PHILIPPINE BIDDING DOCUMENTS

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF THE ADMINISTRATIVE & FINANCE INFORMATION SYSTEM [AFIMS] AND THE HUMAN RESOURCE INFORMATION SYSTEM [HRIS] FOR THE CIVIL AVIATIONAUTHORITY OF THE PHILIPPINES INCLUDING THE HARDWARE AND SOFTWARE COMPONENTS

Bid No. 23-049-10 BRAVO

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d.   The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

e.   Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f.   For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender.* (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenanceservices, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
MIA Road, Pasay City, Philippines 1300
www.caap.gov.ph

Supply, Delivery, Installation and Commissioning of the
Administrative & Finance Information System [AFIMS] and the
Human Resource Information System [HRIS] for the **Civil
Aviation Authority of the Philippines Including the Hardware
and Software Components**
Bid No. 23-049-10 BRAVO

1. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), through the CAAP Corporate Budget CY2023 intends to apply the sum of **TWO HUNDRED FIFTY MILLION PESOS (Php 250,000,000.00)** being the ABC to payments under the contract for the **Supply, Delivery, Installation and Commissioning of Administrative & Finance Information System [AFIMS] and the Human Resource Information System [HRIS] for the Civil Aviation Authority of the Philippines including the Hardware and Software Components.** Bids received in excess of the ABC shall be automatically rejected at the bid opening.

2. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES now invites bids for the above Procurement Project. Delivery of the Goods is required by **Three Hundred Sixty-Five (365) Calendar Days**. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

   Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from CAAP Bids and Awards Committee and inspect the Bidding Documents at the address given below during Office Hours from 8AM to 5PM Philippine Time.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **20 October 2023 until the deadline of submission of bid** from the given address and upon payment of the applicable fee for the Bidding Documents pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 56,000.00 (inclusive of 12% VAT)** The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.

6. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference on **10 November 2023 @ 9:30 AM** through video conferencing or webcasting via Google Meet, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **22 November 2023 @ 9:30 AM.** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on **22 November 2023 @ 9:30 AM** at the given address below and/or via Zoom/Google Meet. Bids will be opened in the presence of the bidders' representativeswho choose to attend the activity.

10. The CAAP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

12. For further information, please refer to:

ENGR. GARY M. GADIE
Head, BAC Secretariat
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue 1300
Pasay City, Metro Manila
Telephone number – (02) 82464 988 loc . 2236
Email address – bac@caap.gov.ph
www.caap.gov.ph

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MGEN RICARDO C. BANAYAT AFP (RET)
Chairperson, Bids and Awards Committee- BRAVO

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. **Scope of Bid**

   The Procuring Entity, **Civil Aviation Authority of the Philippines** wishes to receive Bids for the **Supply, Delivery, Installation and Commissioning of Administrative & Finance Information System [AFIMS] and the Human Resource Information System [HRIS] for the Civil Aviation Authority of the Philippines including the Hardware and Software Components.** with identification number. **Bid No. 23-049-10 Bravo.**

   The Procurement Project (referred to herein as "Project") is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

2. **Funding Information**

   2.1. The GOP through the source of funding as indicated below for **CAAP COB 2023** in the amount of **TWO HUNDRED FIFTY MILLION PESOS (Php250,000,000.00)**

   2.2. The source of funding is:

   a. GOCC and GFIs, the proposed Corporate Operating Budget.

3. **Bidding Requirements**

   The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

   Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

   The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. **Corrupt, Fraudulent, Collusive, and Coercive Practices**

   The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. **Eligible Bidders**

   5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is at least one (1) contract similar to the Project** the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

   a. For the procurement of **Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**

   For this purpose, the similar contract mentioned above must have been completed within the period specified in the Invitation to Bid.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such **requests must be in writing and received** by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at **least ten (10) calendar days** before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIX (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's **SLCC** as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

　　a. For Goods offered from within the Procuring Entity's country:

　　　　i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

　　　　ii. The cost of all customs duties and sales and other taxes already paid or payable;

　　　　iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

　　　　iv. The price of other (incidental) services, if any, listed in e.

　　b. For Goods offered from abroad:

　　　　i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination

in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

    ii.   The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until one hundred twenty [120] days from the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the **Bids cannot be opened as scheduled due to justifiable reasons**, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed **Line of Credit**, it must be at least equal to ten percent **(10%)** of the **ABC**s for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a **non-extendible period of five (5) calendar days** from receipt by the Bidder of the **notice from the BAC** that it submitted the **Lowest Calculated Bid,** the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	

5.3	Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is at least one (1) contract similar to the Project.** The amount of which shall be equivalent to **at least fifty percent (50%) of the ABC.**
	
	For this purpose, contracts similar to the Project refer to contracts which have te same major categories of work, which shall be:
	
	    a. Installation and Commissioning of Enterprise Resource Planning and/or Human Resource Information System and/or Financial Management System, and/or Procurement Management System and/or Inventory Management System or its equivalent;
	
	    b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.

10.1	Bidder shall submit all eligibility and technical documents as specified in **Section IX. Checklist of Technical and Financial Documents:**
	
	Class "A" Documents
	<u>Legal Documents</u>
	
	  a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
	
	    or
	
	  b. 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 its equivalent document; and
	
	  c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
	
	  d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
	
	In connection to GPPB Circular 07-2017 dated 31 July 2017, the bidder shall have the following options:
	
	1. Submit the Certificate of PhilGEPS Registration and Platinum Membership including its Annex "A" in lieu of the uploaded Class "A" Eligibility Documents identified in Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act 9184 (Revised IRR of RA 9184), provided that all Class "A" Eligibility Documents listed under the aforesaid Annex "A"

are all uploaded and maintained current and updated in the PhilGEPS Registry.

2. *Submit a combination of the PhilGEPS Registration and Platinum Membership including its Annex "A" and Class "A" Eligibility Documents identified in Section 8.5.2 of the Revised IRR of RA 9184.*
   - *In the event that aforesaid Class "A" Eligibility Document(s) listed in the Annex "A" of the PhilGEPS Registration and Platinum Membership is/are reflected to be outdated, the bidder shall submit such current and updated Class "A" Eligibility Document(s).*

3. *Submit all the Class "A" Eligibility Documents only, provided that the PhilGEPS Registration and Platinum Membership shall be submitted as a Post-Qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.*

Technical Documents

a. Statement of the prospective bidder of all its ongoing 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 *;* and

b. Statement of the bidder's Single Largest Completed Contract (SLCC) to the contract to be bid, except under conditions provided under the rules; and

c. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or
Original copy of Notarized Bid Securing Declaration *;*
and

d. Schedule of Requirements *; and*

e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and

f. Original duly signed Omnibus Sworn Statement (OSS) ; and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authorityto its officer to sign the OSS and do acts to represent the Bidder; and

This shall include all of the following documents as attachment to the Omnibus Sworn Statement:

1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as

prescribe under the 2016 Revise Implementing Rules and Regulation (R-IRR) of RA No. 9184; and

2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; and

g. Bid Bulletins (if applicable); and

Financial Documents

a. 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; and

b. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
   Or
   A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

a. If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; or 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.

Applicable CAAP BAC Standard Forms included in this PBD shall be complied in accordance with the prescribed forms under Section VIII Bidding Forms – Annex "A" & "B".

Modifications and/or alterations on the stated requirements in the financial document forms shall not be allowed.

Bids not complying with the above instruction shall be disqualified.

11.1	The second bid envelope shall contain the financial documents for the Bid as specified in Section IX. Checklist of Technical and Financial Documents.
	This shall include the complete accomplishment of all of the following documents and shall form part of the bidder's financial documents:
	a. Original of duly signed and accomplished Financial Bid Form; and b. Original of duly signed and accomplished Price Schedule.
	Modifications and/or alterations on the stated requirements in the financial document forms shall not be allowed.
	Bids not complying with the above instruction shall be disqualified.

12	The price of the Goods shall be quoted DDP [state place of destination] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than **Php5,000,000.00** *(2% of ABC)*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than **Php12,500,000.00** *(5% of ABC)* if bid security is in Surety Bond.
15	Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder. Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. "page 3 of 100". Page number of last page of the document (per envelope basis). Pagination should be sequential based on the entire span of the wholedocuments inside the envelope. Bids not complying with the above instructions shall be automatically disqualified. Each Bidder shall submit **one (1)** copy of the first and second components ofits bid.
19.1	The Bidder must render its statement of Compliance/Conformity with Bidding Document as enumerated and specified in Section VII. Technical Specifications. Bids not complying with the above instruction shall be disqualified.
19.2	Partial bid is not allowed. The project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
19.5	NFCC Computation or a committed Line of Credit from a universal or commercial bank.

20.2	The Bidder with the Lowest Calculated Bid (LCB) that complies with and is responsive to all the requirements and conditions shall submit its
	
	    a) Latest income and business tax returns filed through the Electronic Filing and Payment System (EFPS);
	
	    b) Business licenses and permits required by law (Registration Certificate, Mayor's Permit, & Tax Clearance); and
	
	    c) Latest Audited Financial Statements
	
	Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided, that in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the IRR of RA 9184.

21.2	The attached Technical Specifications (Terms of Reference) for **Supply, Delivery, Installation and Commissioning of Administrative and Finance Information Management System (AFIMS) and Human Resource Information System (HRIS) for the Civil Aviation Authority of the Philippines including Hardware and Software Components** shall be an integral and inseparable partof the contract.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing **all the rights and obligations of the parties.**

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any **complementary information**, which may be needed, shall be introduced only through the **Special Conditions of Contract**.

General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC).**

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5.   Warranty

5.1   In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2   The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6.   Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: "The delivery terms applicable to this Contract are delivered at CAAP Head Office, Pasay City. Risk and title will pass from the Supplier to the Procuring Entity uponreceipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is the Management Information Systems Division (MISD). **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. e. Integration cost of the existing system and databases f. additional requirements to be provided under the Contract shall include those specified in the Terms of Reference The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

b. in the event of termination of production of the spare parts:

   i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

   ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of the warranty or as agreed by the parties. Service units for the supplied/delivered devices must be made available 24/7 during the warranty period.

Spare parts or components and service units shall be supplied as promptly as possible during the warranty, but in any case, within a period agreed by the parties.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

	Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation –** Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.
	Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

	Intellectual Property Rights –
	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	The terms of payment shall be as follows: The project shall be paid on the schedule indicated which shall not exceed the ceiling specified:

Project Activity / Milestone	Deliverables	Payment Schedule
Submission of the Inception Report	Signed-Off Inception Report	10% of the Total Project Cost
Conduct of Process Flow Assessment Delivery of all hardware and software components	Signed-off Process Flow Assessment Report Delivery of all hardware and software components specified in the TOR	45% of the Total Project Cost
Customization, Integration and Testing of the Application	-Testing and integration of the Application/s -Accomplishment Report	30% of the Total Project Cost
Knowledge Transfer User's Acceptance Test (UAT) Final Acceptance	-Issuance of Training certificates Signed-off UAT Final Report	15% of the Total Project Cost
TOTAL		100% of the Total Project Cost

Progressive payments based on a milestone upon acceptance by the Procuring Entity of the deliverable/s. The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted and approved as satisfactory by the Procuring Entity.

4	The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, software testing, host facility and equipment inspection and/or whatever additional tests that the Technical Inspection and Acceptance Committee may require.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Days/Weeks/Months
1	*Customized and integrated Administrative and Finance Information Management System (AFIMS) and Human Resource Information System (HRIS) Application/s*	1 lot	
2	*Cloud Services (specified in Section VII Terms of Reference)*	1 lot	
3	*Desktops, cameras and other IT equipment (specified in Section VII Terms of Reference)*	1 lot	365 calendar days after receipt of Notice to Proceed
4	*Training: (specified in Section VII Terms of Reference)* *Application Administration* *Train-the-Trainor* *End-user*	1 lot	
5	*Warranty and Support Agreement/Certificate*	3 years Maintenance Agreement	
	Nothing follows		
	TOTAL		*365 days*

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
1		
2		
3		
4		
5		
6		

Item	Specification	Statement of Compliance
I.	**INTRODUCTION AND BACKGROUND INFORMATION**	
	The Civil Aviation Authority of the Philippines (CAAP) created under Republic Act 9497 is a government corporation mandated to operate and maintain national airports, air navigation and other similar facilities in compliance to International Civil Aviation Organization (ICAO). It is responsible for the registration and inspection of all aircraft; issuances of airmen licenses; certification of air operators, maintenance organizations, aviation schools and aerodromes; administration of various airports nationwide including different air facilities owned and operated in the Philippines; and prescribes all charges and fees pertinent to the operation of all air utility facilities and services.	
	Presently, the finance, administrative and human resource functions of CAAP are done manually with the aid of electronic equipment. Documentation for administrative activities like procurement processes, inventory management, property control, etc. done manually also require considerable time to complete. Similar difficulties are likewise observable in the provision of prompt and efficient services to employees. The billing and collection of air navigation charges which comprises major fraction of CAAP's revenue takes an average of three months.	
	CAAP intends to further improve its operations, strengthen transparency, and provide convenience to stakeholders through the use of computerized application. To achieve this, CAAP has envisioned a web-based application for its processes specifically involving finance and administration. Further, in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 3 s. 2012 otherwise known as "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIMEHRM)" the Civil Aviation Authority of the Philippines (CAAP) intends to procure a comprehensive Human Resource Information System (HRIS).	
	This project shall cover all items stipulated in this Terms of Reference including software licenses, application development/customization, hardware peripherals, installation, configuration, and other related project components while abiding with CAAP polices and existing government rules and regulations.	
	Primarily, the project will cover the existing CAAP processes on finance, administrative and human resources with the aid of this software system. The AFS program shall include but not	

be limited to the management of all items stipulated in this TOR and will cover CAAP Head Office and all CAAP Area Centers nationwide.	
II. GENERAL OBJECTIVE	
This project aims to achieve the following business objectives:	
• To eliminate the manual and predominantly paper-based system of keeping records thru automation and digitalization of processes, transactions and reporting of major functions and information on finance, administration, and human resource management.	
• To automate the processing, transacting, and reporting of major existing functions and information such as human resource management, accounting, budgeting, inventory, and asset management among others;	
• To be abreast with technological advances in administrative and finance management to promptly fulfill diversified employee needs in terms of personnel action;	
• To attain higher levels of efficiency and effectiveness in accordance with other government regulatory agencies' rules and regulations such as but not limited to CSC, COA, DMS, GCG.	
• To leverage Artificial Intelligence (AI) technologies to drive digital transformation across divisions, enhancing operational efficiency, decision-making processes, customer experiences, and overall business growth.	
III. SPECIFIC OBJECTIVES	
• To provide an electronic means of recording and assessing CAAP business operations;	
• To implement a self-service web application available both for internal and external stakeholders for transparency and ease of doing business;	
• To provide a computerized system for Human Resource Management, Administration and Finance Management;	
• To provide regular and ad-hoc reports as required by CAAP and other regulatory agencies.	
• To develop and deploy advanced natural language processing algorithms and machine learning models to automate and optimize administrative service processes, improving response times, accuracy, and overall business satisfaction using Artificial Intelligence.	
IV. SCOPE OF WORK	
This project shall cover the following scope of work:	
A. COMMERCIAL FEATURES	
The winning bidder shall:	
• Provide fast delivery and immediate project start	
• Provide standard software modules (and licenses) compliant with best practice standards or that are currently being used by the government.	
• Deliver software and services (training & workshops, support, configuration, modifications, etc.)	

• Provide detailed description of quality management, development plan and implementation plan (system introduction)	
• Provide detailed description of the project organization (such as but not limited to: project phases, reporting, change request handling, test to live system, project plan, organization project team)	
• Have a maximum implementation period of the whole project of three hundred sixty five (365) days	
• Provide organizational chart with the detailed qualification of its personnel involved in the project which should have a technical background on application development for Philippine government setting.	
• Provide following key personnel with at least five (5) years of experience in its field of expertise: project manager, systems analyst, application developer, trainer, quality manager, test manager, database administrator, and system administrator. Confirmed by their CV.	
• Provide subject-matter experts with at least five (5) years of experience in their area: Human Resource Management and Finance Management, Government Procurement, Inventory/Asset Management. Confirmed by their CV.	
• Provide subject-matter expert/s regarding the Data Privacy Act of the Philippines trained and certified by an accredited training institution.	
• Conduct Systems Analysis (Process Flow Assessment) to the affected services/offices.	
• Provide modifications and additional details based on expected requirements of CAAP.	
• Be capable to integrate the Human Resource Information System and the Administrative and Finance Management System.	
• Be capable to integrate existing Document Management System and other related administrative information to the new system.	
• Implement a CAAP virtual assistance tool that can generate required documents powered by Artificial Intelligence/Business Analytics that is available via the web and mobile (Android and iOS). This tool excels at generating a wide range of documents that can be used in reports, legal documents, and more. Leveraging natural language processing not only enhances the document creation process but also enhances it with intelligent suggestions and predictive analytics. One of the standout features of this virtual assistance tool is its seamless integration with existing Document Management System (DMS).	
• Have no disruption to daily operations of CAAP during implementation period.	
• Provide migration of data from the existing database to the new system.	
• Provide a certification of data privacy and data security in	

accordance with the Data Privacy Act RA No 10173.	
• Provide Certificates of Satisfactory Performance from at least Three (3) previous and existing clients. A Certificate of Satisfactory Performance from CAAP and/or its relevance Service or End-user is required if the bidder was a previous or current service provider of CAAP.	
• Provide a 3-year Maintenance Agreement that includes the standard changes, new features, bug fixes and support for error handling.	
•	
B. SOFTWARE COMPONENT	
1. General – AFIMS and HRIS shall have the following general requirements:	
• Standard software - software provider has the responsibility to plan and execute further developments of the software package. National policies and regulations play a major role. Provider shall check new policies and regulations and plan further development to adhere to the regulations.	
• Configurable standard software government agency and management of daily tasks.	
• Detailed documentation of different entities (persons, organizations, etc.), management of complete life-cycle	
• Configurable reports and statistics	
• Various printouts of reports (configurable print templates)	
• Forms and Checklists should be integrated within the system.	
• Sophisticated rights and permission system	
• Detailed tracking of user activities in a historical record, documenting previous entries and activities and marking changes	
• English user interface	
• Graphic user interface (GUI) with Windows look and feel. Typical Windows elements like drag and drop, mouse support, hot keys, etc.	
• Ease of use to navigate all the functions of the system	
• The supplier should be able to develop the following portals:	
• **Client Application Portal** - The supplier shall be able to develop a client portal to provide clients ease in doing business with the Authority. The clients should be able to manage appointments, receive notifications on their transactions, and track its progress which can aid in lessening the administrative burden of the Authority.	
• **Employee Application Portal** – The supplier should be able to develop a platform that can be used by CAAP employees, to perform their functions and mandates. This shall include but not limited to read and review feature that allows the responsible personnel to read and review individual pages that are awaiting approval and act on it.	
2. Technical Aspects	
• Running in intranet and via Internet	
• Works off line (data will be uploaded to the system when	

internet is available) using the predefined forms and templates.	
• Runs with dependable and reputable server database	
• Support standard application server	
• Interface to MS Environment	
• Multi-User application	
• Scalability (load balancing, clustering of servers) and high availability must be shown (concept and references)	
• Multi-level logging via application server for error tracing	
• Integrated report generator / print engine for issuing certificates, licenses, lists etc.	
• The user interface should have the Windows look and feel with selection out of selection boxes, hierarchical structures, dragging and dropping elements with the mouse.	
• Artificial Intelligence needs to be deployed and integrated into proposed infrastructure or applications effectively. This includes considerations like scalability, performance optimization, and compatibility with existing systems, which will involve the development of algorithms that can learn patterns and make predictions or decisions based on available data.	
• During data input, numerous plausibility checks shall be performed on client site	
• Support of virtualized environments	
• Provide CAAP with a solution to support the requirements for portfolio management, reporting, and reconciliation;	
• Improve operational efficiency, reporting, transparency, and accountability in operations;	
• Standardized workflow with increased controls;	
• Allow the input of back-dated transactions	
• Provide a dropdown list for predefined data	
• Support common shortcut keys such as Ctrl + C = copy, Ctrl + V = paste, Ctrl + S = save, etc.	
• Allow configuration of mandatory fields and will not allow details/transactions to be saved if mandatory fields are not filled-up	
• Provide and/or allow creation of additional user-defined fields	
• Automatically generate reference numbers with option for user-defined numbering system	
• Provide facility to download information and convert file to standard/common format	
• Provide facility for calendar and holidays maintenance	
• Allow users to add or lengthen tables or fields without need for customization	
• Provide validation rules for data entries and generate descriptive error messages for error handling	
• Incorporate defined controls that will be applied uniformly across all or selected transactions	
• User-friendly system with ability to import large volume of data	

3. Mobile App	
• The system shall ensure that mobile accessibility to approve the requests and processes faster so less time is needed and the approval processes are streamlined.	
• To support a mobile workforce, the system should support both tablet and laptop users working remotely by means of an offline client combined with simple synchronization upon reconnecting to the network	
• Mobile accessibility for IOS & Android devices	
• The Offline Client should incorporate:	
- Working on forms, checklist, and templates	
- Upload and Attachment of documents to be integrated in system.	
- Secure Communications – between workstation to the back-end server using a web service interface with encryption of data	
- Synchronization to the main system will store accomplished forms, checklists, and templates (including attachments) into the proper tables and document management system.	
• Putting information & task management at the fingertips of department heads and approving officers	
• Ability to instantly approve requests so less time is wasted & the approval processes are streamlined	
• Ensures faster approval processes	
4. Central Contact information	
We want to establish a hierarchical contact information database. Following features will be essential:	
• Endless levels of hierarchies	
• Any number of contact persons within an organization unit	
• Assigning a person to more than one organization unit with different positions per organization unit	
• Any number of attributes assigned to an organization unit or person	
• Any number of addresses assigned to an organization or contact person	
• Classification of the usage per address type: standard, warning, etc.	
• Navigation in the organization hierarchy, e.g., from a contact person to the respective department and then to all the employees of this department, from there on to the organization and all its dispatch groups.	
• Search based (displaying results form background search), avoiding double entries	
• Detailed tracking of history with storage of previous values and preferable a function to compare values of the historical record	
• Export and Import Interface	
• Central management and server storage of print templates.	
• Export the result of an addressee list to Excel format/ XML/	

CSV to allow further external processing	
5. Permission Management System	
• Any number of registered users	
• Establishment of decentralized group of administrators	
• Username and password authentication	
• Strong password policies	
• Structure of users into groups and/or roles	
• Role based rights and permission management	
• Multi-level confidentiality access	
• Should be basis for all application modules	
• Definition of: add, edit, delete, view, and create rights	
• With facility to view user status (whether offline or online) for security tracking	
• Availability of information to track user activities	
• Audit trail tracking capability for all components	
• Printable Audit Trail report	
6. Integrated Reporting Tool	
• Pre-defined reports shall be determined by CAAP upon implementation.	
• A graphical report generator and research tool shall be available to run queries over most of the data fields of all application modules	
• There are many different requirements on queries for the daily work and the requirements will vary over the time. Rather than building a fixed set of predefined reports, the application should be able to use the functionality of the integrated modules and create filters to generate appropriate reports.	
• Generate standard reports as indicated in this TOR.	
• Generate executive reports for Upper Management.	
• Capable of generating reports, contract, forms, checklist, and other related documents.	
• The queries can be defined freely by graphically adding fields from different tables. The query result can be controlled by setting constraints on certain fields.	
• Joining of data from different tables is supported, that in a certain context only "joinable" tables are selectable.	
• Queries can be implemented on data spread over all modules (cross module reporting).	
• Aggregation functions like MIN, MAX, SUM, etc. shall be supported	
• The information (results) shall be protected by the permission management system;	
• The queries can be stored for later reuse and being made available to other modules by dynamically inserting them as menu items in designated "Report" menus.	
• Typical reports can be assigned to user groups, which ensure an easy usage by non-experts.	
• The data results can be exported using the standard export formats like MS-Excel and MS-Word; this will allow for	

further treatment/investigation using external programs.	
• Able to define templates to adjust the layout accordingly.	
• Querying by groups is possible.	
• Results of queries can be linked to print templates	
• The user shall be able to configure the automated execution of queries (time interval, time of execution etc.)	
• Queries can be linked to modules to make them available. A query must respect the permissions of the user defined in permission management module.	
• Allow users to create additional reports, forms, and correspondences.	
• Reports, forms, and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day/month batch processing.	
• Reports, forms, and correspondences can be exported to various file types i.e., MS-Word, MS-Excel, PDF and can be transmitted via email.	
• Generate reports providing statistical data on transactions entered in the system.	
7. Interface	
• Web Service interfaces should be available to connect to an external DMS/archive system (transfer of documents and meta data about the document). The document is retrieved later from the external DMS if needed within the application.	
• The system must provide the user with the ability to export the master data to xml-files.	
• The system must provide the user with the ability to import the master data from (previously exported) xml-files.	
8. Dashboard	
The system shall provide the following:	
• Pre-defined charts and graphical data with filter function present in the dashboard to keep the Management up-to-date.	
• Demographic information such as graphs for number of employees per age bracket, employment status, organization unit and more.	
• Financial overview of the whole organization	
9. Notification	
The system shall provide the following:	
• The system shall provide Alert information that can be associated to persons and/or organizations.	
• The system should manage the details of the different kind of alerts (due for mandatory retirement, request approval, etc.).	
• The system should show clear alert symbols in the header information of persons, organizations, and in result lists.	
10. **Security of Data**	
Security is one of the crucial aspects of using technology. As such, the system should be capable of tracking audit trails for each user accessing the system, their tasks, actions, edits and the date and time of each activity. • The system should be able to provide accountability and	

evidence-based data	
• All data should be synchronized to a single database which can be accessed only by the assigned system administrator.	
• To ensure check and balance the users shall have different access levels.	
• The system shall have the capability of providing a multi-user environment with administrative privileges and user reporting features designed to meet individual system users' compliance.	
• The system should be capable of performing a two factor security authentication.	
• The system shall include a process for identifying, testing, and deploying security patches/updates to ensure the continued security and integrity of the system.	
11. Confidentiality and Non-disclosure	
• The CAAP will provide various data, records and including sensitive or critical information relevant to the different regulatory offices duties and functions but the confidentiality and/or disclosure thereof shall be maintained and cannot be disclosed and/or disseminated by any CAAP personnel and the supplier / contractor including its employees without the written permission of the Director General or his duly authorized representatives.	
• Access to any and all data contained in the system to be developed shall be given only to those personnel and individual authorized by the Director General.	
• Disclosure of the data without the required permission shall be a ground for the cancellation / rescission of the project and/or filing of the appropriate cases against the violators.	
12. Ownership of the Database	
• Once developed, the ownership of the database shall be retained by the CAAP. The winning bidder shall provide a perpetual license certificate for the continuous use of the developed system.	
C. HUMAN RESOURCE INFORMATION SYSTEM [HRIS]	
Development of Human Resources Information Systems which shall include but not be limited to the following components:	
1. Employees Record Management	
Shall have the information of all employees such as the complete Personal Data Information, scanned 201 document, employee's career movement, government service records and plantilla history. Employee records regarding family background, work experience, current employment details, employment history and other relevant information that can easily be maintained shall be included. The system shall have the capability to process the issuance of all types of action notices such as promotion, renewal of	

contract, transfer, reinstatement, step increment, salary adjustment, reassignment, job rotation and a lot more. Also, it shall have the capability to attach documents such as birth certificate, marriage contract, diploma, training certification and more.	
• Input of Personal Data Sheet 201 File	
• Salary Adjustment	
• Employee Movement	
• Recording of Civil Service Eligibility	
• Training programs undertaken, work Experience and voluntary work	
• Attachment of Documents	
• Disciplinary Actions	
• Reflect documents attached in online recruitment	
• Modified Employee Schedule (Month and year)	
2. Employee Self-service	
Shall allow a paperless application and approval of Leave of Absence, Overtime (OT), Travel Order (TO), Official Business (OB), DTR correction and Training Requests anytime, anywhere using the internet. Approvers are user-definable and can be assigned on a per employee basis. Users do not have to worry about their application as they will be notified about the status of their request. Likewise, employees may view and print their own pay slip, Daily Time Record (DTR) and leave ledger wherever they are at any instance which reduces the time and effort of the HR personnel. This system shall have a design to allow HR personnel to upload news, announcements, and company policies to keep the employees updated of the current activities and information about CAAP. Moreover, employees shall be allowed to submit their personal feedback and suggestions to HR personnel. And as much as possible, forum is possible in the system for the employees to discuss important topics without roaming around other department areas.	
• Accessible by employee anytime, anywhere through the internet	
• Modifiable layout	
• Summary leave	
• Posting of HR Policies and Announcements	
• Suggestion and Feedbacks platform	
• Viewing of employee records	
• Leave and overtime request	
• DTR correction request	
• Application for Official Business, travel order, and training	
3. Leave Management	
Shall update all leave types such as Sick Leave, Vacation Leave, Paternity Leave Maternity Leave, and others more convenient. It shall allow automatic generation of Sick leave & Vacation leave earnings per month & monetization of leave balances anytime of the year. Also, shall easily monitors the	

employees' leave application status assuring that no applications will be left unattended.	
• Recording of annual leave entitlement	
• Identification of leave specifications	
• Generation of computed sick leave and vacation leave earned	
• Summary of employee leave	
4. Medical Information	
Shall allow users to easily retrieve and modify employee's medical records from their recruitment up to his present day to day medical requirements. It shall also have the capability to record and save unlimited number of diseases and illnesses as listed in the International Codes of Diseases (ICD-10). Also, it shall automate the monitoring of employees utilized and available medical balances. And shall generate reports which can be used to determine the most acquired diseases and illnesses by employees that affect their attendance and performance.	
• With capability to input, edit and view the employees' medical record/information (must have additional privacy procedure due to sensitive info or must have their own user accounts)	
• View Employee Medical Claims request	
• Drug Test Results	
5. Payroll Management	
Shall process payroll for thousands of employees nationwide. Likewise, the system shall have the capability to automate the computation of salaries, employee benefits, budget allocations, payments, and other government statutory deductions such as withholding tax, GSIS, Philhealth, Pag-ibig and other deductions from private entities, as applicable.	
• Leave Credits Monetization	
• Automatic Computation of Statutory deduction such as Philhealth, GSIS, Pag-ibig, and withholding tax;	
• Other authorized deductions for payment of cooperative loans, LBP, etc. loans, CAAP union dues, among others	
• Generate Accounting Entry	
• Automatic Computation of other compensation such as PERA, RATA, Longevity Pay, Uniform/Clothing Allowance, Overtime, Night Shift Differential, Loyalty Award, Performance Based Bonus, Productivity Enhancement Incentive (PEI), Hazard Pay, Anniversary Bonus, Monetization of Leave Credits, Salary differentials due to promotion, merit increase & step increments, etc.	
• Can handle multiple/unlimited bonuses and allowances	
• Schedule recurring entries	
• Process Midyear, Year End benefit and cash gift and tax adjustment	
• Loan Monitoring	
6. Property Monitoring	
Shall define an unlimited number of items or assets and has the capability to create any item number/details such as acquisition	

date, cost & employees' property assignment and a system generated code that will serve as reference code for each defined asset/property that can be distributed and assigned to employees.	
• Defines an unlimited number of items or property accountability	
• Creates an item number & a system generated code w/c can serve as reference code that can be distributed and assigned to employees	
• Tracks inventory of all accountable properties assigned to employees	
7. Recruitment	
Shall handle scheduling of examinations and interviews with email notifications to applicants; online submission of personal data information and filing of required documentary requirements for more accessible and easier to internal & external applicants. It shall automate the initial screening of applicants' age and citizenship, records their examination scores and interview rating, and provides information on the required CSC Qualification Standard per position against the qualification of the applicant for easier evaluation. The system shall capture different recruitment status such as: For Hiring, For Interview, For Examination, For Archive, For Future Pool and Blacklisted. Also, it shall automatically transfers hired applicant's electronic record to employee Master file.	
• Identify Geographical Assignment	
• Identify Job Competencies	
• Employee Position, job description and qualifications	
• Plantilla and Non-plantilla positions	
• List of Vacant Position	
• Scheduling of Appointment for applicant exam/interview	
• Send Regret letter	
• Schedule deliberations of Applicants	
• Formal appointment of applicants	
• Applicant evaluation, assessment, deliberation, and placement	
• Job vacancy posting in the agency website	
• Online submission of application for internal and external applicants,	
• Application for Outsourced Applicants	
• Comparison on the submitted documents of outsourced applicants	
8. Rewards & Recognition	
Shall assist the CAAP-PRAISE Committee in their search for deserving employees CAAP-wide and the system streamlines the nomination and screening processes. CAAP Services/Offices/Area Centers shall have an access to the system where they can nominate outstanding employees who have demonstrated dedicated work performance or major accomplishments, notable contributions and exemplary conduct	

that directly benefited the CAAP.	
● Assists the PRAISE Committee in their Search for deserving employees	
● Streamlines the nomination and screening processes	
● Access to the system/program where they can nominate outstanding employees who have demonstrated dedicated work performance or major accomplishments, notable contributions & exemplary conduct that directly benefited CAAP	
9. Strategic Performance Management System	
Shall measure the performance of employee, organizational unit and the CAAP (as a whole) based on scientific metrics using this system as required by CSC. It shall process Individual Performance Scorecard, Executive and Managerial Officers Performance Scorecard, Competency Assessment Result, Individual Learning and Education Accelerating Performance Plans, Feedback Observed Competencies for Coaching and Improvement Sheet, Progress Accomplishment and Coaching Engagement Requirement and other performance reports and forms as required by CSC and GCG. It identifies the list of competencies per employee for further development to be included in the annual CAAP training program. Also, it shall make the preparation of Individual Performance Commitment & Review (IPCR) very easy and accessible for employees online and help the heads and managers monitor work progress and office accomplishments. It shall provide a single location for monitoring and evaluation of Quality, Efficiency and Timeliness of both individual and office targets and accomplishments.	
● Easy & accessible IPCR preparation	
● Helps Department & Division Heads monitor work progress & office accomplishments	
● Provides a single location for monitoring & evaluation of quality, efficiency & timeliness of both individual & office targets & accomplishments	
10. Time and Attendance	
Shall create unlimited number of local and nationwide holidays and schedules including flexi-time, core-time, shifting, and attendance exempt that can be assigned on per employee basis. Employees Overtime can either be paid in cash or be converted into compensatory Overtime Credit (COC). Also, the system can be linked directly to biometric devices thus eliminate manual input of time in and time out of employees.	
● Offsetting of Tardiness	
● User Maintainable schedule/ shifting Schedule	
● Employee Scheduler	
● Flexible time Employees	
● Holidays Table/ Other Holidays Table	
● Direct Upload to Payroll	
● Compensatory Overtime Credit	
● Facial Recognition Time-in & Out Capabilities	
11. Training	

Shall allow users to create an unlimited number of trainings based on the competencies for further enhancement. It provides a summary of training required per employee based on the competency requirements per position. The system shall provide the summary of training requested by the employee including its status such as attended, partially attended, and not yet attended by employee. The HRMD can easily monitor, identify, and approve trainings that exceed the maximum allowable requirement of training through employee Self-Service (ESS).	
● Annual Training Plan	
● Training Program Creator	
● Calendar for Training	
● View employees that need training based on position, competency and training request	
● Tagging of employees training status	
12. Wellness & Relations	
Shall define an unlimited number of events or activities such as sports, cultural events, social events, and the likes that promote the monitoring of participated activities by the employees, which are also available in the generated reports for employees' wellness activities. The system shall also identify and maintain unlimited schedule of activities and selection of participants, wherein selected participants can be notified through the Employee Self-Service Announcement Widget.	
● Defines number of events & activities such as sports, cultural/social events	
● Monitors participated activities by the employees	
● Identifies & maintains schedule of activities & selects participants	
D. HRIS DETAILED SYSTEM COMPONENT	
1. Employees Record Management must have the following:	
● The system manages the information of all employees such as the following:	
- Personal Data Information	
- Scanned 201 document	
- Employment Details	
- Service Record	
- Family Background	
- Educational Background	
- Civil Service Eligibility	
- Work Experience	
- Voluntary Work	
- Training Programs	
- Disciplinary Actions	
● Capability to process and capture the issuance of all type of action notices and appointments such as the following:	
- New hire (Orig. / Initial)	
- Promotion	
- Transfer	

− Renewal	
− Reinstatement	
− Step Increment	
− Reassignment	
− Job Rotation	
− Change of Status	
− Salary Adjustment	
− Details	
− Resignation	
− Retirement / Separation	
• Generates the following Reports	
− Service Record	
− Notice of Vacancy	
− Personal Data Sheet	
− Position Description Form	
− Certificate of Employment	
− Employee Master List	
− Salary Adjustment Memo	
− Custom Report	
• Attachment and viewing of original and important documents such as birth certificate, transcript of records etc.	
• Customizable and user definable reports	
• Identification (I.D.) Printing	
2. Time and Attendance must have the following:	
• Capability to assign employee's work schedule per date range via Employees Management Schedule.	
• With file maintenance of work schedule thru Custom Timekeeping Setup, Shift Table, Flexi-time Table	
• With customizable timekeeping set - up per employee	
• User maintainable flexi-time schedule thru Flexi-time Table	
• User definable overtime settings via Timekeeping Setup	
• User definable overtime types (Early or Regular Overtime)	
• User definable core office hours thru Flexi-time Table	
• Shifting Table: Deduction of break can be defined if deducted or not	
• Date Locker: Prevent the processing and editing of transactions on the locked date	
• Full integration and downloading of logs from biometric device thru Device Table component	
• Capability to record daily in and out manually.	
• Uploading of employees' attendance logs using text file	
• Able to compute the following: Regular Hours, Absences, Tardiness, Under-time, Paid Leaves, Holiday, Rest Day, Excess Time, Approved Early Overtime or Regular Overtime, Holiday Deductions, Night Differentials and Night Differential OT without the need for manual intervention	
• Computes Absences based on employee's schedule and attendance logs.	
• User maintainable yearly holidays using the Holiday Table	

• User maintainable holidays per site or branch thru Other Holidays table	
• With option to add check dates on holidays (workday before holiday)	
• With online and offline filing of Overtime (OT) requests. Classification of Overtime as:	
- Overtime Rendered during weekdays;	
- Overtime Rendered during Holidays/rest days; and	
- Overtime Rendered during Emergencies	
• Capability to print or save DTR repo	
• Facial recognition software algorithm to accurately recognize individuals based on their facial features	
• Use of current DMS/database for storing and organizing registered facial templates	
• Real-time processing for instant verification in front of the camera	
• Scalable to handle additional number of employees and relevant facial data without compromising system performance	
• Generates the following reports:	
- Authorized Travel	
- COC Availment and Non-Availment of Employees	
- Compensatory Time Off Availment and Non-Availment of Employees	
- Custom Timekeeping Report	
- Daily Time Correction Form	
- Daily Time Record	
- Disapproved Leave Applications	
- Employees with Less Than Required Number of Punches	
- Forced Leave Record	
- Forfeited (CTO) Compensatory Time Off	
- Late Filed Leaves Record	
- Leave without Pay	
- List of AWOL Employees	
- List of Employees with Prolonged Leaves	
- Monetization Claims	
- Official Business Report	
- Other Leaves Profile	
- Perfect Attendance (No Absences, No Lates, No Under time, w/OB)	
- Sick Leave Profile	
- Tardiness & Undertime Report	
- Vacation Leave Profile	
3. Leave Management must have the following:	
• Provides file maintenance for leave types	
• User definable and unlimited leave types	
• Facility to add unlimited number of leave types via Leave Type Table	
• Define each leave type as Paid or Unpaid via Leave Type	

Table	
• Inclusion of facility to attach documents required for filed leaves.	
• Allows online and offline filing of approved overtime authorization	
• Generate Sick Leave and Vacation Leave earned	
• Automated computation of leave credits: used, monetized and balance	
• Able to compute leave credits to be earned based on the CSC table; (Monthly/Daily without Vacation Leave credit left Tables)	
• Comprehensive schedule of leaves per employee (leave ledger)	
• With calendar of requested and approved leaves per employee	
4. Payroll Management must have the following:	
• Leave Credits Monetization	
• Automatic Computation of Statutory deductions such as Philhealth, GSIS, Pag-ibig, and withholding tax 3 Other authorized deductions for payment of cooperative loans, LBP, etc. loans, CAAP union dues, among others	
• Generate Accounting Entry	
• Automatic Computation of other compensation such as PERA, RATA, Longevity Pay, Subsistence Allowance, Loyalty Pay, Hazard Pay, Anniversary Bonus, etc.	
• Can handle multiple/unlimited bonuses and allowances	
• Schedule recurring entries	
• Process year-End benefit and cash gift and tax adjustment	
• Loan Monitoring	
• Generates the following reports:	
- List of Employees with More Than 5 Days Leave Without Pay	
- Overpayment Employees	
- Below Minimum List	
- Employees Entitled with Longevity Pay	
- Summary of Loan Deductions List	
- Pay slip	
- General Payroll Report	
- General Payroll Summary	
- Payroll Certification	
- Monthly Variance Report	
- Variance Report of Employees	
- GSIS Remittance Report	
- GSIS Loan Remittance List	
- GSIS Premium Remittance List	
- GSIS Summary of Payments List	
- GSIS IV (Individual Voucher) Loan List	
- GSIS IV (Individual Voucher) Premium List	
- GSIS Real Estate Loan List	
- HDMF Premium Remittance Report	

– HDMF Loan Remittance Report	
– HDMF IV (Individual Voucher) Loan List	
– HDMF IV (Individual Voucher) Premium List	
– HDMF MP2 Remittance List	
– HDMF Housing Loan Remittance List	
– HDMF Summary of Payments List	
– PhilHealth Premium Remittance Report	
– PHIC Premium Remittance List	
– PHIC LV (Individual Vouchers) Premium Remittance List	
– PHIC Summary of Payments List	
– GL Entries	
– Custom Payroll Reports (Monthly)	
– Alpha list (terminated)	
– Alpha list with Previous Employer	
– Alpha list without Previous Employer	
– Anniversary Gift Report	
– BIR 2316	
– Certificate of Loan Remittance	
– Certificate of Remittance	
– Collective Negotiation Agreement Incentive Report	
– Custom Payroll Reports (Yearly)	
– Educational Assistance Allowance Report	
– Index of Payments to Employees	
– Labor Management Relations Gift Report	
– Loyalty Award	
– Year-End Bonus and Cash Gift Report	
– List of Active Employees	
– Withholding Tax Remittance	
– List Authority to Debit Report	
– Bank Softcopy	
5. Recruitment Module must have the following:	
• Identify Geographical Assignment	
• Identify Job Competencies	
• Employee Position, job description and qualifications	
• Plantilla and Non-plantilla positions	
• List of Vacant Position	
• Scheduling of Appointment for applicant exam/interview	
• Send Regret letter	
• Schedule deliberations of Applicants	
• Formal appointment of applicants	
• Applicant evaluation, assessment, deliberation, and placement	
• Job vacancy posting in the agency website	
• Online submission of application for internal and external applicants	
• Application for Outsourced Applicants	
• Comparison on the submitted documents	
• Generates the following reports:	

- Service Record	
- Notice of Vacancy	
- Personal Data Sheet	
- Position Description Form	
- Certificate of Employment	
- Employee Master List	
- Salary Adjustment Memo	
- Report Customizer (intended to determine the distribution of employees and Personnel statistics)	
- Letter of Appointment	
- BIR Form	
- Character Reference Check Report	
- Employment Examination Attendance Sheet	
- Forwarding PDS to the personnel	
- Issuance of ID Form	
- Notification to the applicant for the reposted position	
- Next-In-Rank Waiver Form Non-Disclosure	
- Notice of Meeting	
- Notice of Probationary Period	
- Notice of Vacancy	
- Notify Appointee with Approved Appointment with Receipt	
- Personal Data Sheet (Applicants)	
- Plantilla Form	
- Qualified Next-in-Rank	
- Referral of Applicant for Vacant Position	
- Report on Appointment Issues (RAI)	
- Report on Previously Posted 2nd Level Positions	
- Submitting ATM Application Form	
- Transmittal of Appointee	
- Transmittal of BIR Form 2305 dd. Tracking of Positions	
6. Employees Self- Service must have the following:	
• Provides viewing of employees detailed information as follows:	
- Personal Information	
- Employment Details	
- Service Record	
- Family Background	
- Educational Background	
- Civil Service Eligibility	
- Work Experience	
- Voluntary Work	
- Training Programs	
- Disciplinary Actions	
- Submitted Documents	
• Accessible by employee anytime, anywhere through the internet	
• Modifiable layout	

• Summary leave	
• Company News Feed	
• Viewing of Company Policies	
• Suggestion and Feedbacks platform	
• Viewing of employee records	
• Leave and overtime request	
• DTR correction request	
• Application for Official Business, travel order, and training	
• ESS comes with mobile application which makes it more portable and convenient for employees to use when filing applications and accessing timesheets and pay slips	
7. Training and Development must have the following:	
• Annual Training Plan Creator	
• Training Program Creator	
• Calendar for Training	
• New Employees that need training based on position, competency, and training request	
• Tagging of employees training status	
• Generates the following reports:	
- Participants for the Training	
- Training Summary Report	
- PDC Resolution	
- List of Approved Training	
- Translation of Competencies to Training Program	
- Certificate of Attendance	
- Conducted Training for the Year	
- Certificate of the Training	
- SO Training Report	
8. Strategic Performance Management System (SPMS) must have the following that would help the Department/Division Head monitor & evaluate the work progress & Quality, Efficiency & Timeliness (OET) of Individual and office targets & accomplishments:	
• Office Performance Commitment & Review form (OPCR)	
• Individual Performance Commitment & Review form (IPCR)	
• Development Action Plans	
• Employee's Awarded or Recognized	
• Employee's Inventories	
• Employees' Summary of ratings	
• Employee's Termination or Promotion	
• Employee's Training and Development Program	
• Performance Review & Appraisal Proper	
• Progress Review and Performance Monitoring	
• STAFF (Subordinates & Teams Appraisal Feedback Form)	
• OFFICER Sheet (Observation, Feedback, Forethought, inputs, Comments, Evaluation, Review)	
9. Medical must have the following:	
• With capability to input, edit and view the employees'	

information via Medical Record (With their own user accounts)	
• View employees' medical claims request	
• ICD-10 Code Support	
• Reports (Statistic, Phil Health Forms and others)	
• Drug Test Results	
10. Wellness and Relations must have the following:	
• Allows you to define an unlimited number of events or activities such as Company events, sports, cultural events, social events, and the likes that promotes the monitoring of participated activities by the employees	
• Management of Wellness Activities	
• It allows recording of activities or program plans for the company	
• It records the awards received by the employees.	
• Viewing of Wellness program schedules	
• Calendar of Programs and Programs attended by the employees	
• System can also identify and maintain unlimited schedule of activities and selection of participants	
• Generates the following reports:	
- Participants of Activity Program	
- Activities/ Programs Summary	
11. Property and Supplies Monitoring must have the following:	
• Query on issued PPEs/Semi-expendable Properties to employees	
• Query and listing of inventories of PPEs/Semi-expendable Properties issued per employee.	
• Generates the following reports:	
- List of Employee's Property Accountabilities	
12. Executive Information must have the following:	
• Viewing and printing of the following summary information as follows:	
1. General:	
- Organizational Unit	
- Number of Employees	
- List of Employees without Time-ln as of 9:00AM	
- Employees by Age	
- Employees by Gender	
- Employees Without Time ln by date	
- Birthday Celebrants for the Month	
- List of Retiring Employees	
- Employees with Expiring Contracts	
- Total number of Married, Single & Solo Parent	
- Total number of Senior Citizens	
- Employees per location	
- Employees Education	
- Total number of present & absent employees	
- Employees with Expiring Temporary Re-assignment	

- Leave information	
- Accumulated leaves & tardiness	
2. Payroll:	
- Gross, deductions & net pay	
- Budget utilization per plantilla	
3. Recruitment	
- Total number of vacant positions	
- Number of Male & Female applicants	
- Number of qualified & not qualified applicants	
- Newly hired employees for the month	
4. Medical	
- Total number of Male & Female per diseases	
- Employees & dependents' Health benefit balance	
13. Security:	
• Username and password authentication	
• Strong password policies	
• Audit trail tracking	
• Multi-level confidentiality access\	
• Assignable user roles	
• Capability to define password expiration thru Password Policy setup	
• User definable options thru Password Policy setup	
• Minimum & maximum password length	
• Allow or restrict repeated characters	
• Case sensitive or not	
• User definable user roles under Security Settings	
• With facility to create multiple user roles.	
• With facility to view user status (whether offline or online) for security tracking.	
• Availability of information to track user activities	
• With Audit Trail capability for all components	
• Printable Audit Trail report	
E. HRIS REPORTS	
1. Payroll Reports	
- List of Employees with more than 5 days leave without pay	
- Overpayment Employees	
- Below Minimum List	
- Employees Entitled with Longevity Pay	
- Summary of Loan Deduction List	
- Payslip	
- General Payroll Report	
- Payroll Summary	
- Payroll Certification	
- Monthly Variance Report	
- Variance Report of Employees	
- GSIS Remittance Report	
- GSIS Loan Remittance List	

- GSIS Premium Remittance List	
- GSIS Summary of Payment List	
- GSIS I.V. (Individual Voucher) Loan List	
- GSIS I.V. (Individual Voucher) Premium List	
- GSIS Real Estate Loan List	
- HDMF Premium remittance Report	
- HDMF Loan Remittance Report	
- HDMF IV. (Individual Voucher) Loan List	
- HDMF IV. (Individual Voucher) Premium List	
- HDMF MP2 Remittance List	
- HDMF Housing Remittance List	
- HDMF Summary of Payment List	
- Philhealth Premium Remittance Report	
- PHIC Premium Remittance List	
- PHIC IV. (Individual Voucher) Premium Remittance List	
- PHIC Summary of Payment List	
- GL Entries	
- Custom Payroll Reports (Monthly)	
- Alpha list Terminated)	
- Alpha list with Previous Employer Alpha list without Previous Employer	
- Anniversary Gift Report BIR 2316	
- Certificate of Loan Remittance Certificate of Remittance	
- Collective Negotiation Agreement Incentive Report Custom Payroll Reports (yearly)	
- Educational Assistance Allowance Report Index of All Payments to Employees	
- Labor Management Relations Gift Report Loyalty Award	
- Mid-Year and Year-end Bonus and cash gift report List of active employees	
- Withholding tax remittance list	
- Authority to debit report Bank Softcopy	
2. Timekeeping Reports	
- Authorized Travel	
- COC Availment and Non-Availment of Employees	
- Compensatory Time-Off Availment and Non Availment of employees	
- Custom Timekeeping report	
- Daily Time correction form	
- Daily time record	
- Disapproved Leave applications	
- Employees with less than required number of punches	
- Forced leave record	
- Late filed leaves record	
- Leave w/o pay	
- List of AWOL employees	
- List of employees W prolonged leaves	
- Monetization claims	
- Official business report	

- Other leaves profile	
- Perfect attendance (No absences, no Late, no under time, w/OB)	
- Sick leave Profile	
- Tardiness & Under time report	
- Vacation leave profile	
3. Training Reports	
- Participants for the training	
- Training summary report	
- PDC resolution	
- List of approved training	
- Translation of Competencies to Training Program	
- Certificate of Attendance	
- Conducted training for the year	
- Certificate of the training	
- HRMD/CATC training Report	
4. Recruitment Reports	
- Letter of appointment	
- BIR Form	
- Character Reference Check report	
- Employment Examination	
- Attendance Sheet	
- Forwarding PDS to the personnel	
- Issuance of lD form	
- Notification to the applicant for the reposted position	
- Next-in Rank Waiver form	
- Non-disclosure	
- Notice of Meeting	
- Notice of Probationary period	
- Notice of vacancy	
- Notify Appointee w/Approved	
- Appointment w/receipt	
- Personal Data Sheet (Applicants)	
- Plantilla Form	
- Philhealth Form	
- Philhealth Member Registration Form	
- Qualified Next-in-rank	
- Referral of applicant for vacant position	
- Report on Appointment Issues (RAI)	
- Report on previously Posted 2nd Level positions	
- Submitting ATM applications form	
- Transmittal of Appointee	
- Transmittal of BIR form 2305 aa. T racking of Positions	
5. 201 Reports	
- Custom report	
- Employee Master list	
- Personal Data Sheet (Employees)	
- Service record	
- Position Description form	

- Certificate of Employment	
- Salary Adjustment Memo	
6. Performance Management Reports	
- Office Performance Commitment & Review form (OPCR)	
- Individual Performance Commitment & Review form (IPCR)	
- Development Action Plans	
- Employee's Awarded or Recognized	
- Employee's Inventories	
- Employees' Summary of ratings	
- Employee's Termination or Promotion	
- Employee's Training and Development Program	
- Performance Review & Appraisal Proper	
- Progress Review and Performance Monitoring	
- STAFF (Subordinates & Teams Appraisal Feedback Form)	
- OFFICER Sheet (Observation, Feedback, Forethought, inputs, Comments, Evaluation, Review)	
7. Separation (retirement) reports	
- GSIS retirement separation form	
F. ADMINISTRATIVE & FINANCE INFORMATION MANAGEMENT SYSTEM [AFIMS]	
The Administrative and Finance Information Management System (AFIMS) shall represent a full financial system compliance to BIR, COA and DBM regulations which covers from chart of accounts, procurement, inventory, disbursement, budget, and revenue monitoring. Such would be in accordance with Government Accounting and would be fully customized to suit the needs of the Accounting Department. Development of AFIMS which shall include but not be limited to the following components:	
1. AFIMS Contact Information	
Shall provide complete listing of Customer's/stakeholder's details, Supplier's details, and Employee's details. Details include their complete name (for individual) / company name (for non-individual) together with their TIN, addresses, contact information and other helpful information which is needed by the organization.	
• Input of contact information for individuals and or organizations	
• Cross reference to all modules	
2. Accounting Process	
Shall define and create chart of accounts and beginning balance of amounts based on cut-off date. Set-up of journal entries and books of accounts. This shall include disbursement, revenue, accounts receivables, accounts payables, cash management, recording of payment from clients/stakeholders, etc. This feature shall handle aging of accounts payable. Subsidiary ledgers for suppliers. Disbursement details by check vouchers, checks and type of expense. Also, this module handles the capturing of all collections.	

This feature shall provide and store the primary accounting record of every business. It tracks all financial transactions and is used to generate the organization's financial statements, including the Income Statement and Balance Sheet. It can summarize the organization's various financial accounts and transactions, such as accounts receivable, accounts payable and fixed assets. Also, it shall maintain the charts of accounts and controls financial periods, ledgers, allocations, assets and liabilities, and more. It can show summary entries by accounts, by header and detail.	
• Processing of various claims	
• Processing of salaries, wages and other personnel benefits	
• Issuance of Billing Statements	
• Issuance of Accounting Certificate	
• Issuance of Order of Payment	
• Reconciliation of computation for flight discrepancies	
• Issuance of Income Tax Return	
• Issuance of CAAP contribution	
The Accounting System shall include, but not limited to, the following sub-components:	
A. **Cash and Bank Component**	
The system shall be able to record receipt and payment of cash both physical cash and electronic fund transfer. Electronic fund transfer takes place without having the physical entry or exit of cash by using credit cards or electronic banking.	
• Bank deposits/remittance	
• Bank account transfer	
• Cross referencing against bank transactions for bank reconciliation	
• Monitoring and tracking of investment maturity	
• Auto entry for amortization of discounts/premium	
• Reports for cash movements (deposits, transfer, expenses) and invested funds	
B. **Income and Accounts Receivable Component**	
The system shall be able to record income, maintain income ledgers, and receivables. It shall also generate periodic reports about sales, collections made, overdue accounts and receivables position as also ageing schedule of receivables/debtors.	
C. **Inventory Component**	
The system shall be able to record different items purchased and issued specifying the price, quantity and date. It generates the inventory position and valuation report.	
D. **Expenses/Purchases and Accounts Payable Component**	
The system shall be able to record expenses/purchase and payments to creditors. It shall provide report for ordering of goods, sorting of purchase expenses and payment to the creditors. It shall also generate periodic reports about the performance of suppliers, payment schedule and position of the creditors.	
• Creation and tracking of Purchase Request, Purchase Order, Goods delivery, etc.	

• Monitoring and tracking of advance payment Procurement Service	
• Reports on status of purchases, delivered, payments made, returned items, cancelled items	
• Cancellation of PR, PO	
• Creation of AP and vouchers	
• Creation of details for check payment	
• Cancellation of vouchers	
• Creation and clearing of prepayments, advances, etc.	
• Reports on payments made, schedule of unpaid purchases, etc.	
• Scanning and storing of all documents on AP	
• Handling of cash advances – setting up and liquidation	
• Reports on AP	
E. Payroll Accounting Component	
The system shall be able to process the payment of wages and salary to employees. A typical wage report details information about basic pay, dearness allowance, and other allowances and deductions from salary and wages on account of provident fund, taxes, loans, advances, and other charges. The system shall generate reports about wage bill, overtime payment and payment on account of leave encashment, etc.	
F. Fixed Asset Accounting Component	
The system shall be able to record purchases, additions, deletions, usage of fixed assets such as land and buildings, machinery, and equipment etc. It shall also generate reports about the cost, depreciation, and book value of different assets.	
G. Expense Accounting Component	
The system shall be able to records expenses under broad groups such as personnel service, administrative, financial, MOOE, and others.	
H. Tax Accounting Component	
The system shall be able to generate report for compliance with requirements of the BIR such as, but not limited to, Value-Added Tax, Withholding Taxes, and Income Tax.	
• Monitoring and tracking of taxes withheld and due for remittance to BIR	
• Preparation of tax report following BIR requirement	
• Upload facility for tax reports	
I. Budget Management	
The system shall have the capacity to implement activities related to the Authority's budget planning, budget preparation, fund allocation, fund control and fund utilization monitoring. The system shall allow the seamless coordination and cooperation of the Corporate Budget Management Department (CBMD) with the working systems of the following:	
• HRIS	
• Procurement Department,	
• the Accounting Department,	
• the Treasury Department,	
• Services and Area Centers	

Also, the system can be capable to create, dispense, gather, consolidate, and/or approve documents and reports related to the generation of budget proposals, dispensation of fund allocation, processing of budget utilization requests, fund modification, issuance of fund transfers, and budget monitoring. The system shall be able to perform the following:	
• For budget planning and monitoring	
− Establishment of an automated electronic Project Procurement Management Plan (PPMP) form;	
− Be capable of controlling the numbering of the PPMP form in a serialized manner. Iterative numbering must be made available for submission of revised/corrected forms;	
− Automated hierarchical system of submission and gathering of accomplished electronic PPMP forms;	
− Selective and exclusive capability to modify, with hierarchical permission, the data of submitted accomplished PPMP by designated Budget Planning and Monitoring personnel;	
− Automated consolidation of PPMP data by expense;	
− Linking of data between the Registry of Budget, Utilization and Disbursements (RBUD) and the Corporate Operating Budget (COB) Monitoring Report;	
− DBM Budget Forms (if possible, editable based on current DBM Budget Call or a portal for dispensation and subsequent submission of forms in PDF or Word, or the like);	
− Schedule the submission of the forms and data required and be capable to deny acceptance of submission beyond the specified date of submission;	
− With appropriate electronic permission/s, be capable to provide new schedule of submission for SACs that did not meet the original schedule of submission. Submissions in this category will be marked late or overdue.	
• For budget implementation	
− Establishment of an automated electronic Budget Utilization Request and Status (BURS) form – Controlled Form for the use of End-Users/ SACs and processing by named Budget Officers.	
− Establishment of an automated electronic Modification of Allotment (MAF) form – Controlled Form for the use of End-Users/ SACs	
− Establishment of an automated electronic Certificate of Budget Allocation (CBA) form - Controlled Form for the exclusive use of named Budget Officers	
− Establishment of an automated electronic Fund Transfer Advise (FTA) form - Controlled Form for the exclusive use of named Budget Officers	
− Establishment of an automated electronic Cash	

Release Advise (CRA) form – Controlled Form for the exclusive use of named Budget Officers	
- Establishment of an automated electronic Report of Budget Utilization (RBU) form- Controlled Form for the exclusive use of named Budget Officers	
- Establishment of an automated electronic Registry of Budget Utilization and Disbursement (RBUD) form- Controlled Form for the exclusive use of named Budget Officers and named Accounting Department Staff	
- Enable respective End-Users/ SACs to access, populate, accomplish, and hierarchically submit electronic forms of BURS, MAF, CBA, CA, RBU and RBUD to the CBMD	
J. Billing	
Shall allow automated computation of all the CAAP fees and charges, including the air navigation charges, based on applicable approved rates. It allows exception handling such as discounts, special charges, taxes, etc. when computing. It shall allow the client/stakeholder to view the fees and charges assessed online before payment. Also, it shall allow automated computation of real estate charges for property lease and automatically computes rental charges and aging of receivables, if applicable.	
• Automatic and manual creation of a billing statement	
• Export of billing statement information to an external billing system	
• Listings of open invoice/billing statement	
• Feedback about invoice/billing statement status	
• Configuration of rates for several activities in the background definition data	
• List of billing statements	
• Groups of persons without charges	
• Access the integrated database, such as from FSIS, for the preparation and sending of bills	
• Creation of invoice/bills for charges with VAT and non-VAT	
• Receipting or issuance of OR for those with VAT and non-VAT and cases of prepaid taxes	
• Inter-office transactions like collection of payment for invoice issued by another area	
• Creation of multiple rental invoices with interest and penalty and prepaid taxes	
• Various scenarios in receipting like receipt of check with overpayment, charges subject to interest and penalty, etc.	
• Cancellation of bills or receipts i.e., double billing	
• Printing of Statement of Accounts	
• Set up of non-trade receivables, receipting and clearing	
• Writing-off of AR	
• Creation of reports i.e., Aging of AR, List of outstanding bills per customer, etc.	

• Upload facility for non-computerized area	
• Create customer number (synchronized with FSIS records and other existing database records) for improved billing and collection	
• **ONLINE PAYMENT**	
K. Treasury	
Shall perform the organizational processes for Financial Transactions and Cash Transfers.	
• Process the renewal / roll over / termination of investments, new placements, conversion of dollars and bank to bank transfer.	
• Facilitate cash transfer against PS and MOOE as well as new infrastructure projects.	
Shall include but not be limited to the following components:	
• Cash and Investment Management	
• Treasury Operations	
• Property Management	
L. Cashiering	
Shall allow automated receipting based on computed charges generated through the Billing feature and receipting for Order of Payment transaction. It shall allow the client/stakeholder to view and generate receipt online.	
• Preparation and Release of Checks	
• Preparation of Authority to Debit	
• Preparation and process Telegraphic Transfer	
• Issuance of Official Receipt for Payment of CAAP Fees and Charges	
Shall be capable to generate electronic Official Receipt (e OR) in compliance with COA rules and regulations	
M. Procurement Management	
Shall handle the complete cycle of processing of purchase request and procurement, receiving, tracking and recording as per approved government rules and regulation.	
• Issuance and monitoring of approved Contract of Agreement and subsequent issuance of Notice to Proceed	
• Processing cycle of Purchase Request	
• Procurement of common office supplies available at PS-DBM	
• Monitoring of the Performance Bond from the Contract	
N. Supplies and Property Management	
Shall create a central repository of information of CAAP properties that included airport, air navigation facilities, aeronautical equipment, buildings, vehicles, and other properties. Also, it shall handle the item or property issuance and monitoring. It shall provide the history and details of acquisition of each item. It can monitor the location of each item including the accountable person. It can process the issuance of property items and records who received the item for recording and auditing purposes.	
• Recording of delivered goods	
• Monitoring of the inventory of supplies and PPEs/semi-	

	expendable properties	
•	Issuance of supplies and PPEs/semi-expendable properties	
•	Integrated to the HRIS module for personnel accountability	
O. Procurement Monitoring Report (PMR)		
	Under Sec. 12.2 of the 2016 revised IRR of RA 9184, the BAC prepares a procurement monitoring report in the form prescribed by the GPPB, which shall cover all procurement activities specified in the APP, whether ongoing and completed, from the holding of the pre-procurement conference to the issuance of notice of award and approval of the contract, including the standard and actual time for each major procurement activity. The PMR shall be approved and submitted by the head of the procuring entity to the GPPB in printed and electronic format within fourteen (14) calendar days after the end of each semester.	
	The system shall collect, stores and synthesizes updated procurement related information to track, and record procurement schedules/milestone/timeline for CAAP wide procurement activities under R.A.9184 using the prescribed GPPB-PMR format.	
G. AFIMS DETAILED SYSTEM COMPONENT		
1. Contact Information must have the following:		
•	The system manages the information of all individuals and organizations/**stakeholders** such as the following:	
-	Personal/Organization Data Information including name, address, contact numbers, etc.	
-	Related documents	
•	Capability to process and capture the issuance of all type of action notices and appointments such as the following:	
-	Pending applications	
-	Suspension, penalty, etc.	
•	Generates the following Reports	
-	Individual /Organization Profile	
2. Accounting Process must have the following:		
	The system manages the information such as the following:	
•	Record and maintain books of accounts, general ledgers and subsidiary ledgers;	
•	Prepare financial statements and reports for the use of the Agency and other government offices authorized to receive such reports;	
•	Process all financial claims;	
•	Manage Accounts Receivables and monitor account payables;	
•	Prepare and remit mandatory contributions and submit required reports;	
•	Certifies availability of funds;	
•	Establish, Maintain and Upgrade automated Accounting System;	
3. Property Management must have the following:		

• Tag, monitor and track all CAAP's properties and their entire lifecycle, from location, user, and condition;	
• Ensure a complete and accurate chain of custody history;	
• Ensure to have viewing facility over all assets and inventory starting at the purchase order all the way through to final disposal.	
• Ability to extract reports based on: entire property register (by threshold, category/accounts, & classification of property), location, user, obsolete property.	
• Inventory, management and tracking of Property, Plant and Equipment (PPE), Semi-expendable Property (SP), and Common Supplies & Equipment (CSE)	
• Generate timely and relevant reports that are ready for presentation and analyzation	
• Ensure that the value of properties register is in agreement with the value of properties shown in property records of CAAP after the verification, reconciliation, write-off and disposal processes.	
• Able to track and monitor the daily issuance and inventory balance of CSE and generate list of supplies that are not available or currently available on stock at Supply Division- Head Office Warehouse.	
• Ability to automatically compute PPE's depreciation, net book value/market value/appraisal value.	
• Allow simulation of various market scenarios, e.g., changes in life of a property/equipment, percentage of salvage value, cost of capitalizable asset, etc.	
• Automatically generate list of properties for disposal based on the life of the assets	
• Automatically update records of properties when there is an addition, and disposal.	
4. Procurement Management must have the following:	
• Record and maintain Contract of Agreement of awarded projects for BAC, CCC and Disposal Committee;	
• Record and maintain processes for the procurement of goods, services, infrastructure, and consultancy for the Agency, in accordance with government procurement system	
• Record and maintain the Price Monitoring List and the registry of suppliers, contractors, and consultant.	
• Ability to review current property threshold count for pro-active ordering	
H. PROCUREMENT MANAGEMENT	
Refers to the procurement plan of a specific program/project/activity (PAP) of the agency. The PPMP serves as a guide document in the procurement and contract implementation process, as well as a vital reference in procurement monitoring. It serves as an important tool in resource and financial management, allowing the Procuring Entity the flexibility to optimize the utilization of scarce resources. The system shall have the capability to encode, process and capture, consolidate the items that are the same and can generate the	

following:	
• Indicative Annual Procurement Plan (APP)	
• Final Annual Procurement Plan	
• Annual Procurement Plan for Common Supplies and Equipment (APP-CSE)	
• Consolidated PPMP	
• Supplemental PPMP and APP	
1. Annual Procurement Plan (APP)	
The Annual Procurement Plan (APP) is the requisite document that the agency must prepare to reflect the necessary information on the entire procurement activities for goods and services and infrastructure to be procured that it plans to undertake within the calendar year. The system must generate Planning & Schedule management, including calendar feature based on the schedules indicated in the APP. Must have an Alarm System/notification for deadline. The system should have an alarm system or notification once the data is approaching the deadline. System generated alerts and notifications in form of emails and SMS to inform end-users for their upcoming tasks and informing them about delayed tasks.	
2. Purchase Request	
There must be an approved Purchased Request for all goods and services to be purchased or to be bid. Approved Budget for the Contract (ABC) should also be determined. And it should be based on the approved Annual Procurement Plan (APP). A purchase request is a document that an employee within the organization creates to request a purchase of goods or services. This system shall have a design to allow CAAP personnel to make an online order request if a need arises for certain goods or services. When you fill out a purchase request, you are not yet purchasing anything. You are merely beginning the process of a purchase by asking for internal permission. The system will be a paperless process which will create an approved/ disapproved Purchase Request that will generate/extract Requisition and Issue Slip (RIS) and generate Certificate of Budget Allocation (CBA). The employee's immediate supervisor, recommends the request, the Budget Division, will generate the Certificate of Budget Allocation and the approving authority in the agency is notified that the employee has made an order request once they receive the request and approve/disapprove the same.	
3. Consolidated Procurement Monitoring Report (CPMR)	
This form found in Annex B provides a profile of agency procurement for one Annex "A" of GPPB Resolution No. 39-2017, dated 21 December 2017 page 7 of 43 calendar/fiscal year which include information such as breakdown of APP according to types and methods of procurement, number of procurement activities, number and value of contracts together with contracts awarded with only one (1) bidder participating, number of failed biddings, number of posting in PhilGEPS website for invitations to bid and contracts awarded, number of bidders who acquired	

	bidding document, who submitted bids, and who passed bid evaluation; number of contracts awarded within prescribed timeframes. These shall be submitted together with the APCPI Assessment Form (Annex "A" of this User's Guide);	
4.	**Agency Procurement Compliance and Performance Indicator (APCPI)**	
	The GPPB adopted the use of Agency Procurement Compliance and Performance Indicators (APCPI) System on 1 June 2012 as the standard procurement monitoring, assessment and evaluation tool which aim to determine, in a qualitative and quantitative manner, procurement strengths and weaknesses of agencies, and formulate a reasonable action plan to address identified areas for improvement while adopting measures to sustain strengths alongside a competitive, transparent, economical, efficient and accountable public procurement regime. The APCPI is based on the Base Line Indicator and Compliance and Performance Indicator Systems of OECD DAC Methodology for the Assessment of National Procurement Systems (MAPS), the Agency Procurement Performance Indicators (APPI), and the Online Monitoring and Evaluation System (OMES) used by GPPB to measure and evaluate agency procurement practices. The most recent version of the APCPI consists of four (4) pillars, sixteen (16) indicators and forty-one (41) sub- indicators.	
5.	**Contract Management Progress Report**	
	A monitoring report on the compliance with the terms and conditions of the procurement contract. Track & Monitor Contracts once a procurement contract is finalized. Generates alerts in form of SMS & Emails wherever necessary to monitor the performance of contract. The system can process necessary information like milestones, time frame, warranty, progress and suggests action to the Procurement Office if the milestone provision in the contract is not achieved, and suggest charging and auto calculation on Liquidated Damages.	
6.	**Fortnightly Update Report of Projects**	
	Provide a complete glance of agency's performance regarding its contract management process within the organization and auto generate reports periodically as well as on any time, when needed. Tendency to generate customized reports as requested by management.	
7.	**Post Contract Award Disclosure**	
	This table provides helpful reference information regarding post-contract award disclosure, it includes the project title, the approved budget, the contract amount, name of contractor/supplier, its address, contract period, date of award, date of acceptance and implementing unit.	
8.	**Notice of Award (NOA)**	
	The Notice of Award (NOA) is a written notice to the successful bidder stating that the bidder has been awarded a Contract. NOA can be customized and printable.	
9.	**Notice to Proceed (NTP)**	

The Notice to Proceed (NTP) is a document issued to the successful bidder that the contract has been approved and to commence work set forth in the contract. NTP can be customized and printable.	
10. Request for Quotation	
A request for quotation (RFQ) is a solicitation for goods or services that invites vendors to submit price quotes on the specified project. The Request for Quotation (RFQ), indicates the specification, quantity, Approved Budget for the Contract (ABC), and other terms and conditions of the item to be procured. The system can process, generate RFQ and automatically invites through the system generated list of vendors. Must also generate proof of invites and link the RFQ to CAAP website BAC portal.	
11. Supplier/Contractor/Consultant Information Management	
Create and maintain a price monitoring list of good and services regularly procured by the agency and a list of suppliers, contractors, and consultants. Vendor management, including company information, diversity tracking, prequalification, and performance tracking.	
12. Payments and Completion of Contracts	
Contractor Pay application, tracking Invoices, and payments, including internal charges and approvals and tracking of external payments for professional services consultants and contractors. Digitization and automation of the following forms:	
• **Technical Inspection and Acceptance Report**	
A document that determines whether the supplies and services Conform to contract requirement which include all applicable drawings, specifications and purchase description.	
• **Payment Vouchers**	
A form prepared by PD that specifies payment authorization for the suppliers/contractors/consultants for the completed project.	
• **Release of Retention Money**	
Retention money is an amount held back from a payment made under a contract until the project gets completed.	
• **Refund of Performance Bond**	
A performance bond is issued to one party of a contract as a guarantee against the failure of the other party to meet obligations specified in the contract. Refund of performance bond is based upon its determination that the project has been satisfactorily completed.	
I. SUPPLY AND PROPERTY MANAGEMENT	
1. SUPPLY STOCK CONTROL	
The system shall capture all incoming deliveries from the following:	
• Procurement Service / Department of Budget and Management.	
• Contract Agreement/Direct payment/Direct contracting (Exclusive distributor).	
• Donation or Property coming from another Agency.	
• Unused serviceable items/equipment that has previously	

been issued or found in the station.	
• Special Disbursing Officer (SDO).	
1.1. Deliveries	
The System shall have a window for creating the Project Procurement Management Plan (PPMP) which will be transmitted to Budget Division for their consolidation. In addition, there shall also be a window dedicated for the Annual Procurement Plan which collates and updates data inputs on Common use Supplies and Equipment. The System shall begin with the deliveries emanating from the above entries and be recorded on the Stock Card form, Property/Equipment Card form and Property Log Book which are managed by the Supply Division accordingly. The Property Log Book will be the reference in generating property numbers for each item. The generated property numbers will then, be inscribed to the property bar coded stickers and be printed out. In cases of property acquired through other means than procurement (e.g., donated properties), the System shall provide a platform allowing the input of data from an outside source. For deliveries, the system shall further include the following:	
• Readily accessible digital copies of forms and logbook (i.e., Stock Card Form, Property/Equipment Card Form and Property Logbook) for printing.	
• Generation of customized report.	
• Stocks-on-Hand monitoring.	
• Capability to alert the Supply Staff in charge if stocks fall below the required level.	
• Monitoring of date of deliveries (First in-First out).	
• Monitoring of items/equipment with expiration date.	
• Stocks available can be viewed by Service Chiefs and Division Chiefs	
• Record logbooks of incoming deliveries from contract agreement procurement.	
• Record logbooks of deliveries of Accountable Forms.	
• Separate window allowing the Supply Division to upload scanned copies of documents (i.e., delivery receipts), in which can be viewed and downloaded only by the Accounting, and Supply Division.	
• System storage for Supply Division-uploaded documentary templates (i.e., Statement of Payment of Office Supplies/Equipment Delivered by Procurement Service) by which can be viewed by the Supply and Accounting Division simultaneously.	
1.2. Requisition	
The System shall verify the viability of property request in relation to the existing stocks using the required Requisition and Issue Slip form (RIS). Thereby the System, upon approval and issuance of supplies/properties by the Supply Division, shall update automatically update the Inventory count relative to the approved/issued RIS. The System shall generate control number per requisition and assigned stock number for each item which will be reflected on the Stock Card. The System shall generate the updated "Report of Supplies and Materials Issued" (RSMI) and "Report of Accountability of	

Accountable Forms" (RAAF) monthly, and the "Report on the Physical Count of Inventories" (RPCI) annually. For urgent and immediate access, the Inventory Custodian Slip (ICS) shall be readily available as deemed necessary.

For Requisition, the System shall further include the following:

- Readily accessible digital copies of forms and logbook (i.e. RSMI, RAAF, RPCI, RIS, and ICS) for printing.
- A window for all Services requesting for Office Supplies using the RIS form (E-RIS).
- Acceptance of initial approvals on RISs if electronic signature is not feasible/non-existent.
- Window which can be accessed only by the Supply Division to generate the request and input the quantity of items to be issued based on stock available and APP.
- History records of all "No Stock Available" items.
- Records of all incoming and outgoing controlled RIS.
- System generated control numbers.
- System generated reports.

1.3. Issuances

The issued item/equipment shall be recorded on the Stock Card and Bin Card. The Bin card records the actual release of every item from the Supply Warehouse and is maintained and updated by the Warehouse-In-Charge. The System shall generate a templated Annual Procurement Plan which shall be utilized for monitoring the issued supplies to various offices.

For Issuances, the system shall further include the following:

- Readily accessible digital copies of Bin Cards and Stock Card for printing.
- Records of all approved RIS.
- Bin Cards rack numbers.
- Separate Bin Cards for unused, returned and other seized items which has no record at Supply Division.
- Window which shall allow the updating and maintenance of Stock Cards. The in-system Stock Cards shall be editable; thus, the Inventory List data shall automatically be updated accordingly relative to the changes been made in the stock cards.
- Separate window for the status of FOLI Head Office and Area Center. (received/issued/balance)
- Separate window for the issuance and consumption report of accountable forms from Area Centers and Head Office. (received/issued/balance)

2. SUPPLY PROPERTY

2.1. Property Inventory

The System shall capture all Property Accountability of CAAP employees of Head Office and Area Center Airports including their respective facilities based on issued Property Acknowledgment Receipt Form (PAR). The System shall then provide CAAP personnel access (i.e., viewing and downloading in PDF/JPEG/EXCEL format) to their respective updated PARs for official use.

The Supply Division shall have an overall control (update, transfer, cancel) of all CAAP property accountability record of employees. For Property Inventory, the System shall provide access to the following forms and reports in compliance to the issued COA Circular No. 2020-006 and No. 2022-004 and other prescribe Supply and Property Forms & Reports.	
• Recording of Company Property, Plant and Equipment (PPE)	
• Generation of property code and tag per property entered in the library of properties	
• Print property information using labels for proper identification	
• Assignment of issued PPE's/Semi-expendable Properties to employees	
• Query and listing of inventories of PPE's/Semi-expendable properties issued per employee	
• Setting of Unlimited Office Supplies	

• Generates the following reports:
   - List of Properties
   - List of Employee's property accountabilities	

2.2. Supply and Property Forms	
- **Property Card (PC) –** This form shall be kept for each class of property plant and equipment to record the description, acquisition, transfer/disposal and other information about the asset.	
- **Semi-Expendable Property Card (SPC) –** This form shall be maintained in the Supply and/or Property Division/Unit for each class of semi-class of semi-expendable property to record promptly the acquisition (based on the Inspection and Acceptance Report and other supporting documents), issue/transfer/disposal and the description/information about the asset.	
- **Inventory Transfer Report (ITR) –** This form shall be used every time there is a transfer of inventory such as donation, reassignment, relocation, and the like from one accountable officer to another Accountable Officer. (Note: ITR nos. are system generated).	
- **Inventory Custodian Slip (ICS) –** This form shall be used to issue tangible items amounting to less than Php50,000.00 to end-user. It shall be maintained continuously and recorded in sequential manner.	
- **Receipt of Returned Semi-Expandable Property (RRSP) –** This form shall be used for returned semi-expendable property whether serviceable or unserviceable.	
- **Receipt of Returned Non-Expandable Property (RRNP) –** This form shall be used for returned non-expendable property whether serviceable or unserviceable.	

- **Property Transfer Report (PTR) -** This form shall be used when there are transfers of PPE from one Accountable Officer/Agency/Fund Cluster to another Accountable Officer/Agency/Fund Cluster.	
- **Property Acknowledgment Report (PAR) -** The PAR shall be used in the Supply and/or Property Division/Unit to record the issue of PPE to end-user. It shall be maintained by fund cluster. It shall be renewed every three years or every time there is a change in custodianship/user of the property.	
- **Requisition and Issue Slip (RIS) -** The RIS shall be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested	
- **Stock Card (SC) -** This is a form used by the Supply and/or Property Unit/Division for each type of supplies to record all receipts and issuance made. It shall be maintained by fund cluster	
- **Bin Card –** This form is used by the Supply Unit to record and monitor the issuance of Common Supplies and Equipment. The Bin Card contains the description, and quantity issued and balances of the supplies.	
2.3. Supply and Property Reports:	
- **Report on the Physical Count of Inventory (RPCI) -** This form shall be used to report the physical count of properties which are owned by the authority. Prepared by the Inventory Committee semi-annually and annually, the duly approved RPCI shall be submitted to the Auditor in charge not later than July 31 and January 31 of each year.	
- **Report on the Physical Count of Property, Plant and Equipment (RPCPPE) -** This form shall be used to report the physical count of properties of Property, Plant and Equipment by type (i.e., heavy equipment, technical and scientific equipment, motor vehicles, office equipment, furniture, and fixtures, etc.) which are owned by the authority. This report shall show the balance of property and equipment per cards and per count and shortage/overage, if any. Prepared by the Inventory Committee in three (3) copies, the duly approved RPCPPE shall be submitted to the Auditor in charge not later than January 31 of each year.	
- **Report of Supplies and Materials Issued (RSMI) –** This form shall be prepared by the Supply/Property Officer as a monthly abstract/summary of supplies and materials issued as supported by the RIS. At the end of the month, all RSMI shall be consolidated for the preparation of the Journal Entry Voucher (JEV). As recommended in COA AOM No. 2022-010, the Flight	

Inspection and Calibration Group (FICG) and Air Navigation Service (ANS) shall submit their RSMI on Fuel, Oil, and Lubricant Inventory (FOLI) account to the Supply Division through the System for system evaluation and verification. The System, upon upload/submission of RSMI, shall provide the Accounting and Supply Division access to the RSMI (i.e., for viewing and downloading) as subject for further adjustment as required	
- **Report of lost, stolen, damaged or destroyed semi-expendable property (RLSDDSP)** – This form shall be used by the accountable officer/employee to report or notify within 30 days the officials concerned of the loss, theft, damage or destruction of the semi-expendable property whether issued or unissued. The RLSDDSP shall be supported with request for relief from property accountability.	
- **Registry of Semi-Expendable Property Issued (RegSPI)** – This form shall be used for all issued semi-expendable properties. The Property Officer shall record promptly the issue, return, reissue, disposal, and other information about the property if returned.	
- **Report of Semi-Expendable Property Issued (RSPI)** - This form shall be used to summarize all issued semi-expendable property at least weekly and shall be based on the Inventory Custodian Slip. (Note: RSPI nos. are system generated).	
- **Report on the Physical Count of Semi-Expendable Property (RPCSP)** – This form shall be used to report the physical count of semi-expendable properties which are owned by the authority. It shows the balance of semi-expendable items per card and per count and shortage/overage, if any. It shall be prepared annually and by fund by the Inventory Committee.	
- **Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)** – This report shall be used to account for all unserviceable semi-expendable property of an entity which is a subject to disposal. It shall be prepared by the Property and/or Supply Division/Unit.	
- **Report of Lost, Stolen, Damaged, Destroyed Property (RLSDDP)** - This form shall be used by the Accountable Officer to report or notify the auditor of the COA, the Chief Accountant and all others concerned of the lost, stolen, damaged or destroyed property.	
- **Inventory and Inspection Report of Unserviceable Property (IIRUP)** - This report shall be used to account for all unserviceable property of an entity which is a subject to disposal. The IIRUP is a report prepared by the Supply and/or Property Unit as basis to record dropping	

from the books the unserviceable properties carried in the PPE accounts.	
- **Report of Accountability for Accountable Forms (RAAF) -** The RAAF is used by each Accountable Officer to report the result of the physical count of all accountable forms, with or without face value such as checks, stamps, official receipts, LDDAP-ADA, etc., in his/her custody. It shall be prepared monthly and by fund cluster.	
- **Waste Material Report (WMR) -** The WMR shall be used by the Supply and/or Property Custodian to report all waste materials previously taken up in the books of accounts as assets or in his/her custody so that they may be properly disposed of and derecognized from the books.	
2.4. Prescribed One-Time Cleansing Forms/Reports:	
- **List of PPEs Found at Station** – this form shall be prepared by the Property Unit to collate the items described as "found at station" in the RPCPPE and shall be submitted to the Accounting Unit for recording in the books of accounts.	
- **List of Non-Existing/Missing PPEs -** this form shall be prepared by the Property Unit to collate the items described as "non-existing" or "missing" in the RPCPPE as well as for items with physical counts (PCs) and PARs on file but were not included in the RPCPPE.	
- **Registry of Derecognized PPEs (RDPPE) –** this form shall be prepared by the accountant in charge to collate the non-existing/missing PPEs without available record of accountability. By the approval of the head of agency, the RDPPE which contains the acquisition cost of derecognized PPEs and their carrying values shall be prepared upon receipt of the decision granting the authority to derecognize PPE by COA. The PPE shall then be derecognized from the book of accounts of the agency.	
- **Inventory Count Form (ICF) –** This standard form shall be used on cases in which the latest RPCPPE is non-existent or reckoned unreliable. The ICF shall be filled up by each office of the agency and shall be submitted to the Property Unit for verification prior to the conduct of the actual inventory by the Inventory Committee. This form, which shall record the physical count of Inventory, shall be used as the basis in the preparation of the RPCPPE after the physical count	
2.5. Property Management	
The system shall have the capability to record and update individual Property Acknowledgement Receipt (PAR), Inventory Custodian Slip	

(ICS). Property Transfer Report (PTR) and Waste Material Report (WMR). The above-mentioned forms should be editable only by the Supply Division and can be viewed by respective personnel/end user.	
In case the serviceable property is returned to Supply is re-issued, the system shall have a separate window for returned PPE and Semi Expendable and the same should be uploaded to respective PAR.	
In case of transfer of accountability record from one accountable officer to another and reported condemned materials, the property and its accountability shall be immediately removed from the precedent employee's record. The System shall provide system generated Property Number, Inventory Custodian Slip Number (ICS) and Document Control Number.	
For properties in need of PAR and ICS, the System shall have a standalone PAR and ICS, by which can be incorporated to the Inventory System component.	
For properties in need of PAR and ICS, the System shall have a standalone PAR and ICS, by which can be incorporated to the Inventory System component.	
• Separate ICS number for low value and high value items.	
• History of the Equipment as to location and accountable officers responsible.	
• Window for Estimated Useful Life and equipment depreciated value.	
• Report on the Physical Count of Property Plant and Equipment (RPCPPE) Template.	
• Property Card Template for 50k and above value	
• Semi Expendable Property Card Template.	
• Shall generate report on all forms mentioned.	
• Downloadable and editable RPCPPE duly submitted by the Area Centers.	
2.6. Property Clearance	
The System shall capture all CAAP employee requesting for property clearance and shall have the capability to monitor the following:	
• Status of Employee's purpose of filing property clearance.	
• Effectivity date for the following: (to confirm guidelines with HRMD)	
‑ travel abroad and 15 days Leave	
‑ maternity leave	
‑ study leave	
‑ retirement	
‑ separation from service	
‑ transfer of assignment	
• A library for all employees issued property clearance.	
2.7. Property Insurance	
The System shall have the capability of monitoring CAAP's Insurance Coverage, validity period including premium payment for each coverage and alert the Supply Officer that the policy is nearing expiry.	

The Monitoring System shall also include the following processes:	
• Shall have the capability to upload Area Center's Property Inventory Form and consolidate on the required template.	
• List of all insurable CAAP Airports and facility thru GSIS.	
• Area Centers shall be authorized to view the documents only, the monitoring, uploading and maintenance of the aforementioned documents shall be subjected solely to the Supply Division's control and discretion.	
• List of filed CAAP claims for indemnification.	
• History of claims and status.	
2.8. Property Disposal	
The System shall capture all condemned property declared unserviceable. The property is then be removed from the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and be transferred in the Inventory and Inspection Report of Unserviceable Property (IIRUP) and/or Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) as applicable. The IIRUP and IIRUSP shall still be editable to input PPEs that are not captured in the RPCPPE.	
J. AFIMS FORMS and REPORTS	
1. Budget Management	
The following, but not limited to, are the Corporate Budget Management Department's forms and reports:	
Forms:	
• Project Procurement Management Plan (PPMP)- Controlled Form	
• DBM Budget Forms (Editable based on current DBM Budget Call)	
• Budget Utilization Request and Status (BURS)- Controlled Form	
• Modification of Allotment Form (MAF)– Controlled Form	
• Certificate of Budget Allocation (CBA)- Controlled Form	
• Fund Transfer Advise (FTA)- Controlled Form	
• Cash Release Advise (CRA)- Controlled Form	
Reports:	
• Consolidated Budget Proposal by Expenses	
• Corporate Operating Budget (COB)	
• Multi-Year Budget Authority (MYBA)	
• Notice of Approved Operating Budget (NAOB)	
• Budget Implementation Matrix by Expenses	
• Report of Budget Utilization (RBU) by Expenses	
• Report of Budget Utilization and Disbursement (RBUD)	
2. Treasury	
2.1. Cash and Investment Management:	
• Be able to generate Treasury Division's specific reports, forms and correspondences	
• Include standard reports for management, regulatory bodies, and other government agencies including but not	

limited to:	
- Cash and Investment Balance Report	
- Report of Projected and Actual Cash Flows	
- Status of Cash Report	
- Bank Reconciliation	
- Schedule of Investments / Subsidiary Ledger per Account	
- Schedule of Interest Income Earned	
- Schedule of Dollar Conversions including FOREX Gain/Loss	
- Report of Projected vs Actual Collections with variances	
2.2. Treasury Operations:	
• Include standard reports for management, regulatory bodies, and other government agencies including but not limited to: Report of Projected vs Actual Disbursements with variances per category as follows:	
- Personnel Services (PS)	
- Maintenance and Other Operating Expenses (MOOE)	
- Capital Outlay (CO)	
- Prior years' expenses	
- Government Appropriation Act (GAA) Subsidy	
3. Supply and Property Management	
3.1. Property Inventory	
Forms:	
• Property Card (PC)	
• Semi-expendable Property Card (SPC)	
• Inventory Transfer Report (ITR)	
• Inventory Custodian Slip (ICS)	
• Receipt of Returned Semi-expendable Property (RRSP)	
• Receipt of Returned Non-expendable Property (RRNP)	
• Property Transfer Report (PTR)	
• Property Acknowledgment Receipt (PAR)	
• Requisition and Issuance Slip (RIS)	
• Bin Card	
• Stock Card	
Reports:	
• Report on the Physical Count of Inventory (RPCI)	
• Report on the Physical Count of Property, Plant, and Equipment (RPCPPE)	
• Report of Supplies and Materials Issued (RSMI)	
• Report of lost, stolen, damaged or destroyed semi-expendable property (RLSDDSP)	
• Registry of Semi-Expendable Property Issued (RegSPI)	
• Report of Semi-Expendable Property Issued (RSPI)	
• Report on the Physical Count of Semi-Expendable Property (RPCSP)	
• Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)	

• Report of Lost, Stolen, Damaged, Destroyed Property (RLSDDP	
• Inventory and Inspection Report of Unserviceable Property (IIRUP)	
• Report of Accountability for Accountable Forms (RAAF)	
• Waste Material Report (WMR)	
Prescribed One-Time Cleansing Forms/Reports:	
• List of PPEs Found at Station	
• List of Non-Existing/Missing PPEs	
• Registry of Derecognized PPEs (RDPPE)	
• Inventory Count Form (ICF)	
3.2. Property Management	
The Inventory System shall also generate the following reports:	
• Customize supply reports as follows but not limited to:	
- Motor Vehicle	
- Firearms	
- IT Equipment	
- Office equipment	
- Communication equipment	
- Machinery equipment	
- Furniture and Fixtures	
- Medical equipment	
- Aircraft equipment	
- Firefighting equipment (Firetruck and other accessories)	
- Land c/o Asset Management Office	
- Buildings and Facilities	
- Other equipment	
• The Monitoring System shall generate the following but not limited to:	
- Property Inventory Form	
- List of all insurable CAAP Airports and facility.	
- List of filed CAAP claims for indemnification.	
- History of claims and status.	
• The Disposal System shall also generate the following documents:	
- Separate IIRUSP summary for Semi-Expendable Properties (tangible items below Php50,000.00) and for PPE's (tangible items above Php50,000.00)	
- A history record of all IRUP and IIRUSP	
- A history record of all Waste Material Report	
- Waste Material Report Template	
- Readily accessible editable forms.	
- List of Accredited Scrap buyers.	
3.3. Property Clearance	
In order to clear the accountability of a CAAP Personnel, the System shall also generate the following:	

• Certificate of Property Clearance	
• Statement of Property Accountability (for personnel with withstanding property accountability to be settled either through receivables or return of property)	
3.4. Property Insurance	
The Monitoring System shall generate the following but not limited to:	
• Property Inventory Forms (PIFs)	
• List of all insurable CAAP Airports and facility.	
• List of filed CAAP claims for indemnification.	
• History of claims and status.	
3.5. Property Disposal	
The Disposal System shall also generate the following documents:	
• Separate IIRUSP summary for Semi-Expendable Properties (tangible items below Php50,000.00) and for PPE's (tangible items above Php50,000.00)	
• A history record of all IRUP and IIRUSP	
• A history record of all Waste Material Report - Waste Material Report Template	
• Readily accessible editable forms.	
• List of Accredited Scrap buyers.	
K. OTHER REQUIREMENTS	
1. **Detailed Requirements Analysis and Specification**	
The main objective at this stage is to gain thorough understanding on how the functions are being conducted in the process areas and identify the flow of information and how the process areas are interconnected.	
Engage in a series of process reviews and data gathering activities with CAAP process stakeholders or key personnel to fully understand in details the processes to improve and automate, and get an accurate picture of the current tasks and procedures, work schedules, routine processes, and exceptional cases and how each are handled and resolved. Gap Analysis shall be done both by CAAP and the contractor to determine the processes that require automation and priorities.	
The contractor has proof of concept relating to the adaptation of artificial Intelligence (AI) related to this project.	
L. HARDWARE REQUIREMENTS	
1. **Cloud Hosting General Requirement (Managed Service)**	
To maintain a resilient, efficient, and secure Cloud Service	
• Must be at least Tier 3 Local Cloud Hosting Facility	
• Concurrently maintainable facility with multiple source/redundancy for power and cooling	
• Does not require a total shutdown during maintenance or equipment replacement	
• Must also have an N+1 availability (able to support at full capacity load plus additional components as failover in primary failure scenario)	
• Backup solutions that can keep operations running in case of a local or region-wide power outage	

• The facility must ensure equipment can continue to operate for at least 72 hours following an outage	
• Maximum allowable downtime per year 1.6 hours	
• Hardware resources are solely used for the Civil Aviation Authority of the Philippines.	

1.1. Data Center Parameters TIER 3

• Uptime guarantee	99.982%	
• Downtime per year	<1.6 hours	
• Component redundancy	Full N+1	
• Concurrently maintainable	Partially	
• Compartmentalization	No	
• Staffing	1+ shift	
• Certifications and Compliance 27001, and PCI-DSS, EIA/TIA	ISO 9001, ISO	
• 528B Compliant Seismic Zone Zone 4	PhilVolc Seismic	
• Fire Protection Standard (in DC) 2001 (at least)	NFPA Standard	
• Flood Risk sea level	at least 80ft above	
• CCTV Coverage Compliant	PCI-DSS	

The managed (hosted) services should include the following equipment as a standard in hosting the application, environment must be fully redundant and should have the following infrastructure in production.

1.2. Managed Cloud Service with Dedicated Active-Active Configuration Minimum Requirement per site:

• Dedicated, Compute, Storage and Security configuration High availability compute and storage	
• Dedicated Security (per site)	
• 4 nodes in HCI configuration (per site)	
• At least 12 cores, 2.10 GHZ Processor (on each node) 40TB of Usable Storage (per site) All flash minimum	
• At least 512GB Total Memory using 3200Mhz RDIMM (on each node)	
• 10GBit Back-end Network for connectivity Microsoft Data Center Server 2022 (or equivalent)	
• MS SQL Licenses	
• 200 Microsoft CAL Licenses	
• Web-Site SSL Certificate	

1.3. 2 x Units Security Firewall (Security-as-a-Service Primary and Fail-Over Site)

• **General Features:**	
- Enterprise-grade prevention, detection, correlation, and response from the perimeter to the end-point	
- Latest generation multi-core processors to run all security scanning engines in parallel without causing performance bottlenecks.	

	- Provide critical insights about network security, from anywhere and at any time	
	- Detect and kill malicious network traffic.	
	- Real-time analysis of all incoming and outgoing packets.	
	- Quarantine rogue agents and bad actors	
	- Stopping ransomware and other nefarious activities	
	- Stopping viruses and malware	
	- Halting impersonation fraud	
	- Shutting down business email compromises	
	- Preventing theft of intellectual property	
	- Blocking fuzzing, hacking and machine learning poisoning	
	- Ending data compromises and data theft	
	- Built-in compliance reports, including PCI and HIPAA	
• **Minimum Throughput:**		
	- Firewall (UDP 1518) 8 Gbps Firewall (IMIX) 4.7 Gbps VPN (UDP 1518) 4.6 Gbps VPN (IMIX) 1.4 Gbps	
	- HTTPS Content Inspection (IPS enabled) 800 Mbps Gateway AntiVirus 3.0 Gbps	
	- IPS (fast/full scan) 4.8/2.5 Gbps UTM (fast/full scan) 2.6/1.7 Gbps	
• **Minimum Capacity:**		
	- Interfaces 10/100/1000 8 I/O interfaces 1 serial/2 USB	
	- Concurrent connections 3,300,000 Current connections (proxy) 330,000 New connections per second 51,000 VLANs 200	
	- TDR Host Sensors included 150 Authenticated users limit 500	
• **VPN Tunnels**		
	- Gateway-Gateway IPSec VPN Tunnels 2,000	
	- Client-Gateway IPSec VPN Tunnels 16,000	
• **Minimum Security Features**		
	- Firewall Stateful packet inspection, deep packet inspection, proxy firewall	
	- Application proxies HTTP, HTTPS, FTP, DNS, TCP/UDP, POP3, SMTP, IMAPS, POP3S and Explicit Proxy	
	- Threat protection DoS attacks, fragmented & malformed packets, blended threats	
	- VoIP H.323, SIP, call setup and session security Browser Safe	
• **VPN and Authentication**		
	- Cloud providers AWS (Static/Dynamic), Azure (Static/Dynamic) Encryption AES 256-128 bit, 3DES, DES	

	- IPSec SHA-2, IKE v1/v2, IKE pre-shared key, 3rd party cert, Suite B	
	- Single sign-on Windows, Mac OS X, mobile operating systems, RADIUS, SAML 2.0 Authentication RADIUS, LDAP, Windows Active Directory,	
	- VASCO, RSA SecurID, internal database, SAML 2.0, SMS Passcode	
• **Certifications**		
	- Security* ICSA Firewall, ICSA IPSec VPN, CC EAL4+, FIPS 140-2 Safety NRTL/C, CB	
	- Network IPv6 Ready Gold (routing)	
	- Hazardous substance control WEEE, RoHS, REACH	
• **Networking**		
	- Routing Static, Dynamic (BGP4, OSPF, RIP v1/v2), Policy-based routing	
	- High Availability Active/passive, active/active with load balancing QoS 8 priority queues, DiffServ, modified strict queuing	
	- priority queues, DiffServ, modified strict queuing	
	- IP address assignment	
	- Static, DHCP (server, client, relay), PPPoE, DynDNS	
	- NAT Static, dynamic, 1:1, IPSec traversal, policy-based, Virtual IP for server load balancing	
	- Link aggregation 802.3ad dynamic, static, active/backup	
	- Other features Port Independence, Multi-WAN failover and load balancing, server load balancing, host header redirection, USB modem as a dedicated	
• **Internet Bandwidth Service (With redundancy per site)**		
	- At least 50 MBPS of Dedicated Internet Service At Least 14 Usable IPs per site	
• **Backup and Recovery Software**		
	- Enterprise-grade protection and recovery of Virtual machines, containers, databases, applications (including cloud), endpoints and files	
	- Able to manage backed-up data and workloads with efficiency and security, both on-premises and in private cloud	
	- Role-based access control that enables self-service, restricting unauthorized access. Automated backup and recovery of VMs, containers, applications, databases, endpoints, and files	
	- Data security and resilient ransom-ware protection Support for all major cloud vendors	
	- Support for all major snapshot vendors	
• **Backup**		

	- Protection of virtual machines, applications (including cloud), databases, endpoints, files Policy-driven automation, monitoring and reporting	
	- Customized schedules to meet any SLA	
	- De-duplicated data for more efficient data transmission	
	- Auto-discovery provides proactive protection of newly added data-sets Customized retention for recovery and compliance	
	- Configurable encryption both at-rest and in-transit	
	- Able to manage backed-up data and workloads with efficiency and security, both on-premises and in private cloud	
• **Recovery**		
	- Recovery of virtual machines, applications (including cloud), databases, endpoints, files Recovery of entire system, instance, or application	
	- Granular single file recovery	
	- In-place to same location or out-of-place to different location Latest data in point-in-time	
• **Migration**		
	- Migration of workloads from on-premises to the cloud, or between clouds Fully automated processes; no need for customized scripts	
	- No downtime to production systems Data portability between clouds	
• **Hardware Snapshot Integration**		
	- Leverage hardware snapshots for near-instant recovery of entire data volumes Support for all major snapshot hardware vendors	
	- Automated snapshot backup and recovery	
	- Customized snapshot retention	
• **Cloud Integration**		
	- Utilize the cloud for scalability, mobility, availability, and cost reduction for production workloads	
	- Support for all major cloud vendors	
	- Single platform for both on-premises and cloud data management Backup, recovery, and migration to the cloud, in the cloud, from the cloud Maintain compliance oversight	
	- Flexible Storage Options	
	- Retain copies of protected data in one or multiple locations Disk library – individual hard disks or RAID array	
	- Cloud storage – all major vendors supported Network-attached storage (NAS)	
	- De-duplication for more efficient – and cost-effective – data storage	
1.4. 200 x Units Mini PC		

- Processor: At least 13th generation processor or higher At least 10 cores and 16 threads or higher Must run at least 2.4GHz performance-core base frequency or higher	
- Memory: At least 16GB (or higher) DDR4 RAM	
- Storage: At least 1TB (or higher) SATA SSD	
- Graphics: Integrated Graphics or equivalent	
- Display: At least 21" VGA/HDMI (same brand as the unit) compatible for a VESA mount kit	
- USB Keyboard and Mouse (same brand as the unit)	
- I/O Ports o At least 2x front and 3x rear USB 3/3,2 ; At least 1x headphone/mic combo jack; At least 1x RJ-45 LAN port	
- Audio :Integrated sound interface or equivalent	
- Integrated LAN	
- Integrated Wireless: At least WIFI 6	
- Integrated Bluetooth 5.0 or higher	
- Preloaded Perpetual Licensed Operating System 64-bit EN (professional) (with access to product key)	
- Licensed Microsoft Office (latest version with access to product key)	
- UPS: At least 650 VA (1-year warranty)	
- With end point security	
- Warranty, service units and support must be available 24/7	
- At least 3 years replacement for all parts and services	
- Boot time must be at most 15 seconds	
1.5. 4 x Units Laptop (for Project Management and Implementation)	
- Processor: At least 13th generation processor or higher At least 10 cores and 16 threads or higher	
- Must run at least 2.4GHz performance-core base frequency or higher	
- Memory: At least 16GB (or higher) DDR4 RAM	
- Storage: At least 1TB (or higher) SATA SSD	
- Graphics: Integrated Graphics or its equivalent	
- I/O Ports: At least 1 x HDMI port; At least 2x USB 3.2 ports; At least 1 x USB-C port	
- WIFI 6; Bluetooth 5.0 or higher	
- Display: At least 14" or higher screen size; At least 1920x1080 resolution; Antiglare LED	
- Audio: Integrated sound interface; built in mic and speaker	
- Camera; built in at least 720p HD camera or higher	
- Touchpad with multi touch gesture	
- Battery: At least 35wHr Battery life or higher with battery charging indicator	

- Boot time must be at most 15 seconds	
- Preloaded Perpetual Licensed Operating System 64-bit EN (with access to product key)	
- Licensed Microsoft Office (latest version with access to product key)	
- With end point security	
- Laptop bag; ergonomic wireless mouse	
- Warranty, service units and support must be available 24/7	
- At least 3 years replacement for all parts and services	
1.6. 30 x Units Video camera (Facial Recognition)	
- Minimum resolution of 2MP (megapixels) for image capture of individual faces.	
- Equipped with a high-quality imaging sensor for accurate recognition	
- Wide angle lens with a focal length suitable for capturing facial images	
- Infrared illumination for accurate recognition in low-light or night time conditions. Equipped with IR LEDs.	
- Camera should support standard connectivity options such as ethernet or wi-fi	
- Should have a flexible and adjustable mounting mechanism for easy installation	
1.7. 24 x Units Label printer	
- Direct thermal printing technology	
- At least a 300 x 600 dpi printer resolution	
- Supported file formats of csv, txt, mdb, xls, Microsoft SQL	
- Supports linear and matrix barcodes	
- Roll feed and automatic cutter for label handling	
1.8. 24 x Units Barcode scanner	
- Supports linear and matrix barcode scanning	
- Image sensor of 1,280 x 960 pixels	
- USB supported host interface	
M. WARRANTY AND SUPPORT	
1. Delivered Devices:	
• (3) three years' warranty and support for parts, periodic maintenance checks and services	
2. Managed Cloud Service:	
• Three (3) years Managed Cloud Service but not limited to:	
- Monitors the network infrastructure to identify and address issues potentially affecting the service.	
- Implement and manages planned and un-planned changes in configuration and related network components.	
- Monitors and document service usage for capacity planning and projections	
- Maintain service levels needed for efficient operations.	
- Ensure only authorized activity and authenticated	

devices and users can access the network.	
- Threat management, intrusion detection, firewall management, Storage Management.	
- Collects and analyzes relevant network information to detect and block malicious or suspicious activity and for future capacity planning	
3. Trainings	
● Comprehensive Trainings for:	
- Administration and End User trainings for Software Applications	
- Administration and Security for Network Administration	
4. Endpoint Security Solution for Manage Servers	
● The solution provides self-defending servers with multiple integrated modules below providing a line of defense at the server using a SINGLE AGENT for the ff:	
- Firewall	
- Intrusion Prevention (Virtual Patching, Web Application Protection, IDS/IPS);	
- Web reputation	
- Anti Malware	
- Log Inspection	
- Integrity Monitoring	
- Application Control	
● The proposed solution must be compliant for FIPS 140-2 standard.	
● Protects a wide range of platforms which include Windows, Linux, Solaris, AiX, VMWare, Citrix, HyperV, Amazon, Azure	
● The proposed solution should be able to support legacy operating system such as Windows Server 2003	
● The solution should meet 7 of 7 recommendations in the 2020 Gartner Market Guide for Cloud Workload Protection Platforms	
● The solution shall have the following firewall functions:	
- Enterprise-grade, bi-directional stateful firewall providing centralized management of firewall policy, including predefined templates	
- Virtual Machine isolation	
- Fine-grained filtering (IP and MAC addresses, ports)	
- Coverage of all IP-based protocols (Transmission Control Protocol (TCP), user Diagram Protocol (UDP), Internet Control Message, Protocol (ICMP), Gateway-to-gateway Protocol (GGP), Internet Group Management Protocol (IGMP) and all frame types (Internet Protocol (IP), Address Resolution Protocol (ARP), etc.	
- Design policies per network interfaces	
- Detection of reconnaissance scans	
- Prevention of denial of service (DoS) attack	
● The solution shall have the following intrusion prevention	

feature:	
- Able to provide Host-Based Intrusion Detection System (HIDS) / Host-based Intrusion prevention System (HIPS) feature	
- Able to operate in detection or prevention mode to protect operating systems and enterprise applications vulnerabilities	
- Compliance (Payment Card Industry Data Security Standard PCI DSS 6.6) to protect web applications and the data they process	
- Must be able to provide Application Control on the network layer	
- Must feature a high-performance deep packet inspection engine that examines all incoming and outgoing traffic for protocol deviations, content that signals an attack, or policy violations	
- Includes out of the box vulnerability protection for over 100 applications including database, Web email and FTP services. Must include smart rules to provide zero-day protection from unknown exploits that attack an unknown	
● The solution shall have the following anti-malware functions:	
- The proposed solution must be able to provide Web Reputation filtering to protect against malicious websites.	
- Must have Predictive Machine Learning to protect against unknown malware	
- Must have Behavioral Monitoring to protect against malicious script and applications.	
- Must have Ransomware protection that can backup and restore encrypted documents.	
● The solution shall have the following log inspection feature:	
- The proposed solution must be able to provide the capability to inspect logs & events generated by operating systems & applications.	
- Able to automatically recommend and assign relevant log inspection rules to the server based on the operating system & applications installed.	
- Able to automatically recommend and unassign log inspection rules that are not required	
- Proposed solution comes with predefined template for operating system and enterprise application to avoid manual creation of the rules	
- Proposed solution can create customized rule to support custom application	
● The solution shall provide the following integrity monitoring features:	
- Able to detect changes to files, running services, ports, and critical system areas, like the Windows registry, that could indicate suspicious activity.	

	- Able to monitor critical operating system and application files, such as directories, register keys, and values, to detect and report malicious and unexpected changes in real time	
• The solution shall provide the following application control features:		
	- Able to monitor changes made to the server compared to baseline software	
	- Able to allow or block the software and optionally lock down the server from unauthorize change	
	- Allows maintenance mode to allow installation of software and changes OS	
	- Unauthorize scripts and application should be alerted in console	
5. Mobile APP Multi-factor authentication for user access		
• **Features and Benefits**		
	- Online (push) and offline (QR code and OTP) authentication	
	- Low TCO Cloud service	
	- Mobile device DNA check for a strong identity match	
	- Lightweight, full-featured mobile app in 13 languages	
	- VPN, Cloud and PC login protection all included	
	- Web Single Sign-On (SSO) portal	
	- Easily protect VPN, Cloud apps and web services using the integration guides	
	- Configure risk policies and create custom rules that align with your security needs	
• **Authentication Functions**		
	- Push-Based Authentication (online)	
	- QR Code-Based Authentication (offline)	
	- Time-Based One-Time Password (offline)	
• **Security Features**		
	- Mobile Device DNA	
	- Online Activation with Dynamic Key Generation	
	- PIN, Fingerprint, and Face recognition (iPhone X) access to authenticator	
	- Self-service, secure authenticator migration to another device	
	- Jailbreak and Root Detection	
• **Convenience Features**		
	- Multi-Token support	
	- 3rd party hardware token support	
	- 3rd Party Social Media token support	
	- Custom Token Name and Picture	
• **Supported Platforms**		
	- Android v8 or higher	
	- iOS v9.0 or higher	
• **Standards**		
	- OATH Time-Based One-Time Password Algorithm (TOTP) – RFC 6238	

- OATH Challenge-Response Algorithms (OCRA) – RFC 6287	
- OATH Dynamic Symmetric Key Provisioning Protocol (DSKPP) – RFC 6063	
- RADIUS	
- SAML 2.0 IdP	
KNOWLEDGE TRANSFER (Hardware and Software Components)	
• The winning bidder shall submit the training course outline subject to CAAP approval.	
• The winning bidder shall develop, provide, and facilitate transfer of knowledge related to the project, including but not limited to configuration details, best practices and method of procedure (MOP) or standard operating procedures (SOPs) for common network tasks and troubleshooting scenarios to the end users or designated CAAP personnel. • The winning bidder shall develop, provide, and facilitate transfer of knowledge on comprehensive Network Outage Plan, which outlines the procedures and protocols to be followed in the event of network outages or planned. In addition to the Network Outage Plan, winning bidder shall propose a manual process to be implemented during network outages or situations where automated network processes may be compromised. This manual process shall serve as a contingency plan to ensure continued network functionality and service availability.	
• The winning bidder shall provide the necessary training modules/manual/materials before the conduct of the actual training.	
• CAAP shall provide the name of the participants for the training.	
• The Training and Workshops for: (Software Component)	
- End-users 20 Sessions	
- Train the Trainor 45 Slots	
- Administrator 20 Slots	
• The Training and Workshops for: (Hardware Component)	
- Administrators/Endusers for the MISD personnel	
WARRANTY AND MAINTENANCE AGREEMENT (Software and Hardware Components	
• Warranty hardware parts and services for 3 years. All active materials and equipment shall be under warranty for a period of three (3) years commencing from the date of the final acceptance of the project.	
• Warranty, service unit and support must be available 24/7. The winning bidder is required to establish a communication scheme with 24/7 online support personnel who possess the	

capability to provide remote support, ensuring timely assistance and technical support during the warranty period.	
• The standard warranty and support agreement shall encompass both parts replacement and labor, ensuring comprehensive coverage for the network infrastructure throughout the specified warranty period.	
• The winning bidder guarantees that the supplies and services delivered are compliant with good engineering practices and in accordance with the manufacturer's manual procedures.	
• The winning bidder shall provide a detailed Method of Procedure (MOP) for approval of CAAP, outlining the process for requesting technical support, ensuring efficient communication and issue resolution when seeking assistance during the warranty and support period.	
• The winning bidder is responsible for promptly executing firmware upgrades, updates, or patching upon receipt of vulnerability notifications or advisories from product websites, DICT, CISA or cybersecurity forums. In the absence of notifications, the winning bidder shall ensure quarterly firmware upgrades, updates, or patching until the expiration of the warranty period to maintain the network's security and resilience.	
• Standard Service Level Agreement for 3 years.	
• The Service Provider shall provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate based on agreed computation between vendor and CAAP, should any of the committed parameters mentioned below is not met.	
• Render 24 hours x 7 days customer service support. Status update will be given within one (1) hour from receipt of the complaint and within every eight (8) hours thereafter if necessary.	
• Fifteen (15) minutes response time for technical issues (software and hardware) that does not need on site resolution. Correction time shall be 8 hours.	
• Two (2) hours response time for technical problem that requires onsite services. Correction Time shall be 8 hours.	
• Service Provider will work with CAAP to define requirements, design, document, and work with Service Provider operations to implement changes on Managed Devices only.	
8. Documentation	
• Service provider will provide as-built and/or customized documentation and corresponding updates consistent with major in-scope adds/moves/change in connection to the project	

Section VIII. Bidding Forms

TABLE OF CONTENTS

Bid Form

Date: _____

IB^2 Nº: _____

To: *[name and address of PROCURING ENTITY]*
Address: *[insert address]*

We, the undersigned, declare that:

(a)   We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;

(b)   We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

   The total price of our Bid, excluding any discounts offered below is: *[insert information]*; The discounts offered and the methodology for their application are: *[insert information]*;

(c)   Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d)   If our Bid is accepted, we commit to obtain a Performance Security in the amount of [*insert percentage amount]* percent of the Contract Price for the due performance of the Contract;

(e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;

(f) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

(g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;

(h) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

(i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

(j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the *[Name of Project]* of the *[Name of the Procuring Entity]*.**

---

2 If ADB, JICA and WB funded projects, use IFB.

(k) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name:

In the capacity of:

Signed:

Duly authorized to sign the Bid for and on behalf of:

Date:

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

_____

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]
_____

For Goods Offered from Abroad

Name of Bidder _____ Project ID No._____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Other Bidding Forms

(ANNEX "A")

Other Bidding Forms

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of all its <u>ON-GOING</u> 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

Name of Project: _____

Location of Project: _____

Name of Company : _____

Address of Company: _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
Government									
Private									
						Total value of outstanding works			

Submitted   by: _____

　　　　　　　　　(Print Name & Signature)

Designation: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of single largest <u>COMPLETED</u> contract similar to the contract to be bid

Name of Project: _____

Location of Project: _____

Name of Company : _____

Address of Company: _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by: _____

                 (Print Name & Signature)

Designation: _____

Date: _____

JOINT RESOLUTION

Whereas, _____ (Bidder / Name of

Particular JV Partner), duly organized and existing under the Laws of the
_____, with office address at
_____, represented
herein by its_____,_____, and
_____(Name of Particular JV Partner),
duly organized and existing under the Laws of the
_____, with main office address at
_____, represented by herein by
its_____, have entered into a
Joint Venture (JV) Agreement to undertake the following project / contract:

(Name of Project / Contract)

Whereas, in order to facilitate the orderly execution and conduct of the contract that was entered into by the joint venture in the name of the joint venture, it is hereby resolved by the parties in the Joint Venture as follows:

a.   To appoint_____as the Authorized Managing Officer and Official Representative, to represent, to manage the Joint Venture and is empowered to enter in contract in the name of the Joint Venture, or to sign for any document in the name of the Joint Venture required by the (Procurement Agency) or any entities pursuant to the terms of the Joint Venture Agreement:

b.   That, the parties agreed to make_____(Name of Particular Lead Partner) _____ as the Lead Partner of the Joint Venture and (Name of Authorized Officer)_____as the Official Representative & Managing Partner of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract in the name of the Joint Venture, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation._____is fully authorized and empowered to sign any or all documents pertaining to the above statedproject / contract in the name of the Joint Venture.

c.   That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

d.   That the terms of the JV Agreement entered into the parties shall be valid and is co-terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the (Name of Procurement Entity);

IN WITNESS THEREFORE, We hereby sign jointly this Joint Resolution this _____ day of_____, 20_____in_____.

Name of Bidder (Lead Partner)   **Name of Bidder (Member Partner)**

By:_____   **By:** _____
  Signature & Name of   Signature & Name of Authorized
  Managing Officer   Authorized Representative

_____   _____
  Designation / Position   Designation / Position

Name of Bidder (Member Partner)   **Name of Bidder (Member Partner)**

By:_____   **By:** _____
  Signature & Name of   Signature & Name of Authorized
  Managing Officer   Authorized Representative

_____   _____
  Designation / Position   Designation / Position

  SIGNED IN THE PRESENCE OF:

_____
_____
_____
_____

A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES)
CITY OF_____)S.S.

BEFORE ME, a Notary Public, for and in the City of_____, Philippines, this_____day of_____, 20_____ personally appeared the following persons:

NAME   **Community Cert. No.**   **Date / Place of Issue**

Representing   to   be   the   _____   of
_____and_____of
_____respectively, known to me and to me known to be the same persons who executed the foregoing instrument for and in behalf of said corporations and who acknowledge to me that same is their free and voluntary act and deed as well as of the corporations which they represent, for the uses, purposes, and considerations therein set forth and that they are duly authorized to sign the same.

This Instrument consists of THREE (3) pages including this page wherein this Acknowledgement is written and signed by the parties and their instrumental witnesses on each and every page thereon.

WITNESS MY HAND AND NOTARIAL SEAL at the place and date hereinafter first above written.

NOTARY PUBLIC

Doc. No. _____
Book No. _____
Page No. _____
Series of _____

Other Bidding Forms

(ANNEX "B")

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)
CITY OF_____) S.S.
x ---x

Invitation to Bid *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

   a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

   b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

   c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this_____day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M.No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no._____.

Witness my hand and seal this___day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for_____**until**_____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*
Doc. No. ___
Page No.
Book No.
Series of _.

{ATTACH COMPANY LETTERHEAD/LOGO}

Schedule of Requirements

Item No.	Description	Quantity	Unit	Delivered, Weeks/ Months

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

Technical Specifications

Item	Specification	Statement of Compliance

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF＿＿＿＿＿) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

   If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

   If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

   If a sole proprietorship: As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

   If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

   If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this___day of ___, 20___at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this___day of *[month] [year]* at *[place of execution],* Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____and his/her Community Tax Certificate No._____issued on_____at_____.

Witness my hand and seal this____day of *[month] [year].*

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for_____until_____
Roll of Attorneys No._____
PTR No._____*[date issued], [place issued]*
IBP No._____*[date issued], [place issued]*

Doc.   No. Page
No. Book   No.
Series of _____

* This form will not apply for WB funded projects.

Other Bidding Forms

(ANNEX "C")

AUTHORITY OF SIGNATORY
(SECRETARY'S CERTIFICATE)

I, a duly elected and qualified Corporate Secretary of (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on at which meeting a quorum was present and acting throughout, the following resolutions were approve, and the same have been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that*(Name of Bidder)*be, as it hereby is, authorized to participate in the bidding of*(Name of the Project)*by the*(Name of the Procuring Entity)*; and in that if awarded the project shall enter into a contract with the*(Name of the Procuring Entity)*and in connection therewith hereby appoints*(Name of Representative)*, acting as duly authorized and designated representatives of*(Name of the Bidder)*, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent*(Name of the Bidder)*in the bidding as fully and effectively as the*(Name of the Bidder)*might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FERTHER THAT, the Board hereby authorized its President to:
   a. execute a waiver of jurisdiction whereby the *(Name of the Bidder)* hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine court;
   b. execute a waiver that the *(Name of the Bidder)* shall not seek and obtain writ of injunctions or prohibition or restraining order against the CAAP or any other agency in connection with this Project to prevent and restrain the bidding procedures related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded project.

WITNESS the signature of the undersigned as such officer of the said this.

¯

(Corporate Secretary)

SUBSCRIBED AND SWORN to before me this day of, 20affiant exhibited to me his/her Community Tax Certificate No.＿＿＿＿＿＿＿＿＿＿issued on＿＿＿＿＿＿
＿＿＿＿at, Philippines.

Notary Public

Until 31 December 20＿＿＿＿
PRT No.: ＿＿＿＿＿＿＿＿

Doc. No. _____
Page No.: _____
Book No.: _____
Series of _____

Section IX. Checklist of Technical and Financial Documents

> **Notes on the Checklist of Technical and Financial Documents**
>
> The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:
>
>   a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
>
>   b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.
>
> The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

<u>**Checklist of Technical and Financial Documents**</u>

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents
<u>*Legal Documents*</u>

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or

☐ (b) 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 its equivalent document,
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

<u>*Technical Documents*</u>

☐ (e) Statement of the prospective bidder of all its ongoing 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 (Annex "A" Form 1); **and**

☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) or 2 similar projects to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Annex "A" Form 2); **and**

☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration (Annex "B" Form 1);
and

☐ (h) Schedule of Requirements (Annex "B" Form 2)

☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (Annex "B" Form 3); **and**

☐ (j) Original duly signed Omnibus Sworn Statement (OSS) (Annex "B" Form 4); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

This shall include all of the following documents as attachment to the Omnibus Sworn Statement:

☐ 1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as

prescribe under the 2016 Revise Implementing Rules and Regulation (R-IRR) of RA No. 9184;

☐   2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective biddersagainst this Authority; and

☐   3. Bid Bulletins (if applicable)

Financial Documents

☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier'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; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

    or

A committed Line of Credit from a Universal or Commercial Bank in lieu ofits NFCC computation.

Class "B" Documents

☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

    or

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.

II. FINANCIAL COMPONENT ENVELOPE

☐ (n)   Original of duly signed and accomplished Financial Bid Form; **and**

☐ (o)   Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

☐ (p) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

☐ (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Republic of the Philippines

gppb

Government Procurement Policy Board