TERMS OF REFERENCE
PROCUREMENT AND INVENTORY MANAGEMENT SYSTEM (PIMS)

RATIONALE

Procurement within a government office is a complex and multifaceted responsibility that demands a high level of expertise. Effectively managing purchase requisitions, requests for quotations, inventory levels, invoices, and supplier relationships requires careful coordination and attention to detail.

Implementing a Budget Procurement and Inventory Management Information System offers significant benefits in streamlining these processes. Such a system ensures that procurement activities are conducted efficiently and in a timely manner, supporting compliance with established procedures and policies.

By adopting a comprehensive procurement and inventory management solution, government offices can enhance operational efficiency, improve the accuracy of transactions, and promote transparency in budget utilization. This approach facilitates smoother purchasing workflows, enabling more effective resource allocation and fiscal accountability.

OBJECTIVES

The primary objective of the Office of the Solicitor General (OSG) is to acquire a unified and systematic web-based application to facilitate the efficient procurement of properties and assets for the agency.

Specific Objectives

(i) **Regulatory Compliance**. The OSG is committed to full compliance with Republic Act No. 12009, otherwise known as the "New Government Procurement Reform Act." This initiative aims to ensure that all procurement activities are modernized, standardized, and regulated in accordance with the prescribed rules and regulations governing the procurement processes of the Government of the Philippines (GoP).

(ii) **System Requirements**. The OSG seeks to procure a custom-built, integration-capable, and scalable application solution, complemented by the necessary hardware infrastructure. The OSG intends to use this system to streamline and systematize the procurement of properties and other assets across all relevant departments.

SCOPE AND COVERAGE

The service provider shall provide the solution with an "unlimited" number of user licenses/enterprise licenses.

The system must have the capability to regularly generate the following reports, which can be reformatted based on user requirements The software should automatically generate these reports upon installation, eliminating the need for development during implementation.

The system shall consist of the following sub-modules, namely:

- **Budget**

a. Preparation of the Project Procurement Management Plan (PPMP)
b. Submission of the Annual Procurement Plan
c. Realignment, Supplementary, and Re-allocation
d. Tracking of APP and PPMP History
e. Viewing of APP Draft

- **Procurement**

a. Purchase Request
b. Canvassing / Request for Quotation
c. Abstract of Quotation / BAC Resolution
d. Awarding
e. Purchase Order
f. Purchase Order Adjustment
g. Agency Purchase Request
h. Contract Management
i. Billing and Payment

- **Inventory**

a. Property, Plant and Equipment (PPE) & Semi-Expendable Property
b. Supplies Inventory
c. Accountability Monitoring
d. Reporting
e. Disposal
f. Insurance
g. Vehicle
h. Transportation
i. Request for Allocation of Resources

j. Repair and Maintenance
k. Warehouse Management

DEFINITION OF SIMILAR CONTRACT

For purposes of determining eligibility and compliance with the requirements of this Terms of Reference, a similar contract shall refer to a completed contract involving the design, development, implementation, customization, deployment, or maintenance of a Procurement and Inventory Management System, or a comparable information system with procurement, property, asset, supplies, inventory, contract management, reporting, workflow, and system integration functionalities.

DETAILED TECHNICAL SPECIFICATIONS

1.1. GENERAL SYSTEM REQUIREMENT

Business Requirement	Functional Requirement
Efficiency and Convenience Tools	1. 360 View of Transactions
	1.1. Complete view of the transaction details on a single page
	1.2. Real-time feeds on transaction status
	1.3. Better information delivered to end-users at a glance
	2. Notifications and Alerts
	2.1. Sending of notifications to the appropriate users for every transaction for approval via Email
	2.2. Sending of notification via Email and alerts based on the frequency implemented for transaction turn-around time and for transactions that has scheduled alert notifications
	2.3. Sending of notification via Email based on the critical and re-order level set in monitoring of supplies
	2.4. Sending email notifications for vehicles and insurance that are nearing expiration or have already expired.
	3. Quick Search and Assists Filters
	3.1. Facility for quick search in all modules
	3.2. Filtering functionality for all tables and modules

Configuration and Security Requirements	4. User Access Rights and Control Mechanism
	4.1. Shall have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor).
	4.2. Policy control level that will restrict/allow which modules and actions should be available to the end users.
	4.3. Shall have the facility to restrict access to menus, reports, and data sources such as databases, tables, and folders.
	5. Workflow Management
	5.1. Dynamic workflow, which allows the user to define different workflows for different types of jobs or processes and increases flexibility within a workspace and helps the administrators maintain all workflow processes in the system
	5.2. Use of email-based software technology to increase the efficiency of a workflow by improving the coordination of the activities of the people involved.
	5.3. Workflow automation helps to ensure that at the right time the right person gets the right information about what needs to be done and in what order.
	6. Authentication and Audit Trail
	6.1. User authentication that allows the system to verify the identity of someone who connects to or accesses the system. User authentication consisted of assigned username and password combination
	6.2. A functionality that logs/captures the historical records of all transactions or events that happened in the system based on the sequence of events.
	6.3. A time stamp functionality that captures when and what time a transaction was processed or submitted shall include, but not be limited to, the following: - File Updating and Maintenance - Errors and abnormal activities in the system - User and system istrator activities - User log-on and log-off
	6.4. User activities relative to the stored information, which include updating, printing, downloading, deletion, annotation, and other changes

	6.5. List of records/files removed from the active database for backup purposes
	6.6. Shall have the facility to view, print, and download audit trail report in PDF, Excel, and CSV file formats
	6.7. Shall have the facility to display current users of the system any time
	7. User Maintenance
	7.1. Shall have the facility to update user accounts
	7.2. Shall have the facility to configure user idle time to trigger automatic logout.
Technology	8. The system must use an application design pattern of Model-View-Controller for Microsoft .Net
	9. The system must use MSSQL and features such as data at rest encryption, triggers, stored procedures, and events. Configuration for master-slave replication must be ready for future use.
	10. The system must be accessible using multiple browsers.
	11. The system shall support deployment across various cloud platforms (e.g., AWS, Azure, Google Cloud) to ensure flexibility and scalability.
	12. The system shall be designed to support Continuous Integration and Continuous Deployment (CI/CD) processes to enable automated build, testing, and deployment workflows.
Integration Requirements	13. Integration
	13.1. Share of libraries or transactions between systems
	13.2. Standard coding of items across systems
	13.3. Uniform depreciation of PPE.
	13.4. Processing of Procurement and Property Dept. (PPD) Supplies purchases through the procurement system upon reaching re-orderable levels
	13.5. Employee viewing of accountabilities and any transactions from any systems
	13.6. Single approving authority across systems per department
	13.7. Corporate viewing/printing of selected reports

	13.8. Corporate viewing/printing of libraries
	14. Linkage with Accounting System.
	14.1. Connection to the accounting system that will facilitate browsing, downloading, and uploading of information or storage of information (summary of issuance, summary of depreciation cost, etc.)
	14.2. Facilitate creation of accounting entries (debit/credit) to be posted in the accounting system, such as: • ICS depreciation • Supplies issuances
	14.3. Disposal thru: - Public Auction / Public Bidding - Sale thru Negotiation - Barter - Transfer to other Government Agency - Donation - Destruction or Condemnation - Or any other mode of disposal as mandated by the Government
	14.4. The Accounting System will maintain the General Ledger of PPEs (e.g. FFEs, IT Equipment) and supplies issuances to departments while the Fixed ICS & Supplies Monitoring shall maintain their corresponding Subsidiary Ledger.
	14.5. The proposed system should interface and be fully integrated with our current corporate Accounting System and other related systems that will be providing and requiring information to and from the proposed system and should allow cross-company/multi-company transactions. Accounting entries are automatic to the Accounting System, hand-off files or uploading is not allowed.
	15. Linkage with Personnel Information System (PIS) or any Human Resource Information System (HRIS)
	15.1. Capability to allow scheduled or ad hoc upload from the PIS/Employee System of all or selected employee and organizational unit (sector, group, or department) information.
	15.2. Capability to allow scheduled or ad hoc upload of a list of current contractual employees.

	15.3. Capability to allow scheduled or ad hoc upload from the Employee System of all or selected employee and organizational unit (sector, group, or department) information.
	15.4. Shall have the facility to update user login credentials (username, password).
	15.5. Shall have the facility to support activation of a separate password policy, which includes, but is not limited to, the following:
	15.6. Password history
	15.7. Password configuration (allowed characters, forbidden passwords, number of characters, etc.…)
	16. Should have the facility to integrate with the authentication/identity provider
	16.1. Use of existing Identity Provider (e.g., MS AD, Azure AD, Google Identity, Octa)
	16.2. Integration via OAuth2, SAML, or custom API

1.2. BUDGET MANAGEMENT MODULE (PPMP / APP)

The module shall be designed to optimize planning and financial control to promote sound business decisions, demonstrate accountability and efficient workflow, and to prompt appropriate and immediate action when and where necessary.

Business Requirement	Functional Requirement
Project Procurement Management Plan and Annual Procurement Plan	1. Preparation of the Annual Procurement Plan
	1.1. Facility for a department level preparation of Project Procurement Management Plan (PPMP) with corresponding budget, all with details of items as required by Department of Budget and Government Procurement Policy Board (GPPB) like as follows: - PPMP No. - Mode of Procurement - Implementing Unit details - Source of Funds - Accounting Code Mapping - etc...
	1.2. Functionality for adjustment of PPMP / APP based on approved budget reallocation, realignment or supplemental
	1.3. Tracks utilization of APP and remaining budget
	1.4. One-click consolidation/reconsolidation of APP
	1.5. Printing of APP-related reports such as APP-CSE, APP per Project, etc.

1.3. Procurement Management Module

Business Requirement	Functional Requirement
Purchase Requisition Process	1. Purchase Requisition Processing
	1.1. Facility to encode and process PR details such as: - PR No. / Date of PR - Unit / Requesting Department - Mode of Procurement - PR Type - Budget Verification
	1.2. Facility to determine whether PR is to be processed through a certain mode of procurement that is compliant with RA 12009, such as: - **Competitive Bidding** Section 27 - **Limited Source Bidding** Section 28 - **Competitive Dialogue** Section 29 - **Unsolicited Offer with Bid Matching** Section 30 - **Direct Contracting** Section 31 - **Direct Acquisition** Section 32 - **Repeat Order** Section 33 - **Small Value Procurement** Section 34 - **Direct Sales** Section 36 - **Direct Procurement for Science, Tech & Innovation** Section 37 - **Negotiated Procurement** Section 35 • Two Failed Bidding 35.1 • Emergency Cases 35.2 • Take-over of Contracts 35.3 • Adjacent or Contiguous 35.4 • Agency to Agency 35.5 • Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services 35.6 • Highly Technical Consultants 35.7 • Defense Cooperation Agreements and Inventory-Based Items 35.8 • Lease of Real Property and Venue 35.9 • Non-Government Organization (NGO) Participation 35.10 • Community Participation 35.11 • United Nations (UN) Agencies, International Organizations or International Financing Institutions 35.12

	• Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions 35.13
	1.3. Capable of tracking/referencing the PR items based on the approved Annual Procurement Plan
	1.4. Capable of monitoring the status of Purchase Request (PR)
	1.5. Capable of consolidating multiple PRs into 1 Purchase Request (PR)
	1.6. Capable of creating PR from multiple PPMPs for procurement of Common-Supplies items
	1.7. Capable of generating Procurement Monitoring Report
Mode of Procurement Matrix	2. Determination of Procurement Method
	2.1. Compliance in the order of determining the procurement method
	2.2. Generate an applicable procurement report based on the procurement method used.
	2.3. Process different types of procurement, stated below: - **Competitive Bidding** Section 27 - **Limited Source Bidding** Section 28 - **Competitive Dialogue** Section 29 - **Unsolicited Offer with Bid Matching** Section 30 - **Direct Contracting** Section 31 - **Direct Acquisition** Section 32 - **Repeat Order** Section 33 - **Small Value Procurement** Section 34 - **Direct Sales** Section 36 - **Direct Procurement for Science, Tech & Innovation** Section 37 - **Negotiated Procurement** Section 35 • Two Failed Bidding 35.1 • Emergency Cases 35.2 • Take-over of Contracts 35.3 • Adjacent or Contiguous 35.4 • Agency to Agency 35.5 • Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services 35.6 • Highly Technical Consultants 35.7 • Defense Cooperation Agreements and Inventory-Based Items 35.8 • Lease of Real Property and Venue 35.9 Lease Venue

	• Non-Government Organization (NGO) Participation 35.10 • Community Participation 35.11 • United Nations (UN) Agencies, International Organizations or International Financing Institutions 35.12 • Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant Products, Electronic Charging Devices, and Online Subscriptions 35.13
	2.4. Generation of Agency Procurement report (APR) containing all mandated information
Canvassing	3. Canvassing
	3.1. Capable of creating Request for Quotation (RFQ)
	3.2. Allows quotations for both services and materials
	3.3. Quotation ranking based on predefined canvassing criteria.
	3.4. Capability to prepare an Abstract of Quotations
	3.5. Allows editing of Abstract of Quotations
	3.6. Functionality for Conversion incase of non-peso transaction
	3.7. Automatic email submission for RFQ/RSQ based on the email address of the supplier indicated in the supplier module
	3.8. Refers PO to PR or Quotation, or other reference document number
	3.9. Allows one PR to one PO, many PRs to one PO, and one PR to many POs.
	3.10. Approval routing for purchase Order through Workflow
	3.11. Monitors status of Purchase Orders
	3.12. Records invoice and Official Receipt Number for POs served and paid
	3.13. Shows audit trail of PO transaction
	3.14. Generation of Purchase Order (PO) containing all mandated information
	3.15. Segregated printing of PO for special cases, like when two suppliers win the bidding process

	3.16. Browse related documents as required in the submission of a particular procurement documents (i.e., PR, Property Acknowledgement Receipt (PAR), abstract of quotations, etc.—whatever is required)
	3.17. Generation of petty cash voucher (PCV) for petty cash purchases
	3.18. Automatic generation of the winning bidder/supplier, yet manual selection shall be allowed.
	3.19. Generation of COA Transmittal Report
	3.20. Ability to apply penalty for delay in the delivery of items by the supplier in accordance with the law mandate
Purchase Order Adjustment	4. Purchase Order Adjustment
	4.1. Functionality to make adjustment to a specific Purchase order
	4.2. Identification of items to be adjusted per suppliers
	4.3. Updated PO regarding adjusted quantity and unit price
Preparation of Voucher for payment of purchase	5. Preparation of Voucher for payment of purchase
	5.1. Generation DV for payment of purchase
	5.2. Automatic recording (feeding) of purchased items according to the category of inventory (supplies inventory)
	5.3. Categorization of items into properties or supplies inventory
	5.4. Automatic listing of requirements/attachments for a certain transaction
Generation of Accounting Entries	6. Generation of Accounting Entries
	6.1. Generate automatic accounting entries to approved purchases

Contract Management	7. Contract/Agreement Management
	7.1. Capability to track multi-year contract
	7.2. Capability to track Contract Info, Vendor Details, Warranty Date and Amount
	7.3. Capability to monitor payment schedules and details

1.4. Property and Inventory Management Module

Business Requirement	Functional Requirement
Delivery, receipt, Inspection, and acceptance of supplies, materials, and Equipment	1. Delivery, receipt, Inspection, and acceptance of supplies, materials, and Equipment
	1.1. Generation of Inspection and Acceptance Reports (IAR) and credit transactions, which allows processing of partial delivery and restriction of re-generation of IAR with the same transaction
Item Status	2. Item Status
	2.1. Able to classify materials in various categories
	2.2. Monitors aging or shelf-life
	2.3. Classifies inventory as: active or inactive (depending on movement), for repair, for disposal, for replacement, etc.
	2.4. Able to identity which items are fast-moving or slow-moving
	2.5. Computation or Recording and Monitoring of reorder point, maximum and minimum inventory levels
Item History Monitoring	3. Item History Monitoring
	3.1. Automatically compute for year-to-date values for items purchased, used, and rejected
	3.2. Supports bar-coding technologies
	3.3. Allows automatic conversion from unit of measure to another unit of measure
Consolidated Features	4. Consolidated Features
	4.1. History of item status (uncanvassed, delivered on time, etc.)
	4.2. Browsing/printing history of item status per supplier

	4.3. Capable of transferring property accountability from one person to another
Items Receipt	5. Items Receipt
	5.1. Identifies schedule of deliveries to allow inquiries on inventory stock
	5.2. Classification of inventory items according to status, e.g. in-transit, under inspection, etc.
	5.3. Classifies all goods received according to standard item types
	5.4. Automatically updates for item cost upon receipt of new items, depending on evaluation. E.g. FIFO, LIFO
	5.5. Processes both partial and full deliveries on purchases
	5.6. Records details on quality inspections on received items, e.g. warehouse received, inspection date, inspection results, inspecting and reviewing personnel, etc.
Items Issuance	6. Items Issuance
	6.1. Processes receipts of non-stock items for further issuance, e.g. identity approved requests for supplies
	6.2. Using built-in workflow, informs requesting personnel of availability of items
	6.3. Processes goods issuance for projects departments, allocating the costs to corresponding cost centers
	6.4. Automatically updates quantities on hand
Items Transfer	7. Items Transfer
	7.1. Records information on inventory transfers, e.g. item to be transferred, warehouse details, and accountability information. History of Transfer should be made available at all times.
	7.2. Processes warehouse-to-warehouse and warehouse-to-department transfers
Maintenance of Supplies Withdrawal Schedule	8. Maintenance of Supplies withdrawal Schedule
	8.1. Create a department-level facility to support the current Supplies Withdrawal Slip (SWS) processes to be interfaced with the main system

	8.2. Able to support two-level warehousing with Procurement/Supplies Office as the main warehouse and sub-warehouse in all the units
	8.3. Able to monitor actual supplies utilization at department level
	8.4. Supplies Withdrawal Schedule per Department by encoding the issuance date
Standard Stock Level of Supplies Inventory	9. Standard Stock Level of Supplies Inventory
	9.1. Determine standard level of supply for each inventory item
	9.2. Allow build-up of stocks more than the required level of supply for emergency purposes
	9.3. Viewing and printing of Re-order report
	9.4. Viewing and printing of stock position sheet
	9.5. Update of stock balances upon receipt of items purchased
Sub-Level Supplies Monitoring	10. Sub-Level Supplies Monitoring
	10.1. Capability to monitor stocks on hand per Department/Office Level
	10.2. Capability to issue stocks to employee on a Department/Office Level
Withdrawal of Supplies Inventory / Request for Issuance of Supplies	11. Withdrawal of Supplies Inventory / Request for Issuance of Supplies
	11.1. Recording of supplies shall be done thru Barcoding technology with option to encode through keyboard in cases barcode scanning/reading is not possible (i.e. defective unit, unreadable sticker, etc.). This feature should be available in main warehouse and sub-warehouses
	11.2. Viewing and printing of supplies withdrawal
	11.3. Department-level supplies withdrawal based on schedule and approved budget
	11.4. Department-level supplies emergency withdrawal
	11.5. History of item movements
	11.6. Department history of withdrawals and requests
	11.7. Remote facility for issuing personnel

	11.8. Adherence to FIFO (first-in, first-out) or queuing process of request and withdrawal
Inspection upon delivery of the items	12. Inspection upon delivery of the items
	12.1. Shall have the functionality to: - Preview / generate exception reports when: • Duplicate records are detected • Incomplete records are detected • Upload is aborted
	12.2. Should have the functionality to extract pertinent regular employee details necessary to process RIS, PAR or ICS.
Inventory of PPE	13. Inventory of PPE
	13.1. Allow selection of records to upload to the barcode scanner (all/by range).
	13.2. Barcode scanner should be capable of identifying and recording the following: - Item(s) belonging to the department - Item(s) missing and - Item(s) found but not in the master list
	13.3. Capable of viewing and printing all properties recorded (i.e., by classification, etc.) as of inventory-taking date: and corresponding inspection status i.e., 'for inventory-taking', 'inventory done' or with update.
	13.4. Capable to maintain a history of the results of inventory
	13.5. Ability to identify items which are already inventoried to avoid double count.
	13.6. Capability to view and print the results of the inventory, presented by date of the inventory, sorted by PPE item, employee or organizational unit (sector, group or department). The system shall also be capable of generating the Inventory Count Form (ICF).

Asset Maintenance	14. Asset Maintenance
	14.1. Allows maintenance of Asset Master file information: • Asset Number • Asset Description • Asset Category • Manufacturer/Supplier • Model • Serial Number • Tag Number with Sub-Component Asset Tagging • Accountability (Name of employee accountable for the asset) • Acquisition Date • Acquisition Cost • Estimated Cost • Estimated Life • Depreciation method (Straight Line Method) • Depreciation Date (service date) • Salvage value • Net book value • Insurance policy • Insurance number • Insurance Company • Insurance coverage/Amount • Others
	14.2. Maintains the following Asset Status categories: • Un-issued / Issued / Re-issued • Disposed • Returned • Transfer
	14.3. Allows viewing of list of assets available for transfer
	14.4. Tracks asset accountability history
	14.5. Allows computation of depreciation using a specified depreciation method
	14.6. Able to handle disposal, retirement, selling of assets • Update Net Book Value of an asset that will be disposed, donate or sold
	14.7. Allows reinstatement of retired assets
	14.8. Able to update asset quantity balance

	14.9. Allows adjustments of asset information • Cost • Salvage Value • Estimated useful Lite • Depreciation Method
	14.10. Allows reclassification of an asset to another asset category
	14.11. Allows entry of physical count of asset result
	14.12. Captures required asset physical count information and routes to the appropriate personnel results of the physical count
	14.13. Allows authorized personnel to view results of physical counts
	14.14. Allows to record status/information of repairs and maintenance of an asset
	14.15. Tracks, monitor, and updates the status of each repair
	14.16. Able to generate appropriate accounting entries for any asset movement and asset revaluation
	14.17. Allows transfer of accounting entries to the General Ledger
	14.18. Allows restriction of people who can enter or edit the ff:
PPE and Property Acknowledgement Receipt (PAR)	15. Preparation and Distribution of PAR (for PPE)
	15.1. Should be able to select from the list of employees to whom the item(s) will be assigned; allow assignment of accountability on per items or per group of items.
	15.2. Should generate a unique transaction code or number for every PAR generated
	15.3. Should be capable of creating, cancelling and voiding PAR.
	15.4. Allow viewing of the cancelled/voided PAR
	15.5. Should allow printing and re-printing of PAR for a specific transaction or a range of PAR transactions.
	15.6. Capability to view names of all employees and all their accountabilities
	15.7. Capable of transferring accountabilities from one employee to another.

	15.8. In case the requesting department failed to specify the name of the person responsible for the item, the system shall default assign to the requesting employee as captured in the PR, with the option to manually encode the details.
Semi-Expendable Property, and Inventory Custodian Slip (ICS)	16. Preparation and Distribution of ICS for Semi-Expendable Property
	16.1. Should be able to select from the list of employees to whom the items will be assigned: allow assignment of accountability on per items or per group of items.
	16.2. Should generate a unique transaction code or number for every ICS generated
	16.3. Should be capable of creating, canceling and voiding ICS.
	16.4. Allow viewing of the cancelled/voided ICS.
	16.5. Should allow printing and re-printing of ICS for a specific transaction or a range of ICS transactions
	16.6. Capability to view names of all employees and all their accountabilities
	16.7. Capable of transferring accountabilities from one employee to another
	16.8. In case the requesting department failed to specify the name of the person responsible for the item, the system shall be default assign to the requesting employees as captured in the PR, with the option to manually encode the details.
	16.9. Should have a facility capable in inquiring if the EUL of a certain items assigned to an employee has reached its EUL before a new item is issued.
	16.10. The accountability for low-valued items that have reached its EUL shall be automatically archived by the system

QR Code / Barcoding Technology	17. Printing of Property/Stock/ Semi-Expendable Property (QR Code or Barcode) Sticker for Items
	17.1. Should have the functionality to print/reprint single or multiple QR Code or Barcode stickers as specified by Agency with the following details: • Property Number / Stock Number / Semi-Expendable Property Number • Item description • Serial Number • Acquisition Date/Cost • Person Accountable • Space for the validation/signature of the Inventory Committee and COA Auditor
	17.2. QR code generated must be readable by generic device (e.g smart phone with QR reader)
Monitoring of PPE	18. Monitoring of PPE
	18.1. Capable of re-assigning/reclassifying an item from PPE to Semi-Expendable Property or vice-versa, including the updating of the corresponding account title, as necessary.
	18.2. Capable of processing depreciation of PPE for posting to the Accounting System.
	18.3. Able to display the status of the ~~CPE~~ PPE item, and display the history of transactions pertaining to the PPE item (e.g. transfer from one employee to another, re-assigned from PPE to Semi-Expendable Property, turned-in, EUL rendered etc.)
	18.4. Capability to have a history of transactions of every employee like PAR assignment, turn-in, lost property, payment on lost property, etc.
	18.5. Capability to identify/inquire about the asset entitlement of an employee
Monitoring of Semi-Expendable Property	19. Monitoring of Semi-Expendable Property
	19.1. Capability for re-assign/reclassify an item from Semi-Expendable Property to PPE or vice-versa, including the updating of the corresponding account title, as necessary.
	19.2. Capability to view and print the list of items issued to each employee as of given date.
	19.3. Capability to view and print list of items that have reached its EUL

	19.4. Generation of Inspection and Acceptance Report (IAR) under petty cash, cash and credit transactions which allows processing of partial delivery and restriction of re-generation of IRR with the same transaction
	19.5. Generation of Supplier Performance Evaluation Report
Transfer of Properties	20. Transfer of Properties
	20.1. Capable of generating the Property Transfer Report/Receipt of Returned Equipment and Inventory Transfer Report/Receipt of Returned Semi-Expendable Property.
	20.2. Capable of transferring properly accountability from one person to another
	20.3. Allow transfer of property either on per item or on a per group basis.
Disposition of PPE, Semi-Expendable Property and Supplies	21. Disposal of Properties
	21.1. Capability to select, view and print data on turned-in properties and supplies to be evaluated for disposal—selected per date, item, employee or organizational unit (sector, group or department).
	21.2. Capability to create and generate user-defined memo template for disposal
	21.3. Capability to process property/supply disposal based on the approved mode of disposal (sale, transfer or destruction, etc).
	21.4. Capability to create and generate Gate pass
	21.5. Capability to record, view and print audit trail of all disposal transactions (communicated, approved and completed).
Repair and Maintenance of Properties	22. Maintenance / Repair Schedule
	22.1. Capability to add Job Schedule with the details (i.e. responsible person for repair, job status, costing, etc.).
	22.2. Capability to provide detailed scope and description of work.
	22.3. Capability to print Job Order.
	22.4. Facility to maintain repair history of a particular property.

Motor Pool	23. Motor Pool
	23.1. Capability to monitor and maintain Vehicles used for motor pool
	23.2. Capability to monitor and track the trip details per vehicle, including fleet card
Government Accounting Manual (GAM) Compliance	24. The system must use the Government Accounting Manual (GAM) transactions in updating stock levels and must be able to generate GAM reports, such as but not limited to the following. based on its prescribed format and use: • Purchase Order (PO) • Requisition and Issue Slip (RIS) • Stock Card (SC) • Property Card (PC) • Inspection and Acceptance Report (IAR) • Inventory Custodian Slip (ICS) • Property Acknowledgement Receipt (PAR) • Report of Supplies and Materials Issued (RSMI) • Waste Materials Report (WMR) • Report of Lost, Stolen, Damaged or Destroyed Report (RLSDDP) • Property Transfer Report (PTR) • Inventory and Inspection Report of Unserviceable Property (IRRUP) • Property, Plant and Equipment Ledger Card (PPELC) • Report on the Physical Count of Inventories (RPCI) • Report. on the Physical Count of Property, Plant and Equipment (RPCPPE) • Semi-Expendable Property Card (SPC) • Semi-Expendable Property Ledger Card (SPLC) • Registry of Semi-Expendable Property Issued (RegSPI) • Inventory Transfer Report (ITR) • Receipt of Returned Semi-Expendable Property (RRSP) • Report of Semi-Expendable Property Issued (RSPI) • Report on the Physical Count of Semi-Expendable Property (RPCSP) • Report of Lost. Stolen, Damaged or Destroyed Semi-Expendable Property (RLSDDSP) • Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) • Inventory Custodian Slip • Inventory Count Form • Registry of Semi-Expendable Property Issued • Report on the Physical Count of Semi-Expendable Property

Reports	25. Facility to regularly generate the following reports, which may be reformatted subject to the requirements of the users. These reports should be available out-of-the-box and should be available upon installation of the software (without the need of developing it during implementation). • PPMP Report as Mandated by the PS / GPPB • PPMP Report per Accounting Code Summary • PPMP Report per Project • PPMP - Utilization Report • PPMP - Schedule Withdrawal Utilization Report • PPMP - Emergency Withdrawal Utilization Report • APP Report as Mandated by PS / GPPB • APP Consolidated Report • APP Collated Report • APP Report per Accounting Code Summary • APP CSE Report • APP per Project Report • APP/PPMP Adjustment/Amendment Comparison Report • Purchase Request Form as Mandated by GAM • Purchase Request Form with Accountable Personnel • Petty Cash Vaucher Report • PR Items Audit Trail / PR Item Monitoring Report • Request for Quotation Form Report • Abstract of Quotation/Bids Report • Notice of Award • Notice to Proceed • Purchase Order • Disbursement Voucher • Budget Utilization Request • PO Instruction • Procurement Monitoring Report • Agency Procurement Report • Report on the Physical Count of Property, Plant and Equipment • Property Card • Property Acknowledgement Receipt (PAR) - previously MR • Inspection and Acknowledgement Report (IAR) • Property Transfer Report (PTR) • Return Slip (RS) • Inventory and Inspection Report of Unserviceable Property (IIRUP) • List of Property Allocated for Donation to Other Government Agencies (LPAD) • Gate Pass • Invoice

	• Report of Supplies and Materials Issues (RSMI) • Report of Semi-Expendable Property Issued (RSPI) • Requisition and Issue Slip (RIS) • Report on the Physical Count of Inventories (RPCI) • Inventory of Custodian Slip (ICS) • Supplies Ledger Card • Supplies Card • Inventory Count • Receipt of Returned Equipment • Abstract of Quotation/Canvass
	Others Reports • PR Monthly Monitoring Report • PR Monitoring Report per Requesting Department /Office • Supplier Performance Evaluation Report • Penalty Computation Report • Purchase Request Summary Report • Summary of APR Report • Summary of Cancelled PR's • Summary of PO Report • Summary of PR's processed by per MOP • Summary of Disregarded PR's • Summary of PR Transactions per Canvasser • Summary of RFQ/RSQ and AB Transaction per Canvasser • Summary of Purchase • Running Balance • Audit Logs • COA Transmittal Report • Monitoring of Posting of Procurement Project - Small Value • Summary of Awarded/Completed Contracts and Ongoing Projects per MOP • PHILGEPS Posting Per Month • Detailed Summary of Awarded Contract thru Shopping Mode • Submission of Copy of Notice of Award to COA – Shopping • Lapsing Schedule Report • Summary Report on Accountability per Department/Office • Summary Report on Accountability per Accountable Personnel

	• Property Inventory Form (PIF) for insurance (GSIS) • Consolidated Report on PAR – Issuances • Consolidated Report on PTR – Transfers • Consolidated Report on Returns • Summary Report on Deliveries per Month (w or w/o Insurance) • Summary Report on NGAS Items • Summary Report on Unserviceable Items • Commission of Account Request for Inspection (COA - RFI) • Monthly Issuances Report - Common Supplies • Monthly Receipts Report - Common Supplies • Departmental Consumption Report - Common Supplies • Summary of Receipts and Issuances - IT Supplies • Monthly Issuances Report - IT Supplies • Summary Breakdown of Common Supplies

2. OTHER DELIVERABLES

Following are the additional deliverables to be implemented by the prospective vendor:

2.1. Customization of the application based on the desired process flow of Office of the Solicitor General (OSG).

2.2. Installation of the servers, database server, and application server; and the required dependency software for the system. Third-Party software such as Operating System and Database software should be provided by the VENDOR.

2.3. The supplier/contractor shall provide at least four (4) units of enterprise mobile computers / QR Code scanners with barcode scanning, capabilities and Wi-Fi connectivity for the project, including the necessary configuration, testing, and turnover to the Agency

3. SECURITY

The solution shall implement the necessary enterprise-class security measures to ensure that only authorized users from the (OFFICE OF THE SOLICITOR GENERAL (OSG) have access to the system.

4. ACCESS

Access to the solution through a suitable web browser shall be through a secure protocol using an appropriate digitally signed and valid security certificate to enable encryption of traffic from the browser to the server. The solution shall be accessible using leading web browsers for Windows machines.

5. MODULAR ARCHITECTURE

The system's features and capabilities can be expanded through activation/deactivation of various modules that compartmentalize functions into categories for ease of use and system development.

6. EXPORT and IMPORT of DATA

The system shall support the export of all database fields and records to a non-proprietary, license-free, and universal format to allow data to be exchanged between varying database systems and architectures.

The system shall also support the import of records from an external source, preferably in Excel or CSV format, in order to assimilate bulk data when populating certain tables and databases of the solution.

The Contractor shall be responsible for importing the current data of the Office of the Solicitor General (OSG) from an Excel file into the applicable tables and databases of the system, subject to validation, data mapping, and acceptance by the OSG.

7. INTEROPERABILITY

The solution must be able to exchange information and other transactional operations with other information systems of the (OFFICE OF THE SOLICITOR GENERAL (OSG) in the future.

The technologies used for the solution must allow for integration, guaranteeing interoperability between two or more distinct information systems through an appropriate Application Programming Interface (API) or Software Development Kit (SDK).

8. AUDIT TRAIL

The solution shall have a record of all transactions, insertions and modifications related to property and inventory files and corresponding databases as an audit trail for transparency and accountability.

9. ADMINISTRATIVE REQUIREMENTS

9.1. Functional, Technical and User Manual documentation of the following:

- Features and Functionalities
- Technical documentation / Training Manuals
- User documentation / Training Manuals

9.2. Conduct of necessary management, user and technical training on:

- Management Reports
- User / Processor Trainings
- User acceptance test
  - The users after the training or during the training should be able to test the system
  - If no errors have been encountered and has satisfied the project requirements, then the users should confirm that the system is running accordingly
- Administration, performance tuning and troubleshooting

10. SUPPLIER QUALIFICATIONS

The Service Provider shall confirm the following qualifications and provide sufficient proof as follows:

10.1. The Supplier must have completed within the past five (5) years from the submission date and receipt of at least two (2) projects in a government contract of a similar nature

amounting to at least fifty percent (50%) of the ABC. Certificate of Completion from any government agency that utilizes the supplier's system shall be submitted

Note: Certificate of Completion shall be submitted together with the bidding documents.

10.2. The proposed system/solution of the Supplier must be registered in the Intellectual Property of the Philippines. Proof of registration and the brochures of the software applications shall be submitted during the bidding.

Note: Proof of Registration of the software application is requested to be submitted together with the bidding documents.

10.3. Must be duly registered with the Securities and Exchange Commission (SEC) for at least twenty (20) years;

10.4. Must have a local office in the Philippines, and must employ at least One Hundred Twenty (120) individuals;

10.5. Must be in the ICT business specializing in applications development, business solutions integration, and information systems development, employing at least fifteen (15) programmers/ developers, and one (1) database administrator (DBA).

10.6. Must have competent full-time local staff that implement and support the project. A list of these personnel and their CVs shall be submitted.

10.7. Notarized Certification or affidavit that bidder has not defaulted on any similar IT contract with any Philippine Government or Private Agency.

11. MANPOWER DEPLOYMENT

11.1. The Bidder's Project Team should be composed of at least three (3) expert staff in the customization and implementation of the system.

- Project Manager (1) with the following qualifications:
  - At least five (5) years' technical experience in the IT industry;
  - Must be Project Management Certified. Proof of Certification should be submitted.
  - Have undertaken project management responsibility over IT staff on project which involve the development, customization, implementation, operation and support of any IT systems as shown in his / her CV; and
  - Has worked as a Project Manager in one company as shown in his / her CV.

- Systems/Business Analyst (1) with the following qualifications:
  - At least five (5) years' technical experience in the IT industry;

- Have undertaken project systems/business analysis responsibility on project which involve the development, customization, implementation of any IT systems; and
- Has worked as a Systems/Business Analyst in one company as shown in his / her CV.

- Senior Programmer (1) with the following qualifications:
  - At least three (5) years' technical experience in the IT industry;
  - Have undertaken project programming responsibility on project which involves the development, customization, implementation of any IT systems as shown in his / her CV; and
  - Has worked as a Programmer in one company as shown in his CV.

11.2. The Bidder must submit the resumes / curriculum vitae/s of all the team members that will be deployed for this project.

12. PROJECT CONSTRAINTS

The following constraints or requirements shall be noted:

12.1. Adherence to Philippine and foreign information technology standards and local procurement rules and regulations.

12.2. The procurement of consultancy services will be based on local IT standards and components readily available in the Philippines over the viable IT life cycle, as well as respective government procurement guidelines.

12.3. The Supplier shall consider the existing hardware, software and current network system in the OFFICE OF THE SOLICITOR GENERAL (OSG) and adapt its installation and testing accordingly.

13. TECHNICAL BID EVALUATION

13.1. The Quality Cost Based Evaluation (QCBE) shall be adopted in evaluating the submitted bids.

The technical evaluation will be based on the following criteria:

- Proposed System Process (to include plan of approach and methodology) - 50%
- Experience and Capability – 25%
- Qualification of the Proposed Personnel to be assigned – 25%

13.2. The BAC and TWG will evaluate both the technical and financial proposals of the Service Providers based on the technical requirements of the project and the post evaluation by the TWG.

14. PROJECT DURATION

The application shall be completed and turned over to and accepted by the (OFFICE OF THE SOLICITOR GENERAL (OSG) within six (6) months from the date of issuance of the Notice to Proceed.

Part of the Service Provider's Project Proposal is a Gantt Chart showing their implementation strategy and schedule. This should specify the outputs to be submitted at the end of each project phase. Project milestones should include, but not necessarily limited to the following:

Phase / Activities	Deliverables	Timeline
Phase 1: System Requirements & Alignment *(Analysis of business processes, off-the-shelf PIMS system gap analysis, and customization scope definition)*	Submission and approval of Business Requirement Document: • System Requirement Specifications (SRS) • Solution Architecture & Customization Plan • Project Work Plan	1st month
Phase 2: Customization & System Setup *(Configuration, software tweaks, PIMS customization, and integration of core modules)*	Submission, turnover and acceptance of: • Configured PIMSs Information System • Custom Tweaks & Integration Modules • System Testing & QA Report	2nd – 4th month
Phase 3: User Acceptance & Validation *(Deployment to staging environment, UAT execution, end-user training, and bug fixes)*	Submission and approval of: • User Acceptance Testing (UAT) Sign-Off • End-User & Admin Training Manuals • UAT Defect Resolution Report	5th month
Phase 4: Go-Live & Project Closeout *(Final production deployment, data migration, hyper care support, and handover)*	Upon the signing of Inspection and Acceptance Report	6th month

15. WARRANTY

15.1. The Service Provider shall warrant the customized (OFFICE OF THE SOLICITOR GENERAL (OSG)-PIMS free from any software defect, configuration / software errors from the date of turn-over to the (OFFICE OF THE SOLICITOR GENERAL (OSG).

15.2. Within twelve (12) months from the date of project acceptance (Certificate of Final Completion of Acceptance and/or Inspection and Acceptance Report) by the (OFFICE OF THE SOLICITOR GENERAL (OSG), the contractor shall, whenever appropriately informed of possible bugs, issues and technical concerns affecting the (OFFICE OF THE SOLICITOR GENERAL (OSG)-PIMS, promptly act to fix the problem at no expense to the OFFICE OF THE SOLICITOR GENERAL (OSG).

15.3. The Service Provider shall comply with the following Service Level Agreement:

15.3.1. Bug Alerts

OFFICE OF THE SOLICITOR GENERAL (OSG) shall duly notify the service provider through the specified mode of communication as agreed between both parties (Ticket, email, phone call, fax, etc.). All Bug Alerts in the implemented and customized product, including documentation, shall be corrected by the Service Provider. Correction shall cover any software bug that may surface, or develop a work around, patch or other bug fix for such bug, and make available such patch or bug fix to the OFFICE OF THE SOLICITOR GENERAL (OSG). Bug samples of reports/screen dumps/log extracts should be reported as required by OFFICE OF THE SOLICITOR GENERAL (OSG).

15.3.2. Bug Alert Priority

Bug Alert Priority: All bug alerts shall be classified in any one of the categories specified herein, and the Project Teams of OFFICE OF THE SOLICITOR GENERAL (OSG) and the service provider shall jointly agree on categorizing each bug in any of the categories described or specified in section 19.3.3.

15.3.3. Bug Correction

Bug Correction: The Service Provider shall on receipt of a Bug Alert initiate diagnostic measures and inform OFFICE OF THE SOLICITOR GENERAL (OSG) the reasons for the same. After the service provider has

initiated diagnostic and remedial measures for a Priority One Bug, the service provider shall work continuously during the applicable coverage period, until the Bug is corrected.

Priority	Response Time	Resolution Time	Coverage
Priority 1	1 hour	16 hours	8:30 am - 5:30 pm
Priority 2	4 hours	2 days	8:30 am - 5:30 pm
Priority 3	5 hours	4 days	8:30 am - 5:30 pm

The OFFICE OF THE SOLICITOR GENERAL (OSG) will be given time to test the fix before it is deployed.

For the purposes of the abovementioned provisions, the terms given herein, shall have the meanings stated herein below:

"**Day**" shall mean working day as per the OFFICE OF THE SOLICITOR GENERAL (OSG)'s Calendar.

The time mentioned above shall mean the Philippines Standard Time.

"**PRIORITY ONE BUG**" means, a Bug that renders the implemented and customized product inoperable or is causing serious adverse impact to the (OFFICE OF THE SOLICITOR GENERAL (OSG)'s business operations, and for which no alternative or workaround is available to the (OFFICE OF THE SOLICITOR GENERAL (OSG).

"PRIORITY TWO BUG" means, a Bug that materially affect and/or impacts the implemented and customized product's performance of one or more facilities, or functions, as detailed in the specifications, with the consequence, that the (OFFICE OF THE SOLICITOR GENERAL (OSG)'s business can be performed, but in a restricted or inefficient manner.

PRIORITY THREE BUG" means, a Bug that does not significantly affect OFFICE OF THE SOLICITOR GENERAL (OSG)'s current day-to-day business activities, but the performance or efficiency of the business activity can be improved, if such Bug were to be corrected.

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15.3.4. Bug Log

Bug Log: The Service Provider shall maintain a log of all the Bugs and queries that are received by them and shall report to the OFFICE OF THE SOLICITOR GENERAL (OSG), the following on a weekly basis:

(i) All Bugs / Queries logged with implementer;
(ii) the time the Service Provider received the initial notification of a Bug;
(iii) the classification of the Bug;
(iv) the time when all the data and/or access necessary for problem investigation were provided by the (OFFICE OF THE SOLICITOR GENERAL (OSG);
(v) the solution and workaround provided by the service provider; and
(vi) the time when solution was delivered by the service provider.

16. TERMS OF DELIVERY AND PAYMENT

16.1. The winning Service Provider shall conduct a systems analysis and design of the government's bidding procedures and processes in the development of the OFFICE OF THE SOLICITOR GENERAL (OSG) - PIMS. They should provide and conduct training to the different users and must conduct a User Acceptance Testing (UAT) for all deployed subsystems/modules prior to acceptance.

16.2. The work should be started within two (2) days upon receipt of Notice to Proceed. Billing shall be based in the project milestone with the following schedule:

No.	Description	Percentage	Month
1	**Phase 1: System Requirements & Alignment** *(Analysis of business processes, off-the-shelf PIMS system gap analysis, and customization scope definition)Requirement Document of the Contractor)* **Required Document:** *Signed Certification from ALL end-users OR their respective Service / Division Heads accepting the submitted System Requirement Document of the Contractor*	35%	1st Month

2	Upon Completion of **Phase 2: Customization & System Setup** *(Configuration, software tweaks, PIMS customization, and integration of core modules)*	30%	4th Month
3	**Phase 3: User Acceptance & Validation** *(Deployment to staging environment, UAT execution, end-user training, and bug fixes)*	25%	5th Month
4	**Phase 4: Go-Live & Project Closeout** *(Final production deployment, data migration, hyper care support, and handover).*	10%	6th Month
5	**Retention Fee** *OSG will have deduction of 5% for every payment and the release of the remaining 5% deduction of every payment will be released upon expiration of the warranty.*		

PROJECT COST

The project cost for the **Procurement Inventory and Management System (PIMS)** is Sixteen Million pesos **PHP 16,000,000.00** inclusive of all taxes.

Technical Working Group for Procurement and Inventory Management System

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