p>In lieu of a CMMI Level 3 certification, will you allow us to provide instead an equivalent certification to CMMi level 3 such as an ISO certification?</p>	<p>Change request is not granted.</p>
32.	<p>PIM, Section 6.4</p> <p>What will be the timeline for the measurement of the different metrics? Will this be on a monthly, quarterly, or annual basis?</p>	<p>The timelines for measurement of the different metrics will be included in the Concession Agreement and will be shared after the pre-qualification stage.</p>
33.	<p>PIM, Section 6.4</p> <p>Can we assume that these exclude causes of downtime that are not within the bidder's control (i.e. power at the offices, etc.)?</p>	<p>Yes, the MPSS will define the circumstances (including causes of downtime) that are outside the control of the Concessionaire.</p>

No.	Query/ Comments	Response
34.	<p>PIM, Section 6.4</p> <p>Can you further expound on the metrics (i.e. desktop availability, employee satisfaction, etc.)?</p>	<p>Further details on the metrics will be shared after the pre-qualification stage in the Concession Agreement.</p>
35.	<p>Page 7 of Instruction to Bidders (August 07, 2015) item no. 3.</p> <p>1.1. How many TB is being used?</p> <p>1.2. What is the existing database (eg. Oracle, SQL, others)?</p> <p>1.3. How many scanned copies and what are the sizes of documents (eg. A4, letter, legal, etc.)?</p>	<p>1.1 The details of the existing database shall be shared after the pre-qualification stage.</p> <p>1.2 The existing Franchisee Database has been developed in FoxPro. Please refer of section 4.1.3 of the Project Information Memorandum for further details.</p> <p>1.3 This may be confirmed during the site visits which are scheduled for all pre-qualified bidders.</p>
36.	<p>Page 15 item no. 9 of Presentation on August 24, 2015 re Responsibilities of the Concessionaire.</p> <p>2.1. How much would be the cost of one half of the cost of Project Management / Independent Consultant?</p>	<p>These details will be shared with all pre-qualified bidders.</p>
37.	<p>Page 23 item b second bullet b of Instruction to Bidders (August 07, 2015)</p> <p>3.1. The Consortium Lead Member should be CMM/CMMi Level</p>	<p>Kindly refer to Annex B for the changes in CMM/CMMi Level 3 related requirement.</p>

No.	Query/ Comments	Response
	3. In case of financial interest, shall a Lead Member has the major percentage of interest?	
38.	Page 23 - 24 of Instruction to Bidders (August 07, 2015) item no. 1. System Integration 4.1. Will you allow two (2) client references be fulfilled by two (2) members of a Consortium providing one client each?	No. The System Integration Experience has to be fulfilled by the Lead member and/or its Affiliate only. Kindly refer to Section 12.2.(c).1 of the ITPB.
39.	Page 23 of Instruction to Bidders (August 07,2015) item no. 1. System Integration 5.1. What the completed projects are referring to, is it on a single contract or can be accumulated within the period of 5 and 10 years? 5.2. Does it means that in a contract there should be the same scope as required on items (i) and (ii)? 5.3. Will you allow submission of reference with at least one of (i) or (ii).	A contract for a project which is renewed on a yearly basis (provided it fulfils the minimum requirements set in the ITPB) can be submitted as a response to the requirements. Kindly refer to Annex B for the changes in System Integration experience requirements under clause 12.2 c.1 of ITPB.
40.	Page 23 of Presentation on August 24, 2015 re Qualification Criteria (table)	Yes, it could be acceptable provided it fulfils the minimum requirements set in the ITPB subject to meeting all other Technical

No.	Query/ Comments	Response
	6.1. Will you allow the Bidder to provide references of one (1) client with two(2) SI projects?	Qualification Requirements.
41.	<p>Page 24 of Instruction to Bidders (August 07, 2015) item no. 1. System Integration</p> <p>7.1. What the completed projects are referring to, is it on a single contract or can be accumulated within the required period?</p>	A single contract for a project which is renewed on a yearly basis (provided it fulfils the minimum requirements set in the ITPB) can be submitted as a response to the requirements.
42.	<p>Instruction to Bidders</p> <p>8.1. Normally the minimum amount of completed contract requirement is equivalent to 50% of the Approved Budget of the Contract (ABC), in this tender the total amount required contract is actually much higher than the total amount of ABC. Is it possible the total revenue receipts requirement to make lower?</p>	No change. Further as clarified in GBB No. 03-2015, PhP 298 million refers to the initial estimated Project cost only.
43.	<p>System Integration 12.2(c) 1</p> <p>The prospective bidder or a related entity should have successfully completed the software development for each of these two projects and also provided technical and helpdesk support for at least three(3) years for both the projects.</p>	Kindly refer to Annex B for the amendments to the ITPB.

No.	Query/ Comments	Response
44.	<p>System Integration 12.2(c) 1</p> <p>Further, each of the two projects listed above should have at least Four of the following components</p> <ol style="list-style-type: none"> <li>1. Database setup</li> <li>2. Web based application software</li> <li>3. Workflow management software</li> <li>4. Document management system</li> <li>5. Web portal</li> <li>6. Electronic Forms</li> </ol>	. Kindly refer to Annex B for the amendments to the ITPB.
45.	<p>Annex QD5-A, and QD-5B</p> <p>Annex QD-5A and QD-5B mentions "Certificate of Project Completion, or on Going Project..." but unlike other Annexes, these annexes do not provide the exact form to be used by the client/Owner.</p> <p>Please clarify what exact form shall be used.</p>	The client references should be provided in the format given in Page 57 of the ITPB for Annex QD 5-A and Page 61 of the ITPB for Annex QD 5-B respectively.

No.	Query/ Comments	Response
46.	Page 51 of the documentation seems to be the continuation from the previous page of a template of a form to be submitted, but page 50 does not seem to be related to the same. Please clarify if this is required to be submitted and in which Annex it belongs to.	Annex QD 2 refers to the Basic Information Sheet to be provided by the Prospective Bidders or members of the Consortium (in case of a Consortium) in the format prescribed in Page 51. Clause (a) and (b) describe the attachment requirements with respect to the Basic Information Sheet (eg. Certificate of Incorporation, true copy of articles, latest by-laws etc)
47.	For Annex QD 5-A pertaining to the details of system integration experience, is it possible for the two projects to be cited for System Integration experience to be done by Two members (1 Project each consortium member)?	No. The System Integration Experience has to be fulfilled by the Lead Member and/or its Affiliate only. Kindly refer to Section 12.2.(c).1 of the ITPB.
48.	13.3 Qualification Documents Submission, (e) (iii) Required Attachments (c)  The words indicate it is “One Hundred Fifty Thousand Pesos” but the figure in number is (“150,000,000.00) or 150 million Pesos. Which amount is correct?	Please refer to Annex B of GBB No. 03-2015 available on the DOTC website.
49.	13.3 Qualification Documents Submission, (e) (iii) Required Attachments (c)	Please refer to Annex B of GBB No. 03-2015 available on the DOTC website.



No.	Query/ Comments	Response
	The words indicate it is “Fifty Thousand Pesos” but the figure in number is (“50,000,000.00) or 50 million Pesos. Which amount is correct?	
50.	In reference to the invitation documents and pre-qualification conference held last Monday, August 24 2015, where it was that the payment for the winning bidder will be sourced from Public Funds drawn from the national treasury, are these funds already included in the General Appropriation Act (GAA) of 2015? Kindly identify the specific item in the GAA of 2015 providing the said amount.	The disbursement of the availability payment will start during the Operation Period. Funding for this will be included in agency’s GAA of each year for 10 years.
51.	If not, is it included in the 2016 National Expenditure Program (NEP). Again identify the specific item in the NEP for 2016?	It is not included in the 2016 National Expenditure Program (NEP). The disbursement of the Availability Based Payment will start during the Operation Period. Funding for this will be included in agency’s GAA of each year for 10 years
52.	Based on the pre-qualification conference held last week, the bidding process will cover up to the first quarter of 2016, is the project going to be covered by the May 2016 election ban?	DOTC and LTFRB are currently in discussions with the relevant agencies on the matter.
53.	Is there a Multi-Year Organizational Authority (MYOA) already issued by the DBM for this project? May we have a copy?	The document will be issued before the signing of the concession agreement. The MYOA will only be finalized after the opening of the financial bid proposal once the availability payment has been

<b>No.</b>	<b>Query/ Comments</b>	<b>Response</b>
		determined. DOTC and LTFRB are currently in discussions with the relevant agencies on the matter.

ANNEX B – AMENDMENTS TO THE INSTRUCTIONS TO PROSPECTIVE BIDDERS (ITPB)

No.	ITPB Page No.	Section	Original Text	Revised Text
1.	11	2. Definitions	mm) “Qualification Documents Submission Date” means October 2, 2015	mm) “Qualification Documents Submission Date” means <del>October 2, 2015</del> <u>October 12, 2015</u>
2.	13-14	4. Outline of the Bidding Process	Qualification Documents Submission Date - October 2, 2015  Opening of Qualification Documents – October 2, 2015	Qualification Documents Submission Date - <del>October 2, 2015</del> <u>October 12, 2015</u>  Opening of Qualification Documents – <del>October 2, 2015</del> <u>October 12, 2015</u>
3.	15	4b. Outline of the Bidding Process	The PBAC will conduct the Pre-qualification of Prospective Bidders. Prospective Bidders will be asked to apply to pre-qualify to bid by submitting their Qualification Documents, as described in greater detail in this document, on October 2, 2015	The PBAC will conduct the Pre-qualification of Prospective Bidders. Prospective Bidders will be asked to apply to pre-qualify to bid by submitting their Qualification Documents, as described in greater detail in this document, on <del>October 2, 2015</del> <u>October 12, 2015</u>
4.	23	12.2b	If the Prospective Bidder is a Consortium:  i. The Lead Member; or  ii. An Affiliate of the Lead Member.	If the Prospective Bidder is a Consortium:  i. <del>The Lead Member</del> <u>A single Consortium Member with at least twenty percent (20%) interest in the Consortium;</u> or  ii. An Affiliate of <del>the Lead Member</del> a Consortium Member with

ANNEX B – AMENDMENTS TO THE INSTRUCTIONS TO PROSPECTIVE BIDDERS (ITPB)

No.	ITPB Page No.	Section	Original Text	Revised Text
				at least twenty percent (20%) interest in the Consortium
5.	23	12.2c  1. System Integration	The Prospective Bidder or a related entity should have successfully completed the software development for each of these two projects and also provided technical and helpdesk support for at least five years for both the projects.	The Prospective Bidder or a related entity should have successfully completed the software development for each of these two projects and also provided technical and helpdesk support for at least <del>five</del> <u>three</u> years for both the projects.
6.	23	12.2c  1. System Integration	Further, each of the two projects listed above should have all the following components:  i. Database setup  ii. Web based Application Software  iii. Workflow Management System  iv. Document Management System  v. Web portal	Further, each of the two projects listed above, should have all of the following components:  i. Database setup  ii. Web based Application Software  iii. Workflow Management System  iv. Document Management System  v. Web portal  vi. Electronic Forms

ANNEX B – AMENDMENTS TO THE INSTRUCTIONS TO PROSPECTIVE BIDDERS (ITPB)

No.	ITPB Page No.	Section	Original Text	Revised Text
			vi. Electronic Forms	<u>It is further clarified that the requirement of the above 6 components may be fulfilled in the two projects together and not individually.</u>
7.	28	13.3 (d)	To be submitted by the entity which is proposed to meet the Technical Qualification Requirements in Section 12.2, as identified in the Business Plan (Annex QD - 1A or Annex QD-1B)	To be submitted by the entity which is proposed to meet the <del>Technical Qualification Requirements</del> <u>CMM Level 3 (or higher) or CMMi Level 3 (or higher) requirement</u> in Section 12.2.(b) as identified in the Business Plan (Annex QD 1-A or Annex QD 1-B).
8.	29	13.3.(e)	(ii) To be submitted by the entity which fulfills the Systems Integration experience requirement in Section 12.2.(d) (i), as identified in the Business Plan (Annex QD 1-A or Annex QD 1-B).	(ii) To be submitted by the entity which fulfills the Systems Integration experience requirement in Section <del>12.2.(d) (i),</del> <u>12.2.(c) 1,</u> as identified in the Business Plan (Annex QD 1-A or Annex QD 1-B).
9.	32	Section 15. Format of Submission of	DO NOT OPEN BEFORE OCTOBER 2, 2015	DO NOT OPEN BEFORE <del>OCTOBER 2, 2015</del> <u>OCTOBER 12, 2015</u>

ANNEX B – AMENDMENTS TO THE INSTRUCTIONS TO PROSPECTIVE BIDDERS (ITPB)

No.	ITPB Page No.	Section	Original Text	Revised Text												
		Qualification Documents														
10	37	18.3.a.(ii)	(ii) However, if a Pre-qualified Bidder which is a corporation or a partnership proposes an Affiliate to meet any of the Qualification Requirements, the proposed Affiliate must remain as such in accordance with the criteria for Affiliates as provided in Section 5.3 of these Instructions to Prospective Bidders	(ii) However, if a Pre-qualified Bidder which is a corporation or a partnership proposes an Affiliate to meet any of the Qualification Requirements, the proposed Affiliate must remain as such in accordance with the criteria for Affiliates as provided in <del>Section 5.3</del> <u>Section 2.(a)</u> of these Instructions to Prospective Bidders												
11	42	Annex QD 1-A	-	<p><u>10 Entity which fulfills the CMM Level 3 (or higher) or CMMi Level 3 (or higher) requirement</u></p> <table border="1" data-bbox="1240 995 2000 1345"> <tr> <td data-bbox="1240 995 1722 1054"><u>Name of Entity</u></td> <td data-bbox="1722 995 2000 1054"></td> </tr> <tr> <td data-bbox="1240 1054 1722 1114"><u>Relationship to Prospective Bidder</u></td> <td data-bbox="1722 1054 2000 1114"></td> </tr> <tr> <td data-bbox="1240 1114 1722 1173"><u>Address</u></td> <td data-bbox="1722 1114 2000 1173"></td> </tr> <tr> <td data-bbox="1240 1173 1722 1232"><u>Website</u></td> <td data-bbox="1722 1173 2000 1232"></td> </tr> <tr> <td data-bbox="1240 1232 1722 1291"><u>Contact Person</u></td> <td data-bbox="1722 1232 2000 1291"></td> </tr> <tr> <td data-bbox="1240 1291 1722 1345">i. <u>Telephone</u></td> <td data-bbox="1722 1291 2000 1345"></td> </tr> </table>	<u>Name of Entity</u>		<u>Relationship to Prospective Bidder</u>		<u>Address</u>		<u>Website</u>		<u>Contact Person</u>		i. <u>Telephone</u>	
<u>Name of Entity</u>																
<u>Relationship to Prospective Bidder</u>																
<u>Address</u>																
<u>Website</u>																
<u>Contact Person</u>																
i. <u>Telephone</u>																

ANNEX B – AMENDMENTS TO THE INSTRUCTIONS TO PROSPECTIVE BIDDERS (ITPB)

No.	ITPB Page No.	Section	Original Text	Revised Text																				
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>ii. Fax</u></td> <td style="width: 30%;"></td> </tr> <tr> <td><u>iii. E-mail</u></td> <td></td> </tr> </table> <p style="margin-left: 40px;"><u>11 Affiliate, if any, of the entity which fulfills the CMM Level 3 (or higher) or CMMi Level 3 (or higher) requirement whose experience is being submitted as evidence of that entity's experience.</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Name of Entity</u></td> <td style="width: 30%;"></td> </tr> <tr> <td><u>Relationship to Prospective Bidder</u></td> <td></td> </tr> <tr> <td><u>Address</u></td> <td></td> </tr> <tr> <td><u>Website</u></td> <td></td> </tr> <tr> <td><u>Contact Person</u></td> <td></td> </tr> <tr> <td><u>i. Telephone</u></td> <td></td> </tr> <tr> <td><u>ii. Fax</u></td> <td></td> </tr> <tr> <td><u>iii. E-mail</u></td> <td></td> </tr> </table>	<u>ii. Fax</u>		<u>iii. E-mail</u>		<u>Name of Entity</u>		<u>Relationship to Prospective Bidder</u>		<u>Address</u>		<u>Website</u>		<u>Contact Person</u>		<u>i. Telephone</u>		<u>ii. Fax</u>		<u>iii. E-mail</u>	
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12	48	Annex QD 1-B	-	<p><u>11 Entity which fulfills the CMM Level 3 (or higher) or CMMi Level 3 (or higher) requirement</u></p>																				

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13	57	Annex QD 5-A  2. Project demonstrating local or international experience in System Integration projects	The Prospective Bidder or a related entity should have successfully completed the software development for each of these two projects and also provided technical and helpdesk support for at least five years for both the projects.	The Prospective Bidder or a related entity should have successfully completed the software development for each of these two projects and also provided technical and helpdesk support for at least <del>five</del> <u>three (3)</u> years for both the projects.						
14	57	Annex QD 5-A  2. Project demonstrating local or international	Each of the two projects listed above, should  have all the following components:  i. Database setup	<del>Each of</del> <u>Further</u> , the two projects listed above, should have all of the following components:  i. Database setup  ii. Web based Application Software						

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No.	ITPB Page No.	Section	Original Text	Revised Text
		experience in System Integration projects	ii. Web based Application Software iii. Workflow Management System iv. Document Management System v. Web portal vi. Electronic Forms	iii. Workflow Management System iv. Document Management System v. Web portal vi. Electronic Forms <u>It is further clarified that the requirement of the above six components may be fulfilled in the two projects together and not individually.</u>
15	58	Annex QD 5-A Checklist for Project (B)	5 years of successful System Maintenance and Technical Helpdesk Support	<del>5</del> <u>Three (3)</u> years of successful System Maintenance and Technical Helpdesk Support

**Submission Checklist**

<b>S. No.</b>	<b>Document</b>	<b>Description</b>	<b>Present? Y/N or NA</b>
1	Annex QD 1-A	Business Plan (for a prospective bidder which is a partnership or corporation)	
2	Annex QD 1-B	Business Plan (for a prospective bidder which is a Consortium)	
3	Annex QD 2	Basic information sheet	
4	Annex QD 3	Certification of absence of unsatisfactory performance record	
7	Annex QD 4	Certified true copy of valid CMM Level 3 (or higher) or CMMi Level 3 (or higher) Certification	
8	Annex QD 5-A	Details of Systems Integration Experience	
9	Annex QD 5-B	Details of Hardware Products Installation Experience	
10	Annex QD 6-A	Key personnel	
11	Annex QD 6-B	Curriculum vitae (CV) for proposed key personnel template	
12	Annex QD 7	Notarized statement of financial capability	
13	Annex QD 8	Notarized application to pre-qualify to bid	
14	Annex QD 9-A	Notarized authority to apply to pre-qualify and designation of authorized representative	
15	Annex QD 9-B	Consortium member's notarized authority to participate in Consortium and apply to pre-qualify, and designation of Lead Member and authorized representative of Consortium	
16	Annex QD 10-A	Project Implementation Plan	
17	Annex QD 10-B	Authority Risk Management Plan	
18	Annex QD 10-C	Project Development Plan	

### Attachment Description

Annex	Required attachments
Annex QD 1-A – Business Plan (for a Prospective bidder which is a partnership or corporation)	<ul style="list-style-type: none"> <li>• Business Plan (for a prospective bidder which is a partnership or corporation)</li> </ul>
Annex QD 1-B – Business Plan (for a prospective bidder which is a consortium)	<ul style="list-style-type: none"> <li>• Business Plan (for a prospective bidder which is a Consortium)</li> </ul>
Annex QD 2 – Basis Information Sheet	<ul style="list-style-type: none"> <li>• Certified true copy of its latest General Information Sheet, stamped “received” by the SEC or for a foreign entity, the equivalent document submitted to and acknowledged by the appropriate government agency equivalent to the SEC in the foreign country where the foreign entity was registered for recognition or creation of its juridical personality or capacity.</li> <li>• Certified true copy of SEC Certificate of Incorporation or for a foreign entity, the equivalent document submitted to and acknowledged by the appropriate government agency equivalent to the SEC in the foreign country where the foreign entity was registered for recognition or creation of its juridical personality or capacity.</li> <li>• Certified true copy of latest Articles of Incorporation or for a foreign entity, the equivalent document submitted to and acknowledged by the appropriate government agency equivalent to the SEC in the foreign country where the foreign entity was registered for recognition or creation of its juridical personality or capacity.</li> <li>• Certified true copy of latest By-Laws or for a foreign entity, the equivalent document submitted to and acknowledged by the appropriate government agency equivalent to the SEC in the foreign country where the foreign entity was registered for recognition or creation of its juridical personality or capacity.</li> <li>• Required attachments <ul style="list-style-type: none"> <li>○ Type of Entity (please check one) <ul style="list-style-type: none"> <li>▪ Partnership/Corporation</li> </ul> </li> <li>○ Consortium Member or not (please check one) <ul style="list-style-type: none"> <li>▪ Yes/No</li> </ul> </li> <li>○ Affiliate of an entity listed in <ul style="list-style-type: none"> <li>▪ Yes (affiliate of)/No</li> </ul> </li> <li>○ Place of incorporation or registration</li> <li>○ Year of incorporation or registration</li> <li>○ Principal Purposes or Businesses</li> </ul> </li> <li>• Shareholder or Partner Information</li> </ul>

ANNEX C – DESCRIPTION OF ATTACHMENTS TO THE ANNEXES

Annex	Required attachments
	<ul style="list-style-type: none"> <li>• Information on Beneficial Owners who own more than 5% Beneficial Interest</li> </ul>
Annex QD 3 – Certificate of absence of unsatisfactory performance record	<ul style="list-style-type: none"> <li>• Certification of Absence of Unsatisfactory Performance Record</li> </ul>
Annex QD 4 – Certified true copy of valid CMM Level 3 (or higher) or CMMi Level 3 (or higher)	<ul style="list-style-type: none"> <li>• Certified true copy of valid CMM Level 3 (or higher) or CMMi Level 3 (or higher)</li> </ul>
Annex QD 5A – Details of Systems Integration Experience	<ul style="list-style-type: none"> <li>• (Signed letter or certificate from the client or project owner, provided on client/project owner's letterhead, stating the detailed scope of involvement in the project and a declaration of satisfactory project completion or satisfactory performance in ongoing contract.</li> <li>• (If the project was or is being undertaken by an Affiliate of the entity which fulfills the experience requirement, evidence of such affiliation.</li> <li>• Entity which fulfills the Systems Integration Experience requirement in Section 12.2, as identified in Business Plan (Annex QD 1-A or Annex QD 1-B).</li> <li>• Project demonstrating local or international experience in the System Integration projects</li> <li>• Client reference</li> <li>• Checklist for Project</li> <li>• Statutory auditor's certificate for each client reference attached</li> </ul>
Annex QD 5-B – Details of Hardware Products Installation Experience	<ul style="list-style-type: none"> <li>• Signed letter or certificate from the client or project owner, provided on client/project owner's letterhead, stating the detailed scope of involvement in the project and a declaration of satisfactory project completion.</li> <li>• If the project was or is being undertaken by an Affiliate of the entity which fulfills the experience requirement, evidence of such affiliation.</li> <li>• Entity which fulfills the Hardware Products Installation Experience requirement in Section 12.2, as identified in Business Plan (Annex QD 1-A or Annex QD 1-B)</li> <li>• Project demonstrating local or international experience in Hardware Products Installation</li> <li>• Client reference</li> </ul>

ANNEX C – DESCRIPTION OF ATTACHMENTS TO THE ANNEXES

Annex	Required attachments
	<ul style="list-style-type: none"> <li>• Checklist for Project</li> <li>• Certificate from the statutory auditor regarding Hardware Products Installation Projects</li> </ul>
Annex QD 6-A – Key personnel	<ul style="list-style-type: none"> <li>• The list of key personnel to be engaged for the project</li> </ul>
Annex QD 6-B – Curriculum Vitae (CV) for proposed key personnel template	<ul style="list-style-type: none"> <li>• Curriculum Vitae (CV) for following proposed key personnel               <ul style="list-style-type: none"> <li>○ Proposed Program Manager</li> <li>○ Proposed System Architect</li> <li>○ Proposed Database Administrator</li> <li>○ Proposed Network Administrator</li> <li>○ Proposed System Analyst</li> </ul> </li> </ul>
Annex QD 7 – Notarized statement of financial capability	<ul style="list-style-type: none"> <li>• Certified true copy of audited financial statements dated not earlier than 30 June 2014, stamped “received” by the Bureau of Internal Revenue or for foreign entities, the appropriate government agency equivalent to the Bureau of Internal Revenue in the foreign country where the foreign entity was registered for recognition or creation of its juridical personality or capacity.</li> <li>• If the Prospective Bidder will use an Affiliate or an Affiliate of the Lead Member to comply with the Financial Qualification Requirements in Section 12.3, attach evidence of such affiliation.</li> <li>• A testimonial letter from a domestic universal or commercial bank duly licensed by the Bangko Sentral ng Pilipinas attesting that the Prospective Bidder or the Lead Member in case of a Consortium, or any of their Affiliates, is banking with them and that it is in good financial standing</li> <li>• Notarized Statement of Financial Capability</li> </ul>
Annex QD 8 – Notarized application to pre-qualify to bid	<ul style="list-style-type: none"> <li>• Notarized Application to Pre-qualify to Bid</li> </ul>
Annex QD 9-A – Notarized authority to pre-qualify and designation of authority representative	<ul style="list-style-type: none"> <li>• Notarized authority to pre-qualify and designation of authority representative</li> </ul>
Annex QD 9-B – Consortium member’s notarized authority to participate in consortium and apply to pre-qualify, and designation of lead member and authorized representative of consortium	<ul style="list-style-type: none"> <li>• Consortium member’s notarized authority to participate in consortium and apply to pre-qualify, and designation of lead member and authorized representative of consortium</li> </ul>

ANNEX C – DESCRIPTION OF ATTACHMENTS TO THE ANNEXES

Annex	Required attachments
Annex QD 10-A – Project Implementation Plan	<ul style="list-style-type: none"> <li>• Implementation Plan</li> </ul>
ANNEX QD 10-B – Authority risk management plan	<ul style="list-style-type: none"> <li>• Authority Risk Management Plan</li> </ul>
ANNEX QD 10-C – Project Development Plan	<ul style="list-style-type: none"> <li>• Project Development Plan</li> </ul>