

**PROVISION OF CONSULTANCY SERVICES  
FOR THE BCDA ENTERPRISE SYSTEM  
PROJECT**

Bases Conversion and Development Authority

**June 2010**

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**Section I. Request for Expression of Interest**



## REQUEST FOR EXPRESSION OF INTEREST

### *Provision of Consultancy Services for the BCDA Enterprise System Project*

1. The *Bases Conversion and Development Authority* (hereinafter referred to as “BCDA”), through the 2010 Corporate Operating Budget intends to apply the sum of *Thirty Million Pesos* (Php 30,000,000.00) being the Approved Budget for the Contract (ABC) for the Provision of Consultancy Services for the “BCDA Enterprise System Project”, (hereinafter referred to as “ESP”). The Consultancy Service shall include, but is not limited to, the following:
  - a. Implementation Services
  - b. Project Management Service
  - c. Change Management Services
    - i. Development and Implementation of Communication Plan for all Stakeholders
    - ii. Documentation of New Policies and Procedures and Organizational Requirements for Effective System Implementation
    - iii. Roadmap for Organizational Capacity Building in Relation to the SAP Implementation
    - iv. Reports Preparation Training
  - d. Latest SAP software solution Configuration and Customization covering the following modules:
    - i. Financial Management
    - ii. Procurement Management
    - iii. Inventory Management
    - iv. Program/Infrastructure/Contract Management
  - e. Document Management
  - f. Conduct of Technical and User Training
  - g. Provision of Thirty (30) or more licenses of the SAP software solution which includes at least three (3) developer licenses: one (1) programmer and two (2) administration/configuration licenses.
  - h. Definition of System Requirements for the BCDA Subsidiaries
  - i. Provision, Delivery, Installation and Configuration of Computer Equipment and Peripherals to run the system

More details on the services are provided in the Terms of Reference (TOR) for the project. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. BCDA now calls for the submission of eligibility documents and Expression of Interest from potential bidders to apply for eligibility and shortlisting for the *Provision of Consultancy Services for the BCDA Enterprise System Project*. Interested Consultants must submit their **Expression of Interest and Eligibility Documents** not later than **1:30 p.m. on June 24, 2010** at BCDA Corporate Office 2<sup>nd</sup> Floor Bonifacio Technology Center 31<sup>st</sup> Street, Crescent Park West, Bonifacio Global City, Taguig City. The opening of the accomplished Eligibility Documents shall follow at **2:00 p.m.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” basis. Only those that are shortlisted will be entitled to submit bids.
3. Issuance of the Eligibility Documents will be on **June 17 – 24, 2010**. Eligibility documents may be purchased by the interested Bidder upon payment of a non-refundable fee in the amount of

**Five Thousand Pesos (Php 5,000.00).** The method of payment will be in the form of cash, cashier's check, or manager's check. The Eligibility Document shall be received personally by the prospective Bidder or his authorized representative.

4. The BAC shall draw up the short list of Consultants from those who have submitted **Eligibility Documents and Expression of Interest** and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of at most five (5) prospective bidders who will be entitled to submit bids. The general criteria for short listing are:
  - A. The interested Consultant must be a reputable Information Technology firm with at least three (3) years business operation in the design and implementation of SAP Enterprise Software.
  - B. The principal/owner/highest ranking officer and 3 Project Management personnel of the interested Consultant must have at least two (2) years experience in implementing SAP software solution.
  - C. The interested Consultant must have completed at least two (2) SAP implementation projects for reputable firms within the last three (3) years.
5. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations duly organized under the laws of the Philippines with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines
6. BCDA shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. BCDA shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
7. The contract shall be completed within a maximum of eight (8) months. Project proponent shall be required to submit a project work plan.
8. BCDA reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
9. Interested consultants may obtain further information from the BCDA Corporate Office at the address given below from 8:00 a.m. to 5:00 p.m.

*Roy Victor R. Rosales / Ramel M. Nandwani  
Bids and Awards Committee for Consultancy  
Bases Conversion and Development Authority  
BCDA Corporate Office 2<sup>nd</sup> Floor Bonifacio Technology Center  
31<sup>st</sup> Street, Crescent Park West, Bonifacio Global City, Taguig  
Email address: rrosales@bcda.gov.ph , rmnandwani@bcda.gov.ph  
Tel Number: 816-11-13  
BCDA Website: www. bcda.gov.ph*

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**Eleanor L. Atienza**  
**Chairperson, BAC for Consultancy**

**Section I. Eligibility Documents**

## 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or BCDA.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
  - (a) Class "A" Documents –  
Legal Documents
    - (i) 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 any proof of such registration as stated in the **EDS**;
    - (ii) Current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

### Technical Documents

Statement of the prospective bidder of all its ongoing and completed 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, within the relevant period provided in the Bidding Documents. The statement shall include, for each contract, the following:

- (ii.1) the name and location of the contract;
- (ii.2) date of award of the contract;
- (ii.3) type and brief description of consulting services;
- (ii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
- (ii.5) amount of contract;
- (ii.6) contract duration; and
- (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

### Financial Document

(iii) The prospective bidder's audited financial statements, showing, among others, the prospective bidder'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.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

2.2. Subject to Section 37.1 of the Revised IRR of RA 9184, in the case of foreign bidders, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.

### **3. Format and Signing of Eligibility Documents**

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy shall be similarly sealed duly marking the envelopes as “COPY NO. \_\_\_ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the prospective bidder in capital letters;
  - (c) be addressed to BCDA’s BAC specified in the **EDS**;
  - (d) bear the specific identification of this Project indicated in the **EDS**; and
  - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, BCDA will assume no responsibility for its misplacement or premature opening.

### **5. Deadline for Submission of Eligibility Documents**

Eligibility documents must be received by BCDA’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

## **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by BCDA.

## **7. Modification and Withdrawal of Eligibility Documents**

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by BCDA prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by BCDA prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

## **8. Opening and Preliminary Examination of Eligibility Documents**

8.1. BCDA’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility

documents until such time that the request for reconsideration or protest has been resolved.

- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
  - (a) the name of the prospective bidder;
  - (b) whether there is a modification or substitution; and
  - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## **9. Short Listing of Consultants**

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of BCDA shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of BCDA.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

### **Section III. Eligibility Data Sheet**

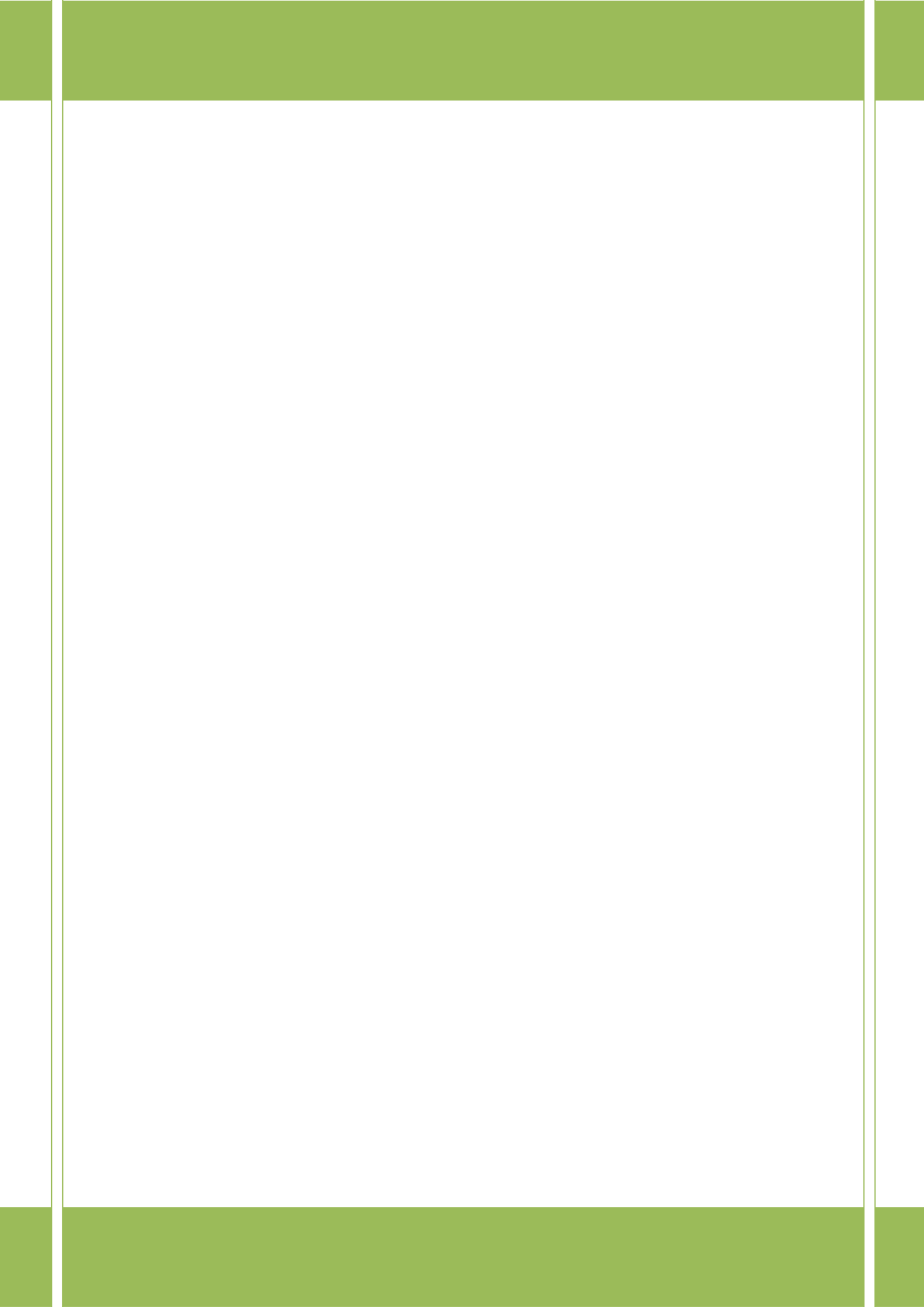
# Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions
1.3	No further instructions.
2.1(i)	No additional Requirements.
2.1(a)	The statement of all ongoing and completed government and private contracts shall include such contracts within <b>2 years</b> prior to the deadline for the submission and receipt of eligibility documents.
2.1 (a)(ii.7)	Certificate of Satisfactory Completion or Certificate of Final Acceptance (for completed projects)  Notice to Proceed or Contract (for on-going projects)
4.2	Each prospective bidder shall submit one (1) original copy and two (2) duplicate copies of its eligibility documents.
4.3(c)	BCDA Bids and Awards Committee for Consultancy
4.3(d)	Consultancy Services for the BCDA Enterprise System Project (ESP)
5	The submission of eligibility documents shall be addressed to:  <b>Ms. Eleanor L. Atienza</b> Chairperson, BAC for Consultancy BCDA Corporate Center 2 <sup>nd</sup> Floor Bonifacio Technology Center, 31 <sup>st</sup> Street, Crescent Park West, Bonifacio Global City, Taguig City, Philippines 1634  The deadline for submission of eligibility documents is <b>June 24, 2010, 1:30 pm.</b>
8.1	The place of opening of eligibility documents is:  BCDA Corporate Center 2 <sup>nd</sup> Floor Bonifacio Technology Center, 31 <sup>st</sup> Street, Crescent Park West, Bonifacio Global City, Taguig City, Philippines 1634  The date and time of opening of eligibility documents is <b>June 24, 2010, 2:00 pm.</b>
9.1	Similar contracts shall refer to:  A. Implementation of SAP R/3 or any SAP versions, including Financial Accounting/Controlling modules

9.2

The criteria and rating system to be used for short listing are:

- A. The interested Consultant must be a reputable Information Technology firm with at least three (3) years business operation in the design and implementation of SAP Enterprise Software. The interested Consultant must have handled at least two (2) similar projects for reputable firms or government institutions. (70%)
  
- B. The principal/owner/highest ranking officer and 3 Project Management personnel of the interested Consultant must have at least two (2) years experience in implementing SAP software solution. Each of these key personnel of the Consultant should submit his/her Curriculum Vitae which should include list of SAP R/3 projects undertaken with their corresponding roles in the project, information on educational attainment, trainings/seminars attended and applicable work experience, among others. (30%)



**Consultancy Service for the BCDA Enterprise System Project  
Terms of Reference (TOR)**

**May 2010**

## **I. Background**

The project shall be known as the Consultancy Service for the BCDA Enterprise System Project (ESP). It involves the hiring of a consultant for the implementation of the Enterprise System solution within the BCDA organization as defined and prescribed in the approved BCDA Information Systems Strategic Plan and as validated by the ISSP Detailed Requirements Study (IDRS), as well as provisioning of needed licenses, software, hardware, and peripherals needed in the implementation of the Enterprise System Project.

In general, the goal of the project is for the Consultant to develop and install integrated information systems covering financial and operations management systems as defined in the approved ISSP. Specifically, the Consultancy Services for the ESP aims for the consultant to be able to:

- A. Provide, install, configure, and customize an Enterprise Software Package Solution that will enable the realization of integrated information systems in BCDA beginning with financial and operations management systems.
- B. Develop the platform on which to build management systems to effect the oversight and monitoring thrusts of BCDA with regard to its subsidiaries and affiliates.
- C. Define and document the appropriate systems policies and procedures pertaining to the above systems.

## **II. Project History**

The approved BCDA Information Systems Strategic Plan (BCDA-ISSP) identified the priority information systems that will support the business processes of BCDA, validated by an ISSP Detailed Requirements Study (IDRS).

The IDRS covered the following:

- Definition of the Target Information Systems Environment
- Generation of the Key System Requirements (KSRs)
- Issuance and Processing of a Request for Information (RFI)
- Development and Submission of a Request for Proposal (RFP)
- Definition of the Implementation Plan

Subsequently, BCDA acquired the services of DBP Data Center Incorporated (DCI) to perform the following:

- Phase 1 – Evaluate, Select and Acquire an Enterprise Software (ES) Package Solution

- Phase 2 – Oversight and Supervision of the implementation of the complementary Enterprise Software Package Solution

Because of the increased user requirements and increasing cost of software, the project has been put on hold. But DCI was able to deliver the following reports that will serve as basis for the acquisition of an enterprise software package solution, namely,

1. Detailed Requirements Matrix Report
2. Final Software Package Selection Report

The said reports were the result of revalidating the KSRs generated by the IDRS and the creation of business process maps, as well as, the conduct of a Proof of Concept (POC).

The result of the POC clearly shows that the SAP is the best fit ES solution for BCDA with 99.68 % compliance with KSRs of BCDA which turns out to be DCI's recommendation.

Having determined the Enterprise System solution to be acquired, BCDA decided to proceed procuring the recommended ES package solution. Thus, the creation of the **Consultancy Service for the BCDA Enterprise System Project (ESP)**.

### III. Definition of Terms

- A. SAP** - is one of the world's most-used standard business software solutions. It is arranged into distinct functional modules, covering the typical functions in place in an organization. The most widely used modules are Financials and Controlling (FICO), Human Resources (HR), Materials Management (MM), Sales & Distribution (SD), and Production Planning (PP). Each module handles specific business tasks on its own, but is linked to the others where applicable.
- B. Provisioning** – is the process of putting into effect an action according to or by means of a definite plan or procedure. Provisioning in our Project means the supply of software and its corresponding licenses, installation of the software into the servers and workstations, customization of the SAP modules to fit BCDA requirements, and configuration of the servers and computers to be able to run the SAP software solution.
- C. Customization** – performing modification work on the basic SAP software to fit BCDA requirements.
- D. Configuration** – setting up the servers, workstations and all necessary equipment to be able to run the SAP modules.

**E. Change Management** – is a structured approach to implementing changes to individuals, teams, organizations and processes from a current state to a desired state. It is the process during which the changes brought about by the adoption of new systems are communicated and implemented in a controlled manner by following a pre-defined framework with reasonable modifications.

**F. Communication Plan** – is part of the documentation of a systems development project, usually included in the Change Management Plan that describes the following:

1. A clear definition of project objectives and outcomes expected;
2. How the projected outcomes are to be measured.
3. How all issues pertaining to the project, including changes in existing policies and procedures, are to be communicated to all project stakeholders;
4. The tools, program of work and timetable that will be followed to accomplish your project objectives; and
5. Who the target audience of your communications is (stakeholders);

#### **IV. Scope of Work**

A. SAP Provisioning Services. The Consultant shall be responsible for the provisioning of the newest version of SAP software package and licenses based on the Detailed Requirements Matrix Report (Annex A) submitted by DBP Data Center Inc. (DCI). The Detailed Requirements Matrix Report (DRMR) is an integral part of this Project and shall serve as the minimum requirement for the software package implementation. The DRMR describes in detail the minimum functional scope of the SAP software package required by BCDA. At a minimum, the functional scope should cover:

- a. FINANCIAL MANAGEMENT
  - a. Budget Management
    1. Budget Preparation
    2. Budget Implementation
    3. Budget Monitoring
    4. Cash Flow Statement
    5. Loan Management
    6. Foreign Currency Processing
    7. Rates Monitoring
    8. Borrower Management
    9. Accounts Payable
    10. Accounts Receivable
    11. General Ledger

- 12. Financial Consolidation
- b. Treasury Management
  - 1. Cash Management/Funds Requirement
  - 2. Investments/Money Market Placements
  - 3. Accounts Payable
  - 4. Accounts Receivable
- c. Asset Management
  
- 2. PROCUREMENT MANAGEMENT
  - a. Supplier Management
  - b. Materials Requirement Planning
  - c. Purchase Requisition Processing
  - d. Canvassing
  - e. Purchase Order Processing
  - f. Purchase Returns
  - g. Bidding and Awards Management
  
- 3. INVENTORY MANAGEMENT
  - 1. Goods Receipt
  - 2. Inspections
  - 3. Items Status
  - 4. Goods Insurance
  - 5. Goods Transfer
  - 6. Item Returns
  - 7. Cycle or Physical Inventory Count
  - 8. Item History Monitoring
  
- 4. PROGRAM / INFRASTRUCTURE / CONTRACT MANAGEMENT
  - a. Planning and Scheduling
  - b. Project Administration
  - c. Resource Management
  - d. Contract Management
  - e. Permitting
  - f. Cost Management
  - g. Site Logistics (Specific for Construction/ Prop Development)
  - h. Quality Management
  - i. Consultant/Contractor Management
  - j. Safety, Security and Sanitation Management
  - k. Community Relations
  - l. Project Close-out
  - m. Design Management
  
- 5. DOCUMENT MANAGEMENT

Note: The aforementioned minimum functional scope of the SAP software described in the DRMR may be modified to accommodate changes brought about by the recent re-organization in BCDA. These may be determined on or before the Project Blueprinting stage and are subject to BCDA approval.

- B. Provision of Appropriate Computer Equipment and Peripherals. Part of the services to be rendered by the Consultant is the provisioning of the appropriate computer equipment and peripherals required to efficiently run the SAP software package.
- C. Definition of System Requirements for the Subsidiaries. In preparation for the roll-out of the application systems to the enterprise, the Consultant shall formulate the system requirements for the following subsidiaries: Clark Development Corporation, Clark International Airport Corporation, John Hay Management Corporation, and Poro Point Management Corporation.
- D. Project Management Services. The Consultant shall perform project management activities during the implementation of the project. The Consultant shall be required to submit a detailed Project Management Plan, to include all items identified in the scope of work listed in this section, to be approved by BCDA.
- E. Software Customization. The Consultant shall perform modification work on portion/s of the SAP software to be responsive to the requirements defined in the Detailed Requirements Matrix.
- F. Change Management Services. The Consultant shall conduct adequate change management activities to ensure the successful implementation of the Project such as, but not limited to, the following:
1. User Training. Training for both end-users and system administrators shall be conducted by the Consultant.
  2. Communication Plan. The Consultant shall develop and implement an appropriate/suitable communication plan for all stakeholders to effect efficient implementation of the project.
  3. Documentation of policy and procedural changes brought about by the adoption of the new enterprise systems.
  4. Reports Preparation Training. The Consultant should be able to train the BCDA users on preparation, design, and generation of standard reports.

## V. Composition of the Team

At the minimum, the CONSULTANT shall provide the following key personnel:

- A. Project Manager
- B. Sr. Technical Specialist
- C. Systems Analyst
- D. Database Administrator
- E. Documentation Clerk

## VI. Deliverables

Following are the deliverables for this project:

- A. Project Management Plan. Submission of detailed project activities with corresponding target duration, start and end dates, and other resource requirements, among others. The Project Management Plan (PMP) shall be subject to approval by the BCDA. The PMP should also include, among others, the following:
  - 1. Software Installation Plan
  - 2. System Acceptance Test Plan
  - 3. User Acceptance Test Plan
  - 4. System Back-up Plan
  - 5. Data Back-up Plan
  - 6. Disaster Recovery Plan
- B. Change Management Plan. Submission of a comprehensive Change Management Plan detailing the trainings to be conducted for the users and systems administrators, the communication plan, and documentation of policy and procedure changes that will support the successful implementation of the project. The Change Management Plan shall be subject to approval by BCDA.
- C. SAP Software Package, Relational Database Management System (RDBMS) and Licenses. Delivery, installation and commissioning of the latest SAP software package, relational database management system software and all appropriate licenses in BCDA. The Consultant should provide no less than 30 SAP licenses; at least three (3) of which should be developer licenses. The SAP software package, relational database management system software and all appropriate licenses, including the exact number of licenses shall be subject to approval by BCDA.

- D. Computer Equipment and Peripherals. Delivery, installation, configuration and commissioning of the computer equipment and peripherals that will run the software application. The design should provide for a 24x7 system availability and an adequate system and data backup facility. At a minimum, the Consultant should provide two (2) mid-sized to large servers to be used as development, production, database, and back-up servers. The computer equipment and peripherals to be delivered shall be subject to approval by BCDA.
- E. Customized Software Application. Customized SAP application that is responsive to the requirements defined on the Detailed Requirements Matrix. The final customized SAP application to be submitted by the Consultant shall be subject to approval by BCDA.
- F. System Requirements for the Subsidiaries. Documentation of the detailed requirements of the selected BCDA subsidiaries in connection with the enterprise-wide implementation of the systems. The detailed requirements for the enterprise-wide implementation of the systems in the subsidiaries shall be approved by the BCDA once accepted.
- G. Complete System Documentation. Complete documentation of the entire system containing system policies and procedures, program codes (for customized modules), database design, process flowcharts, all pertinent user and technical manuals, among others. It shall be approved by BCDA once accepted.
- H. After-project Service and Support. Availability of the Consultant for consultation, system improvement and support for a period of one (1) year after the eight (8) month duration of the project.

## VII. Timetable

Table 1 below presents that target delivery schedule of identified project deliverables.

**Table 1. Target Delivery Schedule per Deliverable**

<b>DELIVERABLE</b>	<b>TARGET DELIVERY SCHEDULE</b>
Submission of Project Management Plan	Not later than two (2) weeks after date of acceptance of Notice to Proceed
Submission of System Requirements for the Subsidiaries	Not later than fourteen (14) weeks after date of acceptance of Notice to

	Proceed
Submission of Business Blueprint	Not later than fourteen (14) weeks after date of acceptance of Notice to Proceed
Submission of Change Management Plan	Not later than fourteen (14) weeks after date of acceptance of Notice to Proceed
Delivery , installation and Configuration of Computer Equipment and Peripherals	Not later than sixteen (16) weeks after date of acceptance of Notice to Proceed
Delivery and Installation of the latest SAP Software Package and Relational Database Management System (RDBMS)	Not later than eighteen (18) weeks after date of acceptance of Notice to Proceed
Delivery of Customized SAP Application	Not later than twenty-four (24) weeks after date of acceptance of Notice to Proceed
Submission of User Acceptance Test Completion Report	Not later than twenty-eight (28) months after date of acceptance of Notice to Proceed
Commissioning of the BCDA Enterprise System	Not later than twenty-eight (28) weeks after date of acceptance of Notice to Proceed
Submission of Complete System Documentation	Not later than thirty-two (32) weeks after date of acceptance of Notice to Proceed

**BCDA shall be given a minimum seven (7)-day period to review and evaluate each report submitted by the CONSULTANT. The period allocated for BCDA's review and evaluation of the submitted reports shall be deemed not to interrupt or stop the running of the Completion Period allocated for the CONSULTANT.**

The Consultant should inform BCDA immediately if a delay in the Project Completion schedule has been determined at any stage of the project implementation.

**VIII. Qualification of the Consultant**

Listed below are the minimum qualifications required from the Consultant:

- A. Must be a reputable Information Technology firm with at least three (3) years business operation in the design and implementation of SAP Enterprise Software
- B. Must have completed at least two (2) SAP implementation projects for reputable firms within the last 3 years
- C. Principal and key personnel’s minimum experience as presented in Table 2 below:

**Table 2. Project Experience per Position Title**

Position Title	Project Experience per personnel (Minimum Number of years handling SAP Projects)
Principal	2
Project Manager	5
Senior Technical Specialist	2
Database Administrator	2
Systems Analyst	2

**IX. Selection of the Consultant**

The Consultant shall be selected through competitive bidding in accordance with RA 9184 and its implementing guidelines.

The following shall be the basis for the evaluation/selection of the Consultant:

- A. Experience and Capability of the Firm;
- B. Quality of Personnel to be Assigned to the Project; and
- C. Plan of Approach and Methodology. A presentation of the plan of approach and methodology will be required from the proponent.

**X. Contract Term**

The Consultant shall provide the required services for the period of eight (8) months.

**XI. Approved Budget for the Contract (ABC)**

The approved budget for this Contract is Thirty Million Pesos (Php 30,000,000.00).

**XII. Warranty**

The complete SAP solution (*SAP Software Package and Customized SAP Application*) delivered by the Consultant and accepted by BCDA should have a warranty period of least two (2) years from the date of acceptance by BCDA. The Computer Equipment and Peripherals, including the servers, should have a warranty period of no less than three (3) years for the parts and service. During the warranty period, all defects encountered by the delivered SAP solution should be rectified immediately by the Consultant at no cost to BCDA.

**XIII. Terms of Payment**

For the services to be rendered, BCDA shall pay the Consultant in the following manner:

Amount	Deliverable(s)
Five (5%) percent of the total contract price	Project Management Plan
Twenty-five (25%) percent of the total contract price	Business Blueprint and Change Management Plan
Thirty Percent (30%) of the total contract price	Software Application and Hardware and Detailed Requirements Matrices for the Subsidiaries
Twenty Percent (20%) of the total contract price	User Acceptance Test Completion Report
Ten Percent (10%) of the total contract price	Complete Project and System Documentation Project Completion Certificate
Ten Percent (10%) of the total contract price	Retention for Warranty Period

**XIV. Duties and Responsibilities**

## **A. CONSULTANT**

### **1. SAP Provisioning Services**

- a. Provide the latest SAP software package, relational database management system (RDBMS) and all its appropriate licenses based on the Detailed Requirements Matrix Report (Annex A) submitted by DBP Data Center Inc. (DCI). The Detailed Requirements Matrix Report (DRMR) serves as the minimum technical specification of the SAP application that the Consultant should deliver to BCDA. However, the Consultant should be able to improve on the contents of the DRMD by adding key system requirements that surfaced as a result of the BCDA re-organization, subject to BCDA approval. The final technical specification for the Enterprise System should be determined by the Consultant on or before the Project Blueprinting stage. The final technical specification shall be subject to BCDA approval.
- b. Submit a Software Installation Plan, which should include among others, the method of approach, plan, and schedule, of installation of the software package to the servers and client PCs.
- c. Install the latest SAP software package and the customized solution to the servers and the client PCs, after BCDA decides who the end-users are based on consultation with the concerned BCDA departments and the Consultant.

### **2. Provisioning of Computer Equipment and Peripherals**

- a. Based on the approved list, conduct an assessment of the existing client PCs that will be used to run the SAP application and make recommendations for replacement, if current specifications are inadequate.
- b. Provide the appropriate brand-new servers, computer equipment, back-up devices, and peripherals required to efficiently run the latest SAP software package. These shall be approved by BCDA.
- c. Determine the number and specification of the servers that BCDA need. At a minimum, the servers to be specified should be able to support BCDA's needs until at least five (5) years from acceptance of the server by BCDA. The final number and specification of servers for this project shall be subject to approval by BCDA.

### **3. Customization**

- a. Customize the base SAP software package to conform to the requirements defined in the Detailed Requirements Matrix. All

customization costs are already included in the agreed contract amount.

- b. Turn-over to BCDA all source codes resulting from customization work. Use of these source codes shall be included in the user's training.

4. System Requirements for the BCDA Subsidiaries

- a. Formulate the system requirements for the following subsidiaries: Clark Development Corporation, Clark International Airport Corporation, John Hay Management Corporation, and Poro Point Management Corporation. The system requirement should work around the context of sharing relevant financial and management information between BCDA and the Subsidiaries to aid BCDA in its oversight functions over its Subsidiaries.

5. Project Management

- a. Submit a detailed Project Management Plan containing detailed project activities with corresponding target duration, start and end dates, and other resource requirements, among others.
- b. Assign full-time staff to perform project management activities during the whole duration of the implementation of the project.
- c. Perform all necessary activities needed to effect the successful implementation of the Project.

6. System Testing

- a. Submit a System Testing and Acceptance Plan. This shall include among others, the schedule, resources needed and manpower requirement for the conduct of the System Testing activity.
- b. Submit a System Evaluation Checklist that will have to be approved by BCDA.
- c. Submit to BCDA the results of the System Testing activity. All problems and errors encountered during the conduct of the System Testing Activity shall be rectified by the Consultant without any cost to BCDA.

7. User Acceptance

- a. Submit a User Acceptance Test Plan. This shall include among others, the schedule, resources needed and manpower requirement for the conduct of the User Acceptance Test.
- b. Prepare and submit to BCDA the User Acceptance Sign-off Document and Checklist.
- c. Determine, together with, and with the approval of BCDA, the percentage within which to consider that the system is acceptable to the users. If the result of the User Acceptance Evaluation falls below the agreed-upon acceptable grade, the Consultant should provide the best remedy without additional cost to BCDA.

8. Quality Assurance
  - a. Allow BCDA to conduct a project audit at periodic intervals to determine the progress of the Consultant's schedule of work and deliverables. The audit team shall be appointed by BCDA.
9. System and Data Backup
  - a. Submit a System and Data Backup Plan. This shall include among others, proposed schedule for backup, manual of operation of delivered backup system and devices, other resources needed and procedure for data recovery. The System and Backup Plan shall be subject to BCDA approval.
10. Disaster Recovery
  - a. Submit a Disaster Recovery Plan. This plan shall list in detail all proposed activities BCDA should implement in the case a disaster e.g. system crash, server (hardware failure), virus attack, etc., strikes the system. The Disaster Recovery Plan shall be subject to approval by BCDA.
11. Change Management
  - a. Submit a Change Management Plan to include methodology that should have a conscious bias towards organizational improvement and sustainability measures. This shall be subject to BCDA approval.
  - b. Document policy and procedure changes that will support the successful implementation of the project.
  - c. Provide policy recommendations that may be deemed necessary for the efficient operation, administration, management, and upgrading of BCDA systems and procedures (manual or automated).
  - d. Submit a training program for all users of the system, e.g. BCDA executives, subject matter experts, system administrators, ICT personnel, application development team, and end-users. This training program shall be subject to BCDA approval.
  - e. Provide at least twenty-four (24) hours training for each user per designated module as determined during the Project Blueprinting stage.
  - f. Provide at least eighty (80) hours training on systems development, programming, troubleshooting, database administration, and network and security administration, to the BCDA enterprise system administrators, ICT personnel and application development team.
  - g. Develop, submit, and implement a suitable Communication Plan for all Project stakeholders to effect the efficient implementation of the Project.
  - h. Conduct adequate change management activities to ensure the successful implementation of the Project

## 12. System Documentation

- a. Prepare and submit a complete documentation of the entire system containing system policies and procedures, program codes (for customized modules), operating manuals, database design, process flowcharts, all pertinent user and technical manuals, among others.
- b. Prepare and submit a log of all problems and deviant characteristics of the system encountered during construction and implementation phase of the Project, together with the corresponding remedy for each listed in a troubleshooting guide and repair manual.
- c. Submit development guides, library files, application notes, data sheets, and all other necessary documents to install, operate, and maintain the system by trained personnel in BCDA.
- d. Provide 3 complete sets in print and CD-ROM of the complete documentation of the entire system.

## 13. After-project Support and Services

- a. Rectify immediately all defects encountered by the delivered SAP solution, at no cost to BCDA, for the duration of the warranty period specified in the Warranty Section of this TOR.
- b. Rectify immediately, at no cost to BCDA, all defects encountered by the delivered computer equipment and peripherals, including the servers, for the duration of the warranty period specified in the Warranty Section of this TOR. .
- c. Be available to BCDA for consultation, system improvement and support for a period of one (1) year after the eight (8) month duration of the project.
- d. Submit to BCDA, once requested, an Agreement to maintain the BCDA SAP Enterprise System after the warranty period specified in the Warranty Section of this TOR .

## **B. BCDA**

1. Organize a counterpart BCDA project team composed of subject matter experts and IT staff, among others
2. Provide pertinent data and other technical information necessary in the CONSULTANT's performance of the service
3. Provide a suitable work area to be used by the CONSULTANT during the period of engagement.
4. Prepare an approved list of authorized users for the SAP Enterprise System.

5. Purchase new computers for the end-users of the Enterprise System in accordance with recommendation by the Consultant based on its assessment.
6. Approve all plans and documentation submitted by the Consultant once it is acceptable to BCDA.
7. Appoint a Quality Assurance team that will conduct periodic audit to determine the progress of the Consultant's schedule of work and deliverables.

#### **XV. Approval Process**

The CONSULTANT shall be involved throughout the following approval process:

- A. Preparation and submission of all Project Plans
- B. Consultation and focused group discussion, if any
- C. Revisions, if any, based on comments and/or inputs during the consultations and focused group discussion.
- D. Presentation of plans and other major reports to BCDA management
- E. Revisions, if any, based on comments and/or inputs of the BCDA management.
- F. Presentation of plans and other major reports to BCDA Board for approval
- G. Revisions, if any, based on comments and/or inputs of the BCDA Board

#### **XVI. Fee Proposal**

The proponent shall submit a lump sum proposal, broken down according to the following cost components:

- A. Consultant's professional fees for BCDA SAP implementation, broken down per module;
- B. Consultant's professional fees for definition of system requirements for the subsidiaries, broken down per functional area;
- C. Cost of SAP software package and licenses;
- D. Cost of computer hardware and peripherals;

#### **XVII. Facilities and Data to be provided by BCDA**

BCDA shall provide the CONSULTANT a suitable work area and all pertinent documents and technical information necessary in the execution and performance of the services.

## **XVIII. Standard of Services**

The Consultant shall fulfill its obligations under the agreement by using its technical expertise and according to the best-accepted professional and industry standards. The Consultant shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of BCDA. To attain these, the Consultant shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

The services shall be conducted by the Consultant in accordance with the instructions or directions made or to be made by the BCDA at any time before its completion. The Consultant shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities under the Contract Agreement.

## **XIX. Confidentiality Clause**

The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by BCDA, unless the latter indicates the contrary. The Consultant shall not disclose any information disclosed to him for the purpose of this Services. After completion of the contract, all materials, data, and other related documents provided must be returned to BCDA.

The Consultant shall not be engaged by any person or entity whose business interests are against the interests of BCDA. This prohibition shall subsist for a period of two (2) years after the expiration of the contract.

## **XX. Liquidated Damages**

The Consultant obligates himself to perform and complete all the Services as specified in the Terms of Reference and Contract, exclusive of such extensions of time as may be mutually agreed upon. Should the Consultant fail to complete the Services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to BCDA by the consultant in an amount equal to one-tenth of one percent (1/10 of 1%) of the total contract price minus the value of the completed portions of the Contract certified by BCDA for each calendar day of delay until the services are completed.

## **XXI. Tax Liabilities of the Consultant**

The Consultant shall submit audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year, showing, among other things, the Consultant's total and current assets and liabilities.

## **XXII. Performance Security**

To guarantee the faithful performance by the Consultant of its obligations under the contract prepared in accordance with the bidding documents, it shall post a Performance Security prior to the signing of the contract. The Performance Security may be in any or combination of the following forms with the corresponding minimum amount in percentage of the Total Contract Price:

<b>Form of Security</b>	<b>Minimum Amount in % of Total Approved Budget for the Contract</b>
Cash, certified check, Cashier's Check, Manager's Check, Bank Draft or Irrevocable Letter of Credit	Five Percent (5%)
Bank Guarantee	Ten Percent (10%)
Surety Bond from GSIS or reputable surety or insurance company	Thirty Percent (30%)

The Performance Security shall be at least co-terminus with the final completion of the Contract.

## **XXIII. Conflict of Interest**

The Consultant and its key staff, who may be directly or indirectly associated with non-consulting firms that may have interest in or bias towards any BCDA project, shall agree to limit their role to that of consultants and will disqualify themselves and their affiliates for bidding for products and services of any BCDA project.