BID BULLETIN NO. 2
November 26, 2024

Attention is hereby invited to the Bidders of the **Configuration and Implementation of a 3-year Subscription Plan for a Cloud Enterprise Resource Planning (ERP) Solution for Human Resources and Finance & Administrative Operations of the Civil Aviation Authority of the Philippines - Bid No. 24-100-11 BRAVO**

I.   Please be informed of the following clarifications and revisions:

ISSUES/CONCERNS	CLARIFICATIONS/REVISIONS
1.1 Data Center Parameters Tier 3 > These requirements pertain to a Data Center Co-Location Service. Since CAAP specifically requires Public Cloud Hosting for its infrastructure needs, subscribing to a Data Center Co-Location Service does not align with this requirement. The nature of public cloud hosting differs significantly from co-location services, as it involves shared, scalable resources with a flexible, on-demand model, which is essential to meet the scalability and operational goals of CAAP. In light of this, we kindly request the removal of the Data Center Co-Location Service provision from the bid specifications. Including this provision restricts the flexibility required to meet the specified technical and operational needs, which may limit the ability to propose optimal solutions.	*Amendments:* *1.1 Data Center Parameters Tier 3* *> Minimum requirement and data center specifications should be a Tier 3 compliant Data Center with an uptime guarantee of 99.982% Facility and ISO 9001, ISO 27001 and PCI DSS compliant data center/public cloud facility.*
1.2 Shared (Cloud) Hosting Service Minimum Requirement for primary and Disaster Recovery Site/Redundancy > Can you consider adding geographically replicated storage, incremental backup, and compression features to ensure compliance with other solutions. > In which cloud provider does this pertain to and what specific workloads will be migrated to another cloud provider? Can you accept tools that can 'Minimize' customized scripts to migrate workloads instead of 'no need'? Considering that there are scenarios that require some modifications to the scripts, especially for complex or manual migration. 3. Can CAAP change this to a migration a tool that can 'Minimize' downtime instead of none? This is particularly relevant for scenarios where some downtime may be unavoidable	*1.2 Shared cloud hosting minimum requirement for primary and disaster recovery site* *> CAAP requirement/s are retained*

Page 104 Cloud Hosting Requirements Since the requirement is for a 3-year Subscription Plan for a Cloud Enterprise Resource Planning (ERP) Solution for Human Resources and Finance & Administrative Operations as Software as a Service, therefore, public cloud hosting is not needed. Bidder will provide Service Level Agreement of 99.982% uptime guarantee	
ITB Clause 5.3> Would you accept Similar contracts such as those for "Supply, Delivery and Configuration of Software Systems with Relational Database Management Licenses Or Professional Services for Core Applications." This broader approach aims to attract a wider pool of qualified suppliers and increase competition, ultimately benefiting the project. In order to open the procurement to more prospective bidders, we suggest that similar project be defined as "Any IT-related completed contract with a Philippine Government Entity with Software Customization or Configuration and Data Migration" > Configuration and Implementation of a Cloud Enterprise Resource Planning of a Financial Management System and Human Resource Information System, implemented in a Philippine Government Entity; Requesting to replace "AND" with "AND/OR"	*For purposes of a Similar Contract for the Single Largest Completed Contract, the definition is now amended to: Configuration and Implementation of a Cloud Enterprise Resource Planning of a Financial Management System and/or Human Resource Information System, preferably implemented in a Philippine Government Entity;*
Bidder's Qualifications 1. For item A in the Bidders Qualifications, can you accept a Bidder with at least seven (7) years existence in IT Business? 2. For item D in the Bidders Qualifications, can you Accept a proof of successful implementation of any IT Software/Hardware implementation project in a government agency. 3. For item C in the Bidders Qualifications, we kindly request the removal of the requirement for prior experience with BIR-accredited accounting systems in government agencies. This would open the bidding process to a broader range of qualified companies, potentially leading to more competitive proposals and better value for CAAP.	*1. Retain 10 years* *2. Bidder's Qualifications have been amended to:* *C. The Bidder must provide a copy of the contract or purchase order of a client with proof of successful implementation and continuous usage of the accredited accounting system, preferably in any Philippine government agency.* *D. Bidder must show proof of successful implementation of both a Financial Management System and a Human Resource Management System, which may not necessarily have been completed as a single project, preferably in any Philippine government agency.* *3. BIR CAS requirement shall be retained. Refer to amendments to item C above.*

May we request a copy of the editable forms especially the Annexes required?	*BAC Secretariat will include these forms along with the bid documents.*
Due to the documentary requirements that needs to be prepared for this project, we will be needing more time to ensure our compliance to CAAP's requirements. With this, may we respectfully request for an extension on the submission of bids until December 6, 2024.	*The deadline for submission and opening of bids has been rescheduled to December 6, 2024.*
When is the deadline to submit and when is CAAP 's deadline to respond?	*Deadline to submit inquiries is 10 days prior to the schedule of submission and opening of bids.* *Deadline for CAAP to respond is 7 days prior to the schedule of submission and opening of bids.*
Can you provide an excel version for the compliance requirement? Is it better to tally scoring using excel thru a formula to see the compliance rating of the vendors.	*This is acknowledged.*
Request to review the columns and response template - Can we add two (2) more columns where vendor can reply as "Comply with Customization and Remarks" It is best for CAAP to see all possible approach to the requirement. If these are standard functionalities or customizations are needed.	*There is no need to add additional columns. The existing column can be used to indicate additional remarks with regard to compliance with the requirement.*
Page 10 Section 2 Subscription starts upon implementation. The system is needed already while implementing where the instances will need to be activated, provisioned for the configurations. Subscription to commence for 3 years upon completion of implementation, commissioning, and turnover of the system. Kindly consider subscription starts in the implementation stage.	*Subscription to start upon final acceptance*

SLCC...The project should have beencompleted within ten (10) years prior tothe deadline for the submission and receipt of bids.May we request that the completed project be extended from 10 to 15 years prior to the deadline for the submission and receipt of bids.	SLCC has been updated as below: The bidder must have completed a Single Largest Completed Contract (SLCC) similar to the contract to be bid whose value must be at least equivalent to fifty percent (50%) of the ABC **OR** that the bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least 50% of the ABC and the largest of these similar contracts must be equivalent to at least half of the 50% of the ABC. The project should have been completed within ten (10) to fifteen (15) years prior to the deadline for the submission and receipt of bids.
Pages 113 and 205 Bidder's Qualifications B. The prospective bidder must provide proof or evidence such as sample design, manufacturer's unamended sales literature, independent test data, product demonstration, etc., or whatever is appropriate that the technical requirements and functional specifications are at least 70% fit in accordance with the provisions in this TOR. To prove that the prospective bidder is truly experienced in the implementation of such project, may we suggest that the proof of evidence be limited to product demonstration (similar to a Proof of Concept).	*Retain existing requirement*
Page 42 Offline Client Not applicable to SaaS Cloud - this is an on premise capability. Request to remove thisPage 164Works off-line (data will be uploaded to the system when internet is available)using the predefined forms andtemplates.The proposed solution for CAAP is Cloud basedSaaS, and this is not applicable. Requirement is foron premise solution not cloudSystem is accessed via internet. Thisshould be removed. Page 165 To support a mobile workforce, thesystem should support both tablet andlaptop users working remotely bymeans ofan offline client combined with simplesynchronization upon reconnecting tothe networkThe proposed solution for CAAP is Cloud basedSaaS, and this is not applicable. Requirement is foron premise solution not cloud System is accessed via internet. Thisshould be removed.	*These requirements have been removed.*

Page 48 Billing- automated computation of all the CAAP fees and charges, including the air navigation charges, based on applicable approved rates and real estate charges/ rental charges for property under lease. Is this a requirement to provide a Billing system ? This is a separate project.	*Yes, this is required.*
Pages 53 and 151 Should have capability to include semi expendable assets reporting requirements Please further clarify - what is being asked here?	*Report that reflects the semi expendable assets as part of the Fixed Assets for purposes of control but not to be depreciated.*
Page 47 Capable of controlling the numbering of the PPMP form in a serialized manner. Iterative numbering must be made available for submission ofrevised/corrected forms; Kindly elaborate further on this requirement?	*Removed*
Page 48 Linking of data between the Registry of Budget, Utilization and Disbursements (RBUD) and the Corporate Operating Budget (COB) Monitoring Report Kindly provide example of data linking and the expected outcome?	*Pertains to tracking/monitoring of budget utilization and actual disbursement of funds as against the approved budget*
Page 48 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); Kindly elaborate further on this requirement?	*This pertains to the ability to edit the contents entered in the DBM Forms.*

Medical Information and Drug Test Results Maintaining a medical history is not available in the standard application. This may poise Data privacy issues with employees. Medical result and documents can be attached instead as these are updated on an annual basis	*Requirement for Medical Information has been removed*
Allow users to add or lengthen tables or fields without need for customization > Fields are based on global and industry standards. Application is a SaaS and no alteration or customizations in the system is allowed > Do not allow modification of tables and fields. Better discuss what is the required length on tables and fields	*Removed*
Facial Recognition Time-in & OutCapabilities > Third party devices must be provided by CAAP butdevices may be integrated into the system. Integration of 3rd party device is an additional scope	*Devices will be provided by CAAP*
Calendar for Training > Please elaborate what is the requirement	*Reflect on what training sessions are scheduled for the year*
Detailed List of each Asset as follows: Tag Number/ Property Number/ Bar Code/ QR Code Enables the identification and tracking of assets using unique identifiers such as barcodes or RFID tags. This helps in equipment location tracking and maintaining accurate records. > Are you using a bar code system now? Do you require a barcode system to integrate?	*No barcode system at present, but looking at this option in the future*
Treasury Management > This is out of scope - this is a separate system; Do you need this? This is a separate system - suggest this be removed	*We are more concerned about Cash Management requirements, which should be part of the Finance ERP*

Allows consolidation of sets of books or consolidation of Financial Statements of various airports/offices > May I know how many entity's result you need to consolidate? Do you have a complex ownership structure to consolidate? Kindly elaborate further on this requirement. Based on initial understanding of the requirement, there is only one entity in CAAP	*This pertains to the consolidation of data from various domestic airports in 12 area centers.*
Facilitates the planning and scheduling of maintenance activities, including regular inspections, repairs, and servicing, to ensure optimal asset performance and longevity through timely preventative maintenance. > Can we know if this is a mandatory requirement? What level of details is required for this?	*Yes, this is a mandatory requirement.* *Level of Detail:* *- by type of property and equipment (e.g. Firetrucks, runway lights, service vehicles, air navigation equipment, etc.)*
Process and issue official receipt(invoice) for all moneys/checksreceived as payment for fees andcharges with notation on taxeswithheld as applicable > Trade receipt will be directly in new ERP orinterface from another system(s)?	*Receipt will be directly in the new ERP*
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. > What is the objective of such report?	*Report that reflects the lifecycle of property and equipment. These are basically subsidiary ledger reports of property equipment accounts.*

Web Service interfaces may 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. > Need more information on the DMS/Archival Procedure and tools in current usage. DMS is a separate product. The Oracle ERP allows attachment to all transactions. If you have a DMS then we can integrate.	*DMS used is called "Archive One".* *Documents to be archived are scanned using any type of scanner.* *Once documents are scanned, these are uploaded to the DMS by logging in on the DMS webpage.*
The system should be capable of performing a two factor security authentication. > CAAP to confirm current 2 Factor in use and plan to continue to use the same in future across CAAP applications? is CAAP using any system on 2 Factor authentication now?	*No existing 2 Factor authentication in use*
The Supplier shall grant CAAP the appropriate number of licenses and/or "license to use" for 2,860 employee users and 110 HR Personnel users of the software intended for application and database and all related software for the existing hardware, network and peripheral components which will be required for the implementation of this Project. > Are all 2,860 employees part of the plantilla?	*Yes*
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) What is the current application to manage medical records and drug test results?	*This requirement has been removed.*
Shall define an unlimited number of items or assets and has the capability to create any item number/details such as acquisition > Is Asset Management in scope for CAAP?	*Yes*
Employees Self- Service (ESS) must have the following: Modifiable layout > Request to share more details on this requirement.	*This pertains to the ability to modify the layouts of the forms within ESS.*

Allow tagging of accounts that have been impaired > Explain this process in current application. Is this impairment of natural accounts?	*This is done manually in the current process.* *This pertains to impairment of receivable accounts.*
Should have capability to include semiexpendable assets reporting requirements > Explain the definition of semi-expendable assets and how it is managed in the current application.	*These are assets that are valued anywhere from Php15,000 to Php50,000. These assets are not capitalized, but they are tracked by whom they are assigned. This is done manually in the current process.*
Property Management > Is Property managed by Fixed Assets? Please explain how it is managed in the current application. In Oracle Fusion, assets like buildings, vehicles, machinery, heavy vehicles, etc. are managed in Fixed Assets. Functions like acquisition, transfer, depreciation, retirement, etc. can be performed on these fixed assets.	*This is currently managed manually.*
Capability to do online transfers of property accountability > Is this online transfer of fixed assets for managing property?	*Yes*
Upload and download PDF file format and/or images of the following: -Plans (e.g. Parcellary, Cadastral, Survey, Property Identification Map) -Titles (e.g. TCT, OCT, CTC of title; including Technical Descriptions) -Tax Declarations (including Property Assessment Forms) - Deeds of Conveyance and other related documents (e.g. Deed of Sale, Deed of Donation) -Image of Building/s, Structures, and Improvements > Explain how this achieved in the current application. How this is entire activity handled. Please provide more details on Tax Declarations formats and is this handled by customization.	*Images of such items are stored in One Drive. These are given reference numbers for identification.*

Expense Accounting Component – records expenses under broad groups such as personnel service, MOOE, and others under each cost center > Explain this process in detail. Does categorization of expense mean that you want to categories the expense account combination for specific types of expenses? what does MOOE stand for?	*This is just a process of reporting expenditures in 3 major categories such as Personnel Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO) for both budget and actual accounts.*
System should be able to accept online budget utilization requests based onNotice of Approved Operating Budget(NAOB) and online approvals of Budget Utilization Request and Status (BURS), modification or realignment of funds, Notice of Budget Re-allocation (NBR) > This is a Budget implementation question.Please explain this process in detail. Is it a budget override process in budgetary control when the budget runs out?	*The user wants the ability to perform online approvals of budget utilization requests, whether budgeted or for modification of budget.*
Flagging of overutilization or unbudgeted/ unprogrammed expenditure requests prior to issuing budget approval for expenditure processing This is a Budget implementation question. Please explain this process in detail. Is it a budget override process in budgetary control when the budget runs out?	*Notification to the requestor that expenditure request is over budget and not allowed*
What are the in-scope interface or integration that CAAP require us to bring both inbound and outbound from the new ERP system with existing applications landscape? What systems shall be integrated with the new ERP?	*Landbank Linkbiz* *Archive One* *Must be able to convert txt file to a database usable file* *Timekeeping system*

Requesting amendments to payment schedule:

Project Activity / Milestone	Deliverables	Payment Schedule
Submission of the Inception Report and Activation of SaaS License	Signed-Off Inception Report	30%
Conduct of Process Flow Assessment	Signed-Off Process Flow Assessment Report	15%
Installation and Configuration of Software Component	AFIMS / HRIS Installed at Test Environment	20%
Knowledge Transfer	End User Training	10%
User Acceptance Test	Signed-off UAT	10%
Availability of the Permit to use CAS issued by BIR	Bidder to provide functional and technical requirements for submission to the BIR for accreditation	10%
Final Acceptance	Final Report Submitted	5%

Refer to amended payment schedule below:

Project Activity / Milestone	Deliverables	Payment Schedule
Submission of the Inception Report	Signed-Off Inception Report	15% of the Project Implementation Cost
Conduct of Process Flow Assessment	Signed-off Process Flow Assessment Report	10% of the Project Implementation Cost
Installation and Configuration of Software Component	AFIMS / HRIS Installed/Configured at Test Environment	20% of the Project Implementation Cost
Knowledge Transfer	End User Training conducted Training certificates issued	10% of the Project Implementation Cost
User's Acceptance Test (UAT)	Signed-off UAT	10% of the Project Implementation Cost
BIR CAS Accreditation	BIR Permit to use CAS	10% of the Project Implementation Cost
Data Migration Process	Signed-off Data Migration Strategy	10% of the Project Implementation Cost
Final Acceptance	Final Report Submitted	15% of the Project Implementation Cost
TOTAL		**100%**

Subscription cost	Deliverables	Payment Schedule
Year 1	Annual subscription	Based on actual usage
Year 2	Annual subscription	Based on actual usage
Year 3	Annual subscription	Based on actual usage
TOTAL		Based on actual usage

II.   This bid bulletin shall be an integral part of the Bidding Documents and the same shall be enclosed in the technical bid envelope/component and shall be marked accordingly.

For the information and guidance of all concerned.

ATTY DANJUN G. LUCAS
Chairperson
Bids and Awards Committee -BRAVO