



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

BIDS AND AWARDS COMMITTEE

Bid Bulletin No. 1 for 31st Public Bidding CY 2021

1. Procurement of Services of Licensed Software for Energy Modeling, Planning and Forecasting:

A. TERMS OF REFERENCE/SPECIFICATIONS:

Item D. SPECIFICATION AND INCLUSIONS

The License Software should be capable of analyzing data, developing algorithms and visualizations and creating models inclusive of the following:

4 Main License software

- 4 Econometrics Toolbox
- 4 Report Generator
- 4 Optimization Toolbox
- 4 Spreadsheet Link
- 4 Statistics and Machine Learning Toolbox
- Compatible with Operating system: Windows, MacOS, and Linux, and Platforms: **x86-64 (64bit Intel x86)**,
- Software updates **within the support and maintenance subscription.**
- Capacity building of EPPB/PD staff

B. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS (DOCUMENTS REQUIRED IN THE SUBMISSION OF BIDS)

I. TECHNICAL COMPONENT ENVELOPE - Item (h)

Conformity with the Technical Specifications under Section VII by signing the bidder's compliance column of the TOR/Technical Specification and submission of the following:

1. production/delivery schedule;
2. manpower requirements/organizational structure; and
3. **After-Sales Certificate or any equivalent;** and

2. Procurement Licensed Software for Optimization Software for Statistical and Energy Modelling

A. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS (DOCUMENTS REQUIRED IN THE SUBMISSION OF BIDS)

II. TECHNICAL COMPONENT ENVELOPE - Item (h)



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Conformity with the Technical Specifications under Section VII by signing the bidder's compliance column of the TOR/Technical Specification and submission of the following:

1. production/delivery schedule;
2. manpower requirements/organizational structure; and
3. **After-Sales Certificate or any equivalent; and**

B. OTHER TERMS AND CONDITIONS:

1. This procurement is on a one (1) Lot basis.
 2. Prices quoted shall be firm and irrevocable and not subject to any change whatsoever, even due to increase in cost of raw materials components and fluctuations in foreign change rates and excise duties.
 3. Service provider should warrant that the software and toolbox items are in accordance with the specifications and shall be free from defects. If any of the items is found defective, a replacement is necessary within three (3) weeks period upon delivery.
 4. **Provide Technical Support during the effective period of the license which include, among others, the following:**
 - a. **In case there will be technical issues or a need for troubleshooting of the installed software, the technical assistance should be provided by the service provider.**
 - b. **There will be a designated contact person for the above concern that the PFRD can regularly consult and be open to virtual meetings as necessity arises.**
 - c. **Regular update by the service provider on the software latest features or version.**
 5. Bid price must cover all cost such as freight, brokerage, duties, taxes, etc. attendant to the delivery of the items at Supply and Properly Management Division (SPMD), main building of DOE.
 6. Delivery should be within forty-five (45) calendar days upon receipt of Notice to Proceed (NTP).
3. Procurement of Services for the Development of Human Resource Information and Payroll System (HRIPS)

A. Source Code:

The Supplier/Service Provider shall turn over the system source code as part of the complete project turnover.

B. Form of Warranty :

Retention Money in the amount of 5% Of total Contract Cost

C. Period Coverage for Similar Projects:



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For this purpose, contracts similar to the Project shall be:

- a. Supply and delivery of Personnel information and payroll system/ software
- b. **completed within four (4) years** prior to the deadline for the submission and receipt of bids

C. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS (DOCUMENTS REQUIRED IN THE SUBMISSION OF BIDS)

III. TECHNICAL COMPONENT ENVELOPE - Item (h)

Conformity with the Technical Specifications under Section VII by signing the bidder's compliance column of the TOR/Technical Specification and submission of the following:

1. production/delivery schedule;
2. manpower requirements/organizational structure; and
3. **Certificate of Warranty/Guarantee for hardware/equipment and after-Sales Certificate" or any equivalent; and**

D. Timeline and Payment Schedule

a. Timeline

- 6.1 The project must be designed, developed, delivered, installed **and training conducted within three (3) months from the receipt of Notice to Proceed.**
- 6.2 The training period must be **completed within the three-month period.**
- 6.3 The project must include **a parallel run prior to complete deployment and system live.** The contractor shall address all glitches and irregularities in the system that may arise during the parallel run **and those that will occur after the system live.**

b. Payment and schedule shall be made as follows:

Item No	Payment Milestones	Output	Percentage Payment	Delivery Date
1	Approval of Work Plan and Functional Systems Designs	Signed and approved Functional Systems Designs indicating alterations / customizations to the software that will be implemented and translated into a Work Plan with indicative timelines"	30%	30 calendar days upon receipt of Notice to Proceed
2	Approval / Acceptance of User	"Signed and approved User Acceptance Test form indicating TOR specifications and signed	30%	60 calendar days upon



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	Acceptance Testing	and approved functional systems designs with deliverables verified and tested to be acceptable at 50% minimum accomplishment.		receipt of Notice to Proceed
3	Approval / Acceptance of User Acceptance Testing	Signed and approved User Acceptance Test form indicating TOR specifications and signed and approved functional systems designs with deliverables verified and tested to be acceptable for the remaining 50% accomplishment.	30%	75 calendar days upon receipt of Notice to Proceed
4	User and administrator Training, and Final Acceptance and Documentation	User's Training and submission of user's manual and complete project turnover to DOE. -Training Attendance Sheet -Training Certificates -User's Manual -Complete project turnover and acceptance	10%	90 calendar days upon receipt of Notice to Proceed

E. DISTRIBUTION OF HARDWARE FOR INSTALLATION AND DELIVERY PUPOSES:

- c. **Manila Head Office** **Three (3) Units** **Taguig City**
- d. **Luzon Field Office** **One (1) Unit** **Rosales, Pangasinan**
- e. **Visayas Field Office** **One (1) Unit** **Cebu City**
- f. **Mindanao Field Office** **One (1) Unit** **Davao City**

F. ESTIMATED NUMBER OF EMPLOYEES FOR TECHNICAL REFERENCE:

Estimated Manpower count is 1200, but the hardware must be able to accommodate 6000 entries at the minimum

G. Item IV. SPECIFIC REQUIREMENTS

5.1. GENERAL REQUIREMENTS

- 5.1.1. Web applications must be able to run with modern browsers such as Microsoft Edge and Internet Explorer, Mozilla Firefox, Apple Safari and Google Chrome.

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- 5.1.2. The web application shall be developed using PHP and **MySQL or MS SQL**
- 5.1.3. The web application must be using a multi-tiered layer approach with a Model-View-Controller (MVC) pattern.
- 5.1.4. The web application must be able to connect to **MySQL or MS SQL**.
- 5.1.5. The web application must be fully secured to run via the Internet. The application must be accessible through mobile apps to perform quick actions and receive important updates

5.6.3. PEOPLEWARE

- 5.6.3.1. The contractor shall render technical assistance and assign a designated Program Development Team that will customize the system up to its full deployment and operation
- 5.6.3.2. Three (3) data encoder that will assist in migrating and encoding the personnel information of employees for one (1) month. **The Baseline data for encoding and migration is for CY2021 which is various forms such as excel, dbase data base, table etc...**
- 5.6.3.3. The contractor shall train specialized HR and Accounting personnel to conduct and administer minor to immediate troubleshooting and system maintenance
- 5.6.3.4. The contractor must provide software quality assurance by delivering future updates / system maintenance for one (1) year upon completion of the project, free of charge.
- 5.6.3.5. The contractor must have a system maintenance program that will provide corrective, adaptive and perfective maintenance, which may be renewed annually.

8. SYSTEM FUNCTIONAL SPECIFICATIONS:

8.1. Recruitment Module

- 8.1.1. Management of job vacancies and hiring of plantilla, contract of service (COS) project-based and job orders.
- 8.1.2. Management of applicant examination and interview scores and results.
- 8.1.3. Simultaneous user access for recruitment module
- 8.1.4. Application for insiders (existing employees) and outsiders (outside applicants).
- 8.1.5. Platform for online display of vacancies and application to the posted position, which can set deadline of application wherein both insider and outsider applicants may submit their application documents with complete attachments
- 8.1.6. Applicant tracking following the major areas of the DOE hiring and selection process
- 8.1.7. Applicant Notification thru email regarding application status and schedule updates, **this module should be ready for SMS notification pending the DOE's engagement of SMS Notification service provider.**
- 8.1.8. Employee onboarding - onboarding kits, tasks, and checklists for internal coordination, etc.



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8.1.9. Integrate applicant information with Personal Data Sheet upon hiring.

11. ADDITIONAL REQUIREMENTS

11.1. Supplier's Project Team

11.1.1. Team structure must include the names, position and years of experience in designing, developing and implementing Civil Service Commission Compliant Human Resource Information and Payroll Systems.

11.1.2. Qualifications / Credentials of Project Team

11.1.2.1. Experience in handling Civil Service Commission Compliant Human Resource Information and Payroll Systems must be indicated

11.1.2.2. **The Supplier must submit the CV of their project team member which will be validated by DOE**

11.2. Hardware Brochures that indicate the requirements indicated in Annex A.

11.3. **Deleted requirement on the Software Solution Registration in Intellectual Property Office (IPO)**

11.4. Present a Proof of Concept (POC) of the proposed Civil Service Commission Compliant Human Resource Information and Payroll System that is in accordance with the CSC rules, regulations, policies, and reports. (The POC shall be presented during the post qualification and CSC rules, regulations, policies and reports must be presented.)

11.5. The supplier must be able to provide a certificate of satisfactory performance from the agency used in the SLCC.

H. FIREWAL REQUIREMENT:

All firewall requirements should be coordinated and harmonized with the existing DOE Firewall. For purpose of compliance, the compliance to the firewall requirement will be certified by the DOE ITMS during or after the installation.

I. Annex A: HARDWARE SPECIFICATION :

ANNEX A – Hardware Specifications

1. One (1) Rack Mount Server
 - 1.1. Processor Slots: 2
 - 1.2. Processor: Intel Xeon Silver 4214, 12Core (2.2 Ghz, 16.5MB)
 - 1.3. Chipset: C621 Express
 - 1.4. Graphics: ASPEED AST2500 BMC
 - 1.5. Memory or **Equivalent per brand offered**



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- 1.5. Memory: 16gb DDR4 – 2933 ECC RDIMM
- 1.6. 24 Memory DIMM Slots 1.6. OS Storage: 2 Pcs 2.5" 600GB SAS Hot-swappable HDD; RAID
- 1.7. Data Storage: 4 Pcs 2.5" 2.4TB SAS Hot-Swappable HDD; RAID 5
- 1.8. Raid Controller
 - 1.8.1. High Performance 12GB/s Data Transfer
 - 1.8.2. 16 Internal 12GB/s SATA+SAS Ports
 - 1.8.3. SAS3316 RAID-on-chip
 - 1.8.4. 2GB DDR Cache Memory
 - 1.8.5. PCI Express 3.0 Host Interface
 - 1.8.6. Four mini-SAS SFF8643 internal connector (Horizontal Mount)
 - 1.8.7. 1.8.7. Support for CacheVault flash Protection
- 1.9. Drive Bay: Front Side; 24X2.5" Standard SKU
- 1.10. Input / Output Ports
 - 1.11.1. Front: 2 x USB 3.0 ports or **2 x USB 2.0 and 1 x USB**
 - 1.11.2. Rear: 1 x VGA, 1 x Com port (RJ45 TYPE), 1 x RJ45 Management LAN port, 2 x USB 3.0 ports, 2 x RJ45 Lan Ports (**This is the minimum requirement additional port is acceptable.**)
- 1.11. Power supply: 2 PCS Hot-swappable power Supply
- 1.12. Operating System: Microsoft Windows Server 2016 or later
- 1.13. Cachevault Protection
- 1.14. Regulatory Compliance to MET, CE, **and FCC or equivalent (must meet all regulatory or equivalent of each certification)**

5.19. Certification

- 5.19.1. The proposed solution must be a member of MAPP (The Microsoft Active Protections Program)
- 5.19.2. The IPS vulnerability database must be CVE Compatibility certificated
- 5.19.3. In order to ensure the maturity of solution technology, **the software principal/developer must be CMMI L5 certified**
- 5.19.4 The project implementer **from the software principal/ developer must be CISSP certified**

4. Procurement of Services for Digitization of Paper Documents

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IV. TECHNICAL COMPONENT ENVELOPE - Item (h)

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B. TERMS OF REFERENCE CLARIFICATION

Point of Clarification	Clarification
a. Is Laserfiche the required software for indexing?	Yes. It is the specified software.
b. On sizes and condition document of documents to be digitized	The documents could be a mix of new and old, but there is no faded text or documents in brittle condition. The bidder is advised on the sizes of documents as specified in Terms or Reference /Specification: Item III - Financial proposals
c. Are there back-to-back pages and will it be considered 2 pages	The documents could be a mix of one-page and back-to-back. In case of back-to-back document, these are considered 2 pages.
d. On pricing – Referring to the computation: Total bid = item (i) + item (ii) Is the price for (i) and item (ii) could be different	It is left to the judgment of the supplier. However, this proposal will be used as reference for unit cost of actual billing cost.
e. Will the staff from DOE's end could conduct an orientation/training on the use of the existing software	No. The following is included in the requirement under the Item VI. - Service Provider Qualifications: - The SP must provide the Curriculum Vitae (CVs) of their proposed staff clearly showing the relevant skills and work experience commensurate to the project requirements including skills in the use of Laserfiche software with corresponding certificate of training
f. On scanning specifications: Is the data are printed, or these are in Excel format?	What will be provided is the metadata of each document for indexing.
g. What I the process of uploading the scanned and indexed document to the ECM (e.g., step-by-step procedure, real-time or individually uploaded, etc.)	The SP is assumed to be knowledgeable in the use of Laserfiche software including the process of uploading
h. Inclusion in the indexing station to be provided.	SP shall provide five (5) indexing workstations (laptops/desktops) which should not be brought outside the DOE Premises without permission.



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Is the service provider will be provided indexing workstations?	The DOE will provide a location for the indexing workstation
i. Is there a requirement for a specific type of scanner?	No specific requirements as long as it can work with the scanning software.

5. Procurement of one (1) Lot of Conference Table and Chairs

A. Specification

Item No.	Description	Quantity	ABC
1	Conference Table and Chairs	1 Lot	Php 150,000.00
<p>Specifications:</p> <p>1-unit Conference Table</p> <ul style="list-style-type: none"> - 8-seater; Dimensions: approx. 2400mm x 1000mm x 750mm (LxWxH) - Triangular profile steel legs in powder coat finish - Laminated Top with beveled edge on 4 sides - With provision of Wire Management <p>Sample Photo:</p>  <p>10-units Mid-Back Chairs</p> <ul style="list-style-type: none"> - Leatherette upholstery with foam - Fixed armrest - With synchronized multi-tilt mechanism, pneumatic seat height adjustment, and 360° swivel functions - White color 			

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Sample Photo:



Considering the COVID-19 situation, Opening of Bids can be witnessed through video conferencing via MS Teams platform. In preparation, you may download the app in advance to witness the proceedings. Bidders and observers may submit their intent to participate with the following information such as the nominated email address to jdeogracias@doe.gov.ph

This Bid Bulletin forms part of the terms of reference. All other terms and conditions in the Bid Documents issued by the DOE-BAC not consistent with this Supplemental / Bid Bulletin shall remain valid and effective.

Approved for Issuance:

USEC. ROBERTO B. UY

Chairperson, Bids and Awards Committee

FGD/jjad