

## PROVISION OF CONSULTING SERVICES FOR THE BCDA ENTERPRISE SYSTEM

### Bid Bulletin No. 4

- I. Please be informed of the following clarifications on the Annex A – Detailed Requirements Matrix Report that are to be addressed by SAP:

Items	Reference	Clarification
<u>Budget Preparation</u>	Annex A	
4. Able to import / export budget from / to a spreadsheet 5. Captures budget in units (volume) and amounts 6. Able to prepare budget based on an actual budget of the previous period and multiplied by a user-specified percentage	4, 5, 6	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
7. Captures assumptions for individual items (e.g. unit and rates used to compute budget amounts, notes attached to explain numbers) 8. Prepares sensitivity analysis (what-if scenarios) for budget assumptions and allocations	7, 8	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
9. Facility to approve budgets using defined approval hierarchy (i.e., top management --> board of directors --> DBM)	9	<i>Both bidders agreed that this can be addressed by a SAP module..</i>
10. Automatically updates budget to reflect changes in assumptions	10	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
14. Able to project budget based on historical and current figures	14	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
19. Facility to inquire the issuance of Certificate of Funds Available (CFA) for Contracts, Variation Orders, Price Escalations, MOA indicating the ff: a. Project / Budget title b. Approved / Revised Budget c. FA already issued indicating the following: * Contract description * Name of contractor * Date CFA was issued * Contract amount * Board Resolution Number * Available Balance	19	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<u>Interfaces</u>		
48. Revenues 49. Disbursements 50. POs / RIVs	48, 49, 50	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
51. Contracts from Infrastructure Department	51	<i>Non- ERP. This item will not be part of the project deliverables.</i>
<u>Reporting</u>		
53. Allows inquiry and generation of What-if Analysis Report	53	<i>Both bidders agreed that this can be addressed by a SAP module.</i>

<u>Financial Consolidation</u>		
175. Maintains the following Subsidiary / Affiliate Company information: a. Company Code b. Company Type c. Company Name d. Company Address e. Local Currency f. Currency translation method 176. Maintains the following subgroup information: a. Parent Company b. Subsidiary Companies c. Consolidation Method d. Group Currency e. Ownership Share	175, 176	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
181. Automatically generates elimination entries for the following intercompany transactions: a. intercompany receivables b. intercompany sales and purchases c. profits on fixed assets sales d. others	181	<i>This requirement is clarified as - "Able to eliminate intercompany transactions through Journal Entry".</i>
182. Supports various methods of consolidation a. One line consolidation – consolidation by elimination account affected by the parent company is investment while subsidiary's stockholder's equity	182	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
184. Interfaces with General Ledger to generate consolidated financial statements	184	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
185g. Allow interfaces to other applications covering: g. HR h. Other processes needed for the consolidation process. 186. Allows inquiry and generation of interim Financial Statements 187. Allows inquiry and generation of Consolidated Balance Sheet. 188. Allows inquiry and generation of Consolidated Income Statement 189. Allows inquiry and generation of Consolidated Statement of Cash Flows. 190. Allows restriction of people who can perform consolidation into the system 191. Allows restriction of people who can run reports	185g, 186, 187, 188, 189, 190, 191	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<u>Bidding and Awards Management</u>		
393. Allows user to identify and record members of a Bids and awards Committee and all other personnel/entities (e.g. observers, secretariat members, technical working group members) involved in overseeing transparency and compliance of all procurement activities with the governing rules and procedures for procurement for BCDA 395. Allows users to set schedule and record the results of Pre-Procurement Conferences 396. Allows users to set schedule and record the results of Pre-Procurement Conferences	393, 395, 396	<i>Non- ERP. This item will not be part of the project deliverables.</i>
397. Allows users to set-up eligibility requirements of the following: a. Procurement of Goods, Supplies, Materials b. Procurement of Civil Works c. Procurement of Consulting Services	397	<i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
400. Allows user to record details of advertisement released for the Invitation to Bid	400	<i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
401. Allows users to record results of Pre-bid Conference, including: a. Question raised by bidders b. Explanations provided c. Issues raised and resolved	401	<i>Non- ERP. This item will not be part of the project deliverables.</i>
404. Provides facility to process bid security received by BCDA from the bidder	404	<i>Non- ERP. This item will not be part of the</i>

		<i>project deliverables.</i>
418. Should be able to provide all required functionalities in an eProcurement environment, as is the future direction of BCDA	418	<i>Non- ERP. This item will not be part of the project deliverables.</i>
<u>Planning and Scheduling</u>		
468. Provides capability for pop-up reminders with warnings on activities that have been delayed or nearing the target finish.	468	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
478. Recording of project issues, e.g. issue description, involved personnel, responsible for personnel for resolution, status of resolution.	478	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<u>Resource Management</u>		
488. Records payment schedules with contractors/consultants, e.g. payment dates, amounts, required deliverables to be submitted. 489. Updates for released payments for suppliers, contractors, consultants, e.g. billing invoice details, Accounts Payable voucher, Official Receipt details	488, 489	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<u>Document Management</u>		
526. Allows electronic signature approval of documents	526	<i>Both bidders agreed that this can be addressed by a SAP module. (Audit Trail)</i>
<u>Site Logistics</u>		
528. Records site location 529. Records and monitors survey activities on site, as well as result of survey	528, 529	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<u>Quality Management</u>		
535. Able to record results of Quality Audits, including date of audit, entities involved in the quality audit, section or person audited, findings and observations 536. Captures identified non-conformities, including proposed solution, and corrective action request, also indicating whether non-conformity is "occurring" or "possible" 537. Captures corrective action request to address non-conformities, referencing to the non-conformity record and covering cause of non-conformity, and proper corrective action that should be taken 538. Captures preventive action request for possible non-conformities, referencing to the non-conformity record and covering cause of non-conformity, and proper corrective action that should be taken	535, 536, 537, 538	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
543. Allows user to record methods for handling various safety and security hazards	543	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
548. Allows processing of work permits for personnel needed to be on-site beyond previously defined hours.	548	<i>Non-ERP. This item will not be part of the project deliverables.</i>
549. Allows user to record corresponding penalties by the Contractor for such violations, penalties may be monetary or prohibitive in nature. 550. Allows user to record and monitor rectification procedures required to be undertaken by the Contractor due to such violations	549,550	<i>Both bidders agreed that this can be addressed by a SAP module. This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
<u>Community Relations</u>		
551. Allows user to identify households and communities affected by development projects 552. Allows user to identify and store information regarding all community associations, municipalities, and other local government units that BCDA needs to liaison with 553. Allows user to record and classify relocation needs of affected communities 554. Allows user to define and identify required activities for liaisoning and assistance to prepare for and help the community appreciate the benefits of the development project 555. Allows user to record status and results of liaisoning and assistance activities	551, 552, 553, 554, 555, 556, 557, 558, 559, 560	<i>Both bidders agreed that this can be addressed by a SAP module</i>

556. Allows user to record and store minutes of meetings or discussions with communities and other associations and agencies 557. Allows user to record and monitor issues regarding a specific community, identifying needed activities to be undertaken to resolve the issue 558. Allows monitoring of issue resolution and prompts user for issues left unresolved 559. Allows user to plot against Master list of directly affected households those that are beneficiaries of any project component 560. Allows user to record agricultural production characteristics of affected municipalities or barangays		
<b>Contract Management</b>		
568. Maintenance of information on personnel to be assigned to the project as per contract, as well as team assignment/committed deliverables of each personnel	568	<i>Non- ERP. This item will not be part of the project deliverables.</i>
<b>Design Management</b>		
569. Allows user to record the drawing register, identifying for a particular consultant, all drawings required for submission under their contract	569	<i>Both bidders agreed that this can be addressed by a SAP module. This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
571. Allows users to update drawing register as to drawings actually submitted 572. Allows users to retrieve master information on Design Consultants from a central Contractor/Consultant Information System, including the following details: a. Name b. Address c. Contact Person and Designation d. History of Previous Engagement, e.g. services contracted previously, previous service rates, applicable dates, project manager, performance remarks	571, 572	<i>Both bidders agreed that this can be addressed by a SAP module. This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
573. Allows users to define Consultant Qualification Criteria for a specific project 574. Provides facility for users to assess each Design Consultant based on qualification criteria	573, 574	<i>Non- ERP. This item will not be part of the project deliverables.</i>
578. Ability to detect, and record design clashes between all submitted drawings, identifying the designs that clash and the specifications of point of clash, e.g. clash between underground utility designs 579. Provide capability to monitor construction progress based on the design drawings, providing color-coding and bar-coding techniques to differentiate areas in the design maps that have been completed and those that are still under construction	578, 579	<i>Non- ERP. This item will not be part of the project deliverables.</i>
580. Provide facility to set required document locks to signed-off versions of As-Built drawings to prevent changes	580	<i>Both bidders agreed that this can be addressed by a SAP module.</i>
<b>Permitting</b>		
581. Recording of requirements for permitting / clearance or renewal processing, covering permitting unit responsible for processing, third party entities involved, 583. Allows monitoring of progress of permit application once submitted to the entity issuing the permit, capturing additional requirements necessary and monitoring progress of fulfilling remaining requirements	581, 583	<i>Both bidders agreed that this can be addressed by a SAP module. This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>
584. Records terms and conditions required for compliance given each particular permit/clearance 585. Records violations committed against permit/clearance terms and conditions, including when the violation was committed, who were the entities involved, resolutions required and monitoring of actions taken, as well as penalties required 586. Provides facility to convert permits/clearances into electronic files and saved to the appropriate file directory or document management system 587. Allows user to sort and generate all permits required for	584, 585, 586, 587, 588 589, 590	<i>Both bidders agreed that this can be addressed by a SAP module. This will be handled as recording and/or attachment to the project, contract or contractor profile.</i>

<p>a project</p> <p>588. Allows user to classify and group all permits for all projects required from a singular government or regulatory agency</p> <p>589. Records target and actual completion dates for securing or renewing each permit or clearance, including actual date the requirements were submitted, actual date when permit/clearance was issued</p> <p>590. Able to record expiration date and prompt user accordingly when such date comes</p>		
<b>Site Logistics</b>		
<p>595. Recording of location and information on field offices, e.g. field office, stock yard, staging area, fabrication area, access gates</p> <p>596. Monitoring of personnel allowed on site, e.g. name of person, employer, skill, assignment, start/end date</p>	595, 596	<p><i>Both bidders agreed that this can be addressed by a SAP module.</i></p> <p><i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i></p>
<p>599. Recording and monitoring of Site Excavations, e.g. area of excavation, start and target finish date, purpose, contractor, status whether on-going or complete or filled</p> <p>600. Monitoring of property affected by construction work, e.g. property owner, location of property, type of property, damages on property, estimated cost, actual cost, actions taken to respond to damages</p>	599, 600	<p><i>Both bidders agreed that this can be addressed by a SAP module.</i></p> <p><i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i></p>
<b>Quality Management</b>		
<p>601. Captures details of Quality Inspections and Materials Testing plans for a project, covering inspection and testing activities, specifications, related WBS element, procedures, frequency and schedules, as well as acceptance criteria and expected standards</p> <p>602. Captures details of results of Tests, including test date, materials tested, entities involved in conducting the test, actual specifications of test results, cost implications of test</p>	601, 602	<p><i>Non- ERP. This item will not be part of the project deliverables.</i></p>
<b>Consultant / Contractor Management</b>		
<p>603. Records project assignments given to Design Consultants/ Contractors, detailing services to be rendered and scope of work stipulated as per contract</p> <p>604. Accepts area of responsibility for each Consultant/ Contractor, and required submittal schedules</p>	603, 604	<p><i>Both bidders agreed that this can be addressed by a SAP module.</i></p> <p><i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i></p>
<b>Safety, Security and Sanitation Management</b>		
<p>605. Allows user to record safety and security violations committed by the Contractor</p> <p>606. Allows user to generate Safety and Security Reports summarizing all inspections and violations and the results and status of inspections and violations</p>	605, 606	<p><i>Both bidders agreed that this can be addressed by a SAP module.</i></p> <p><i>This will be handled as recording and/or attachment to the project, contract or contractor profile.</i></p>
<b>Community Relations</b>		
<p>607. Provides facility to plot against the Master Schedule and Project Design Maps the basic information about communities affected by each task, or in each segment of the development project</p> <p>608. Provides facility to plot against the Master Schedule and Project Design Maps the areas wherein outstanding issues regarding community relations are not yet resolved or needs urgent action</p>	607,608	<p><i>Non- ERP. This item will not be part of the project deliverables.</i></p>

II. Please be informed of the following amendments to the Bid Documents relating to the bidding of the Provision of Consulting Services for the BCDA Enterprise System Project:

Issues / Concern	Reference	Amendment																												
<p><u>Terms of Reference</u></p> <p>The complete SAP R/3 solution (SAP Software Package and Customized SAP Application) delivered by the Consultant and accepted by <b>BCDA should have a warranty period of at least two (2) years from the date of acceptance by BCDA.</b> 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.</p>	<p>Section XII Page 13</p>	<p><i>The complete SAP R/3 solution (SAP Software Package and Customized SAP Application) delivered by the Consultant and accepted by <b>BCDA should have a warranty period of at least one (1) year from the date of project completion accepted by BCDA.</b> The Computer Equipment and Peripherals, including the servers, should have a warranty period of no less than three (3) years for the parts and services. During the warranty period, all defects encountered by the delivered SAP solution should be rectified immediately by the Consultant at no cost to BCDA.</i></p>																												
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All provisions, conditions and statements in the Bidding Documents inconsistent herewith are hereby rendered ineffective.

For your information and compliance.

**BIDS AND AWARDS COMMITTEE FOR CONSULTANCY SERVICES**

By:

**ELEANOR L. ATIENZA**

Chairperson

BAC for Consultancy Services

August 18, 2010