



Republic of the Philippines  
Department of Transportation  
**CIVIL AVIATION AUTHORITY  
OF THE PHILIPPINES**

# **PHILIPPINE BIDDING DOCUMENTS**

## **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**

## **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 maintenance services, 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 covered 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***



**INVITATION TO BID FOR CONFIGURATION AND  
IMPLEMENTATION OF A 3-YEAR SUBSCRIPTION PLAN FOR A  
CLOUD ENTERPRISE RESOURCE PLANNING (ERP) SOLUTION  
FOR HUMAN RESOURCE, FINANCE AND ADMINISTRATIVE  
OPERATIONS OF THE CIVIL AVIATION AUTHORITY OF THE  
PHILIPPINES  
BID No. 24-100-11 BRAVO**

1. The **Civil Aviation Authority of the Philippines (CAAP)**, through the CAAP Corporate Operating Budget for three (3) years beginning FY2024 intends to apply the sum of **Three Hundred Fifty Million Pesos (Php 350,000,000.00)** being the ABC to payments under the contract for Bid No. **24-100-11 BRAVO**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CAAP now invites bids for the above Procurement Project. Delivery of the Goods:
  - Full implementation and commissioning to be completed within Three Hundred Sixty Five (365) calendar days.
  - Subscription to commence for 3 years upon completion of implementation, commissioning, and turnover of the system.

Bidders should have completed, within **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



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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 **the BAC Secretariat of CAAP, MIA Road, Pasay City, and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m., Monday through Friday**, except declared holidays and suspension of work.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **08 November 2024 until the deadline for submission of bid** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php50,000.00 (exclusive of any and all taxes imposed by relevant government agencies)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through email.
6. The CAAP will hold a Pre-Bid Conference on **15 November 2024 at 9:30 AM via videoconferencing or webcasting via the Google Meet application. Prospective bidders** will coordinate with the BAC Secretariat for the Google Meet link.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **27 November 2024 at 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. The bid opening will be on **27 November 2024 at 9:30 AM** at the given address. The bids will be opened in the presence of the bidders' representatives who 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.



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11. Upon payment of the bid documents, bidders must provide their respective email addresses to the BAC Secretariat. All communications, including but not limited to Notices, Resolutions, and Replies, among others, will be sent to the email address provided by the bidder/s. The date when such email was sent shall be considered the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.

12. For further information, please refer to:

**ENGR. LEANDRO R. VARQUEZ**

Head, BAC Secretariat

3<sup>rd</sup> Floor Supply, Procurement Building

Civil Aviation Authority of the Philippines

MIA Road, Pasay City, Metro Manila 1300

Tel. No. (02) 8246 4988 loc. 2236

Website: [www.bac@caap.gov.ph](mailto:www.bac@caap.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.philgeps.gov.ph>  
<https://www.caap.gov.ph>

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**ATTY. DANJUN G. LUCAS**

*Chairperson, Bids and Awards Committee-  
Bravo*



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## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, CAAP wishes to receive Bids for the **Configuration and Implementation of a 3-year Subscription Plan for a Cloud Enterprise Resource Planning (ERP) Solution for Human Resources, Finance and Administrative Operations of the Civil Aviation Authority of the Philippines** with identification number **Bid No.24-100-11 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 three (3) years beginning FY 2024 in the amount of **Php 350,000,000.00**.

2.2. The source of funding is the 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. 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 at least 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.
- 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**

The Procuring Entity has prescribed that 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 and either at its physical address at Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City and/or 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 VIII (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 VIII (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 the **BDS**.
  - 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 the **BDS**.

### 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 (Php).

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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) calendar days**. 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

The Bidders shall submit on the specified date and time and either at its physical address 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**

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 Entity's 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 may be. In this case, the Bid Security as required by **ITB** Clause 14 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 ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.2. 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**

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	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. 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;</li> <li>b. 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 <b>OR</b> 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 <b>ten (10) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	No further instructions.
10.1	<p>Bidders are required to submit the following as part of the technical documents:</p> <ol style="list-style-type: none"> <li>1) Proof and other supporting documentary evidence of the bidder's statement of compliance with technical specifications required under Section VII. Technical Specifications, as applicable; and</li> <li>2) Signed and Duly Notarized Certification and Undertaking for the project</li> </ol>
12	The price of the Goods shall be quoted DDP CAAP, MIA Road, Pasay City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 7,000,000.00</b> which is equivalent to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> </ol>

	<p>b. The amount of not less than <b>Php 17,500,000.00</b> which is equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</p>
15	<p>1. Each page thereof shall be initialed by the duly authorized representative/s of the Bidder. Submitted Eligibility, Technical and Financial documents shall be properly marked with <b>index tabs (ear tabs)</b> and <b>must be sequentially paginated</b> in accurate order in the form i.e., "page 3 of 100".</p> <p>Pagination shall be sequential all throughout the documents inside the envelope.</p> <p>2. Each bidder shall submit <b>one copy</b> of the first and second components of its Bid.</p>
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.</p>
20.2	<p>Other appropriate documents required to be submitted during post-qualification:</p> <ol style="list-style-type: none"> <li>1) SEC Registration</li> <li>2) Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority.</li> <li>3) Mayor's/Business Permit</li> <li>4) Latest Audited Financial Statement received by the BIR</li> <li>5) Tax Clearance from BIR</li> <li>6) Certificate of Authorized Distributorship from the manufacturer of the Enterprise Resource Planning Solution</li> <li>7) Certificate of Completion of the Single Largest Completed Contract/s</li> <li>8) Certificate of Satisfactory Performance of the Single Largest Completed Contract/s</li> <li>9) A Certification under oath attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for bidders as prescribed under the Revised Implementing Rules and Regulations (Revised IRR) of RA 9184</li> </ol> <p>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</p>



	documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the IRR.
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## ***Section IV. 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 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. 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	<p><b>Delivery and Documents –</b></p> <p>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:</p> <p>“The delivery terms applicable to this Contract are delivered at <i>Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the Management Information Systems Division (MISD), Office of the CFO, and Human Resource Management Division (HRMD).</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>

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.

a. Integration cost of the existing system and databases

b. 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.

	<p>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.</p>
	<p><b>Packaging –</b></p> <p>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.</p> <p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>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.</p>



	<p><b>Transportation –</b></p> <p>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.</p> <p>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.</p>
	<p>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.</p> <p>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.</p> <p><b>Intellectual Property Rights –</b></p> <p>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.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>The project shall be paid separately on the schedule indicated which shall not exceed the ceiling specified:</p>

<b>Project Activity / Milestone</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
Submission of the Inception Report	Signed-Off Inception Report	10% 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
Availability of the Permit to use CAS issued by BIR	BIR Permit No. labelled on all affected accountable forms	10% of the Project Implementation Cost
Systems Performance Assessment	Assessment Report Submitted	10% of the Project Implementation Cost
Final Acceptance	Final Report Submitted	20% of the Project Implementation Cost
<b>TOTAL</b>		<b>100%</b>

<b>Subscription cost</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
Year 1	Annual subscription	Based on actual users
Year 2	Annual subscription	Based on actual users
Year 3	Annual subscription	Based on actual users

	<table border="1"> <tr> <td><b>TOTAL</b></td><td>Based on actual usage</td></tr> </table> <p>Project Implementation Cost and Subscription Cost (for three years) shall not exceed the contract amount of the project.</p> <p>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.</p>	<b>TOTAL</b>	Based on actual usage
<b>TOTAL</b>	Based on actual usage		
4	The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, testing of the ERP solution, or whatever additional tests that the Technical Inspection Team 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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Days/Weeks/Months</b>
1	<b><i>Configured and Integrated Administrative and Finance Information Management System (AFIMS) for 200 users and Human Resource Information System for 2,860 employee users, 110 of which are HR personnel users</i></b>	1 lot	365 calendar days after receipt of Notice to Proceed
2	<b><i>Cloud Services (specified in Section VII Terms of Reference)</i></b>	1 lot	
3	<b><i>Training: (specified in Section VII Terms of Reference)</i></b>  <b><i>Application Administration</i></b>  <b><i>Train-the-Trainor</i></b>  <b><i>On-demand instructional</i></b>	1 lot	

	<b><i>videos and learning modules for use of employees</i></b>		
	<b><i>End-user</i></b>		
4	<b><i>3 years Subscription and Warranty, Maintenance, and Support Agreement</i></b>	1 lot	After the acceptance of the final report as detailed in Clause 2.2 of the Special Conditions of the Contract
	<b><i>Nothing follows</i></b>		
	<b><i>TOTAL</i></b>		<b><i>365 days</i></b>

## ***Section VII. Technical Specifications***

# Technical Specifications

## INSTRUCTIONS:

- ① The specifications given are the minimum requirements unless indicated otherwise. A Bidder's proposal must match or exceed the specifications.
- ② 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 Bidders 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 provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

This procurement project shall select a Supplier for the Configuration and Implementation of a cloud ERP solution for the Human Resource and Finance & Administrative Operations of Civil Aviation Authority of the Philippines with the following scope of work:

## FINANCE & ADMINISTRATIVE OPERATIONS

Item	Specification	Statement of Compliance
1	<p>A. Configuration and Implementation of the following Software Application</p> <ul style="list-style-type: none"><li>• AFIMS – Cloud ERP which includes General Ledger (GL), Accounts Receivable (AR), Accounts Payable (AP), Treasury and Cash Management, Receipting, Budgeting and Utilization monitoring, Fixed Assets Management, Inventory Management, and Procurement</li></ul>	



Item	Specification	Statement of Compliance
2	<p>B. Provision of IT Services</p> <p>The Supplier shall perform services as listed below for the implementation of this project as defined in the TOR and all revisions that may be agreed upon in writing by CAAP and the Supplier. Both CAAP and the Supplier shall endeavor and agree to limit the scope of the services as described in this TOR. The Inception Report shall become the project baseline document describing the required systems functionality and deliverables. Any substantial new requirements shall be subject to the Change Order process as described under Changes of this TOR.</p>	
3	<ul style="list-style-type: none"> <li>• Submission of Inception Report</li> </ul>	
4	<ul style="list-style-type: none"> <li>• Conduct of Process Flow Assessment</li> </ul>	
5	<ul style="list-style-type: none"> <li>• User-Acceptance Testing</li> </ul>	
6	<ul style="list-style-type: none"> <li>• End-User Training</li> </ul>	
7	<ul style="list-style-type: none"> <li>• Migration Systems Go-Live</li> </ul>	
8	<ul style="list-style-type: none"> <li>• Systems Performance Assessment</li> </ul>	
9	<ul style="list-style-type: none"> <li>• Submission of Final Report</li> </ul>	
10	<ul style="list-style-type: none"> <li>• Post Implementation Support</li> </ul>	
<b>DETAILED TECHNICAL SPECIFICATIONS</b>		
<b>A. TECHNICAL REQUIREMENTS – GENERAL</b>		
<p>1. Standard Software</p> <p>The "standard software" refers to an off-the-shelf application solution readily available and designed to meet CAAP's business needs and requirements without requiring extensive customization. It can be an Enterprise Resource Plan solution with the requirements specified in this TOR and based on applicable existing national policies and regulations. National policies and regulations play a major role. Service Provider shall check new policies and regulations and plan further development to adhere to the regulations.</p> <ul style="list-style-type: none"> <li>• Application solution must be a cloud ERP.</li> <li>• Application solution must be compliant to Department Circular No. 2017-002 Department of Information and Communications Technology (DICT) including all its amendments, also known as Philippine Government's Cloud First Policy.</li> </ul>		

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• Application Solution must be compliant to the Computerized Accounting System (CAS) accreditation criteria and CAS checklist (Annex B) indicated in Revenue Memorandum Circular No. 5 – 2021 of the Bureau of Internal Revenue (BIR).</li> <li>• Application solution must also be compliant to the Generally Accepted Accounting Principles (GAAP) and the Philippine Financial Reporting Standards (PFRS).</li> </ul>	
	<ul style="list-style-type: none"> <li>• System should have the capability to interface with other internal systems used by CAAP</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application shall have configurable reports and statistics</li> </ul>	
	<ul style="list-style-type: none"> <li>• Forms and Checklists must be integrated within the system.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The system shall have sophisticated rights and permission system</li> </ul>	
	<ul style="list-style-type: none"> <li>• There must be detailed tracking of user activities in a historical record, documenting previous entries and activities and marking changes</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must have a graphic user interface with texts in English language</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must possess ease of use to navigate all the functions of the system</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must be connected to a licensed relational database management system (RDBMS) which can be setup and configured based on identified systems requirements</li> </ul>	
	<ul style="list-style-type: none"> <li>• System should support online approvals</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must run on an intranet and via Internet</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must have AI functionalities and Machine Learning capabilities.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The application must be able to perform financial analyses based on inputted data.</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• The application must have the capability to run on an offline mode (data will be uploaded to the system when internet is available) using the predefined forms and templates.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support standard application server with multi-User application function</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support scalability and high availability (concept and references)</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have multi-level logging via application server for error tracing</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support integrated report generator / print engine for issuing certificates, licenses, lists etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support virtualized environments</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support standardized workflow with increased controls;</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must allow configuration of mandatory fields and will not allow details/transactions to be saved if mandatory fields are not filled-up</li> </ul>	
	<ul style="list-style-type: none"> <li>• System shall provide and/or allow the creation of additional user-defined fields</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support automatically generated reference numbers with option for user-defined numbering system</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have the facility to download information and convert file to standard/common format</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have validation rules for data entries and generate descriptive error messages for error handling</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must incorporate defined controls that will be applied uniformly across all or selected transactions</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have the capability to import/export large volume of data</li> </ul>	
<b>2. <u>Mobile Application</u></b>		

Item	Specification	Statement of Compliance
	Mobile application is a software program designed to perform specific functions on portable platforms such as handheld device, tablet or laptop. Thus, the system must have an available mobile application to process and approve transaction requests, particularly:	
	<ul style="list-style-type: none"> <li>• It must support tablet, laptop or handheld device users working remotely by means of both online and offline client combined with simple synchronization upon reconnecting to the network</li> </ul>	
	<ul style="list-style-type: none"> <li>• Mobile accessibility for IOS &amp; Android devices</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support Offline Client with functionality to:               <ul style="list-style-type: none"> <li>○ Work on forms, checklist, and templates</li> <li>○ Upload and attach documents to be integrated in the system.</li> <li>○ Synchronize to the main system to store accomplished forms, checklists, and templates (including attachments)</li> </ul> </li> </ul>	
<b>3. <u>Customer Self-service Portal</u></b> The system must provide a portal that the customers can use to transact with CAAP.		
<b>4. <u>Permission Management System</u></b> The system must support any number of registered users with structure of users into groups and/or roles		
	<ul style="list-style-type: none"> <li>• It must support establishment of decentralized group of administrators with role-based rights and permission management</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have username and password authentication with strong password policies</li> </ul>	
	<ul style="list-style-type: none"> <li>• There must be an audit trail tracking capability for all components</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must have Printable Audit Trail report</li> </ul>	
<b>5. <u>Integrated Reporting Tool</u></b> The system must have the capability to generate pre-defined accounting and financial reports as well as user-defined reports, as needed:		

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• All reportorial requirements as mandated by the Commission on Audit (COA), Bureau of Internal Revenue (BIR), Department of Finance (DOF), Department of Budget and Management (DBM, Governance Commission on GOCCs (GCG)</li> </ul>	
	<ul style="list-style-type: none"> <li>• A graphical report generator and research tool shall be available to run queries over most of the data fields of all application modules</li> </ul>	
	<ul style="list-style-type: none"> <li>• Capable of generating reports, contract, forms, checklist, and other related documents.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It must support joining of data from different tables</li> </ul>	
	<ul style="list-style-type: none"> <li>• Queries can be implemented on data spread over all modules (cross module reporting).</li> </ul>	
	<ul style="list-style-type: none"> <li>• The information (results) shall be protected by the permission management system;</li> </ul>	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Typical reports can be assigned to user groups, which ensure an easy usage by non-experts.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The data results can be exported using the standard export formats like word processor or spreadsheet to allow for further treatment/investigation using external programs.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allow users to create additional reports, forms, and correspondences.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Reports, forms, and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day/month batch processing.</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• Generate reports providing statistical data on transactions entered in the system.</li> </ul>	
<b>6. <u>Interface</u></b> The system must support the following interface features:		
	<ul style="list-style-type: none"> <li>• Web Service interfaces should be available to connect to an external MS/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.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide the user with the ability to export the master data to various formats</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide the user with the ability to import the master data from (previously exported) various formats.</li> </ul>	
<b>7. <u>Dashboard</u></b> The system shall provide the following:		
	<ul style="list-style-type: none"> <li>• Pre-defined charts and graphical data with filter function present in the dashboard to keep the Management up-to-date.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dashboards for every application that will be defined</li> </ul>	
<b>8. <u>Notification</u></b> The system shall provide the following:		
	<ul style="list-style-type: none"> <li>• Alert information that can be associated with transactions exceeding limits set, or upcoming due dates.</li> </ul>	
<b>9. <u>Support</u></b> Regular maintenance and 24x7 managed service shall be provided		
<b>10. <u>Security of Data</u></b> The system must have data security control and features such as:		
	<ul style="list-style-type: none"> <li>• Capable of tracking audit trails for each user accessing the system, their tasks, actions, edits and the date and time of each activity.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide accountability and evidence-based data</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• All data should be synchronized to a single database which can be accessed only by the assigned System Administrator.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide a multiuser environment with administrative privileges and user reporting features designed to meet individual system users' compliance.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Compliant with existing data privacy regulations such as Republic Act 10173 or the Data Privacy Act (DPA).</li> </ul>	
<b>11. <u>Licensing Requirements</u></b>		
	<ul style="list-style-type: none"> <li>• The Supplier shall grant CAAP the appropriate number of licenses and/or "license to use" for 200 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.</li> </ul>	
<b>B. TECHNICAL REQUIREMENTS – SOFTWARE (Specific)</b>		
<p><b>ADMINISTRATIVE AND FINANCE INFORMATION MANAGEMENT SYSTEM (AFIMS)</b></p> <p>AFIMS shall represent an ERP compliant with Bureau of Internal Revenue (BIR), Commission on Audit (COA), Department of Finance (DOF), Department of Budget and Management (DBM), and Governance Commission on GOCCs (GCG) regulations which covers general ledger, inventory, disbursement, budget, and receivables, fixed assets, cash management, treasury. Such would be in accordance with Government Accounting principles and would be customizable to suit the needs of the CAAP Accounting Department.</p> <p>The ERP shall include but not be limited to the following components:</p>		
	<p><b>a. AFIMS Contact Information</b></p> <p>Shall provide complete listing of Customer's/stakeholder's details, Supplier's details, and Employee's details. Details include</p>	

Item	Specification	Statement of Compliance
	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.	
	<ul style="list-style-type: none"> <li>• The system must support the input of contact information for individuals and or organizations cross referenced to all modules.</li> </ul>	
<p align="center"><b>FINANCE INFORMATION MANAGEMENT SYSTEM [FIMS]</b></p>		
<p><b>The Finance Information Management System (FIMS) shall cover automation of financial processes compliant with PFRS, BIR, COA, DBM, CSC, DOF, GCG and all other rules and regulations issued by the government, as applicable. It shall use the prescribed chart of accounts provided by the COA but with the flexibility to create sub-accounts. It shall be capable of generating accounting entries/auto entries and all required forms, records and reports compliant to government requirements as well as reports for external users. FIMS shall include the following sub-systems/modules:</b></p>		
	<p><b>General Ledger-</b> provide and store the primary accounting record of all transactions and of every office. It tracks all financial transactions and generates the organization's internal and external financial statements /reports.</p>	
	<ul style="list-style-type: none"> <li>➤ Allows creation of Chart of Accounts and additions, deactivation, revision of accounts               <ul style="list-style-type: none"> <li>a. allows opening and closing of accounting periods</li> <li>b. allows creation of cost centers</li> <li>c. allows creation of project codes for project monitoring</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Can enter manual journal entries, import journals from sub ledgers, generate recurring</li> </ul>	



Item	Specification	Statement of Compliance
	journals, allows creation of formulas to allocate transactions	
	<ul style="list-style-type: none"> <li>Allows conversion of foreign currencies to Philippine pesos in created journals</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows online approval of journals</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows review, editing of unposted journal batches</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows posting of journal batches</li> </ul>	
	<ul style="list-style-type: none"> <li>Generates trial balance</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows auto reversal of journals</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows revaluation of foreign currency-denominated assets and liabilities to reflect exchange rate fluctuations at the end of each accounting period</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows automatic generation of journals reflecting forex gain or loss from revaluation</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows translation of actual account balances to any foreign currency for reporting purposes</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows consolidation of sets of books or consolidation of Financial Statements of various airports/offices</li> </ul>	
	<ul style="list-style-type: none"> <li>Generates financial reports and performs online inquiries to review current balances</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows generation of custom reports -includes all existing reports provided to other government agencies in their required formats</li> </ul>	
	<ul style="list-style-type: none"> <li>Ability to identify sources of transactions entered in GL/ should have an audit trail of all transactions entered</li> </ul>	
<b>Receivable</b> - should allow streamlining of processes such as invoicing, receipt, and customer deduction processing while improving cash flow, optimizing customer relationships, and providing strategic information.		
Billing- automated computation of all the CAAP fees and charges, including the air navigation charges, based on		

Item	Specification	Statement of Compliance
	applicable approved rates and real estate charges/ rental charges for property under lease.	
	<ul style="list-style-type: none"> <li>➤ Includes customer management-maintaining customer profiles, credit limits, and payment terms</li> <li>-customer profile includes customer code, address, contact person, contact numbers, email address, Tax Identification Number (TIN), VAT Registration, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows creation and sending billings to customers including recurring and automated reminders</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows manual or automated creation of billings per customer</li> </ul>	
	<ul style="list-style-type: none"> <li>• Set up table of rates for fees and charges which includes date of effectivity with audit trail of changes made</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide table for foreign exchange rate</li> </ul>	
	<ul style="list-style-type: none"> <li>• Automated calculation of applicable taxes</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows generation of billings in different currencies, adding, changing, deleting, voiding invoices, and application of collections.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows interface of other systems within CAAP necessary for the finance applications</li> </ul>	
Bills Monitoring/ Tracking		
	<ul style="list-style-type: none"> <li>• Has the capability for monitoring and reconciling customer payments</li> </ul>	
	<ul style="list-style-type: none"> <li>• Listings of open invoice/billing statement</li> </ul>	
	<ul style="list-style-type: none"> <li>• Create master list of all issued bills</li> </ul>	
	<ul style="list-style-type: none"> <li>• Generate report showing bills issued and corresponding receipt of payment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Capable of aging accounts receivables</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allow tagging of accounts that have been impaired</li> </ul>	
	<ul style="list-style-type: none"> <li>• Writing-off of AR</li> </ul>	
Statement of Accounts/ Reports		

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• Generate list of billing statements with payments</li> </ul>	
	<ul style="list-style-type: none"> <li>• Generate summary of all outstanding receivables</li> </ul>	
	<ul style="list-style-type: none"> <li>• Printing of Statement of Accounts per client</li> </ul>	
	<ul style="list-style-type: none"> <li>• Creation of reports i.e. Aging of AR, List of outstanding bills per customer, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Capable of creating Statement of Accounts to be dispatched to customers electronically</li> </ul>	
	<ul style="list-style-type: none"> <li>➤ Should include the following reports: <ul style="list-style-type: none"> <li>• Account Status Report</li> <li>• Adjustment Approval Report</li> <li>• Aging Report</li> <li>• Applied Receipts Register</li> <li>• Should have the capability to reconcile AR VS GL</li> </ul> </li> </ul>	
Accounts Receivable		
	<ul style="list-style-type: none"> <li>• Should have a system of handling credit memos and adjustments</li> </ul>	
	<ul style="list-style-type: none"> <li>• Should have a receipts workbench that manages receipts and related documentation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Should have capability for multi reporting currencies- allows viewer to view transaction amounts in multiple currencies</li> </ul>	
	<ul style="list-style-type: none"> <li>• Should have capability to provide default values for attributes such as system date, currency, and batch source when entering transactions</li> </ul>	
	<ul style="list-style-type: none"> <li>• Should have reports such as summary of incomplete invoices, credit memos, duplicate customer report, aging report, receipts register report (which includes cash, and exchange rate information receipts), days late report to identify past due customers.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Creation of subsidiary ledgers for each customer containing details of transactions i.e.</li> </ul>	

Item	Specification	Statement of Compliance
	nature of accounts, date transacted, payments details i.e. Official Receipt number, amounts etc.	
	<ul style="list-style-type: none"> <li>Allows recording/posting of auto entries, tracking and managing of invoices and credit notes</li> </ul>	
	<ul style="list-style-type: none"> <li>Set up of non-trade receivables, receipting and clearing</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows creation of Credit Memos</li> </ul>	
	<ul style="list-style-type: none"> <li>Populate data on non-cash transactions to AR module – posting to customer subsidiary ledger upon creation of bill</li> </ul>	
	<ul style="list-style-type: none"> <li>Capable of computing interest for bills with late payments based on real-time receipt of cash/SOA system generated dispatched to customers</li> </ul>	
<b>Accounts Payable-</b> automated process of recording all disbursements included in the approved budget and maintenance of payable subsidiary ledgers. It shall also generate periodic reports about payments made, overdue accounts and also aging schedule of payables		
	<ul style="list-style-type: none"> <li>Allows creation of supplier information (name, address, TIN number, VAT or non-VAT Registered, etc.)</li> </ul>	
	<ul style="list-style-type: none"> <li>Supplier management               <ul style="list-style-type: none"> <li>-Allows supplier to send invoices in foreign currency which the system converts to Ph currency</li> <li>-Allows data such as suppliers preferred payment method whether check, draft, or electronic fund transfer</li> <li>-Includes data as to whether payments will be direct to the supplier, to a parent organization, or to another address</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Currency processing               <ul style="list-style-type: none"> <li>- Allows payment of vouchers in foreign currency or Ph currency</li> <li>- Can also forecast payments for payables by currency</li> </ul> </li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Should be able to match purchase orders versus receipt of items versus supplier invoice</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows aging of payable accounts</li> </ul>	
	<ul style="list-style-type: none"> <li>Capability to define customized reports</li> </ul>	
	<ul style="list-style-type: none"> <li>Automatic generation of BIR Form 2307 for all payments with withholding taxes</li> </ul>	
	<ul style="list-style-type: none"> <li>Automatic generation of Alpha list of all suppliers</li> </ul>	
	<ul style="list-style-type: none"> <li>Subsidiary Ledger</li> <li>Master File – Supplier Profile</li> </ul>	
	<ul style="list-style-type: none"> <li>Creates subsidiary ledgers for suppliers showing disbursement details by check vouchers, checks and type of expense</li> </ul>	
	<ul style="list-style-type: none"> <li>System should have capability to accept interface data from HR system</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows creation of auto entries based on generated Budget Utilization Report (BUR) and appropriate tax due from the transaction /entries populated in the DV after system authorization</li> </ul>	
	<ul style="list-style-type: none"> <li>Expense Accounting Component –records expenses under broad groups such as personnel service, MOOE, and others under each cost center</li> </ul>	
	<ul style="list-style-type: none"> <li>Creation of AP and vouchers</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows set up of tax information required for various payments <ul style="list-style-type: none"> <li>-Tracks taxes according to different tax rate</li> <li>-Assign a default tax rate to a supplier</li> <li>-Apply a tax rate to an entire voucher or individual pay items</li> <li>-Enter a tax amount or have the system calculate the amount</li> <li>-Track tax history on a separate table</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Allows online approval of payment vouchers</li> </ul>	
Control/Monitoring		

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Allows cancellation of erroneous entries/transactions by authorized officer</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows cancellation of vouchers by authorized officer only</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor Pay application, tracking Invoices, and payments, including internal charges and approvals and tracking of external payments for professional services consultants and contractor</li> </ul>	
	<ul style="list-style-type: none"> <li>Should be able to flag duplicate invoices or reference number of claims or claims already paid</li> </ul>	
Reports		
	<ul style="list-style-type: none"> <li>Generates books of accounts, reports, records and Disbursement Voucher with authorized signatories per type of transactions</li> </ul>	
	<ul style="list-style-type: none"> <li>Reports on AP /aging/ accounts payable</li> </ul>	
<b>Fixed Asset-</b> system capable of recording purchases/ additions, transfers, disposal, usage of fixed assets such as land and buildings, machinery and equipment etc. It shall also generate reports about the cost, depreciation, net book value, and appraised value of all fixed assets		
	<ul style="list-style-type: none"> <li>Detailed list of each asset as follows: <ul style="list-style-type: none"> <li>-Acquisition/ Acceptance date</li> <li>-Mode of Acquisition (Purchased, Donated, Transferred)</li> <li>-Quantity</li> <li>-Serial Number/ Asset Identifier</li> <li>-Estimated Useful Life</li> <li>-Date Placed in Service</li> <li>-Residual Value</li> <li>-Acquisition Cost</li> <li>-Accumulated Depreciation</li> <li>-Net Book Value</li> <li>-Location</li> <li>-Cost Center</li> <li>-Property Classification per code</li> <li>-Accountable Officer/Employee/ Property Acknowledgement Receipt/Acceptance</li> </ul> </li> </ul>	

Item	Specification	Statement of Compliance
	-Date of Disposal/Demolition -Tag Number/Property Number/Bar Code/QR Code	
	<ul style="list-style-type: none"> <li>• Capability to do online transfers of property accountability</li> </ul>	
	<ul style="list-style-type: none"> <li>• Should have capability to include semi expendable assets reporting requirements</li> </ul>	
Depreciation		
	<ul style="list-style-type: none"> <li>• Ability to set up asset descriptive details, depreciation rules, assignments, construction in progress, revaluation or appraisal of assets, impairments of assets.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to assign asset number, tag number, serial number, location, number of units, cost center, and employee responsible for each unit of asset</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to enter acquisition cost, date acquired, number of units, estimated useful life, residual value, net book value of each unit of asset, appraisal values</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to automatically compute PPE's depreciation, and forecast depreciation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to generate various reports such as property accountability as of a given date, list of assets for physical count use</li> </ul>	
	<ul style="list-style-type: none"> <li>• Capability to enter physical inventory data and compare against system record of assets for reconciliation and report generation of missing assets, found assets for adjustment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to create retirement requests, process retirement requests, and retire assets that are no longer in service</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ability to enter acquisition cost, date acquired, number of units, estimated useful life, residual value, net book value of each unit of asset</li> </ul>	
	<ul style="list-style-type: none"> <li>• Capable of generating journals for recognizing monthly depreciation</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Automatically gets updated for asset transaction recognized in other modules</li> </ul>	
<b>Property Management</b> - Should have the ability to track and manage all assets its entire lifecycle from initial acquisition to periodic maintenance up to disposal		
	<ul style="list-style-type: none"> <li>Upload and download PDF file format and/or images of the following: <ul style="list-style-type: none"> <li>-Plans (e.g. Parcellary, Cadastral, Survey, Property Identification Map)</li> <li>-Titles (e.g. TCT, OCT, CTC of title; including Technical Descriptions)</li> <li>-Tax Declarations (including Property Assessment Forms)</li> <li>- Deeds of Conveyance and other related documents (e.g. Deed of Sale, Deed of Donation)</li> <li>-Image of Building/s, Structures, and Improvements</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Capability to attach/capture directory to launch files (or external files) not explicitly supported for upload.</li> </ul>	
	<ul style="list-style-type: none"> <li>Should have enough storage to accommodate all data requirements</li> </ul>	
	<ul style="list-style-type: none"> <li>Integrated to the Human Resources system for personnel accountability</li> </ul>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	<ul style="list-style-type: none"> <li>Employs best practices for asset lifecycle management that allows for the maintenance of assets from acquisition to disposal, including</li> </ul>	



Item	Specification	Statement of Compliance
	procurement, depreciation tracking, and retirement or replacement planning	
	<p><b>Budgeting-</b> computerized system covering budget processes from budget planning, budget preparation, fund allocation, fund control and fund utilization monitoring. Ability to generate reports to populate budget-related databases for use in the projection of budgetary estimates; capability to create, monitor, evaluate and generate scheduled periodic reports pertaining to the Corporate Operating Budget and approved supplemental budgets, if any; and, process fund allocation and fund utilization requests charged against the Corporate Operating Budget (COB), GAA Subsidy, and approved supplemental budgets, if any. It should also have the capability to create budget allocations for DOTr Downloaded projects, and at the same to have the same functionalities for the utilization and monitoring of expenditures related to these projects.</p>	
	<ul style="list-style-type: none"> <li>• Project Procurement Management Plan (PPMP)</li> <li>• BUR</li> <li>• COB Worksheet</li> <li>• Corporate Budget Preparation Forms (CBPF)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows definition of budget organizations to represent the departments, divisions, cost centers, or other groups for which the budget data will be entered.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows creation of budget per cost center and consolidation for the whole organization</li> <li>• System should be able to accept different method of entering budget amounts such as: <ul style="list-style-type: none"> <li>○ Copying budget amounts</li> <li>○ Entering budget amounts</li> <li>○ Transferring budget amounts</li> <li>○ Uploading budget amounts</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows entering of budget accounts/ formulas/ allocations/ thresholds for certain expenses</li> </ul>	

Item	Specification	Statement of Compliance
	such as overtime, repairs, honoraria, and night differential per cost center	
	<ul style="list-style-type: none"> <li>Allows online approval of budget per cost center per group</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows budget upload to transfer budget data info to general ledger</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows assignment of budget payments</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows entering of approved utilization and tracking of utilization</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows modification of budgeted transactions at any stage of the budget preparation prior to approval by the Board of Directors</li> </ul>	
	<ul style="list-style-type: none"> <li>Allows freezing of budget, organization, budget formula batch, or range of budget accounts to prevent accidental or unauthorized changes. Should also allow unfreezing of budget.</li> </ul>	
	<ul style="list-style-type: none"> <li>Generation of projected financial statements (Income Statement, Balance Sheet, and Cash Flow).</li> </ul>	
For budget planning and monitoring:		
	<ul style="list-style-type: none"> <li>System should be able to accept online encoding/ uploading as well as approval of the Project Procurement Management Plan (PPMP) for each cost center and consolidate all PPMPs for the whole organization</li> </ul>	
	<ul style="list-style-type: none"> <li>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;</li> </ul>	
	<ul style="list-style-type: none"> <li>Automated hierarchical system of submission and gathering of accomplished electronic PPMP forms;</li> </ul>	
	<ul style="list-style-type: none"> <li>Selective and exclusive capability to modify, with hierarchical permission, the data of submitted accomplished PPMP by designated Budget Planning and Monitoring personnel;</li> </ul>	
	<ul style="list-style-type: none"> <li>Linking of data between the Registry of Budget, Utilization and Disbursements (RBUD) and the</li> </ul>	

Item	Specification	Statement of Compliance
	Corporate Operating Budget (COB) Monitoring Report	
	<ul style="list-style-type: none"> <li>Schedule the submission of the forms and data required and be capable to deny acceptance of submission beyond the specified date of submission</li> </ul>	
	<ul style="list-style-type: none"> <li>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);</li> </ul>	
For budget implementation		
	<ul style="list-style-type: none"> <li>System should be able to accept online budget utilization requests based on Notice 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)</li> </ul>	
	<ul style="list-style-type: none"> <li>Flagging of over utilization or unbudgeted/unprogrammed expenditure requests prior to issuing budget approval for expenditure processing</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to generate user defined reports such as Multi-Year Budget Authority (MYBA), Registry of Budget Utilization and Disbursement (RBUD), etc.</li> </ul>	
<b>Tax Management</b> - system to collate all tax data and to generate report for compliance with requirements of the BIR such as, but not limited to, Value-Added Tax, Withholding Taxes, and Income Tax		
	<ul style="list-style-type: none"> <li>Master list of regular employees (linked to HRIS)</li> <li>Master list of contractual employees with identifier of applicable withholding tax based on submitted documents (linked to HRIS)</li> <li>Master list of suppliers with identifier of applicable withholding tax based on BIR registration (linked to Payable Module)</li> <li>Master list of clients (linked to Receivable Module)</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>• BIR Tax Return Forms</li> <li>• BIR Form No. 2307</li> <li>• BIR Form No. 2316</li> <li>• Summary List of Sales and Purchases (SLSP)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Monitoring and tracking of taxes withheld, VAT, and amount of taxes due for remittance to BIR</li> </ul>	
	<ul style="list-style-type: none"> <li>• Preparation of tax report following BIR requirement/ automatically populate form with data from AR, AP and Cashiering Modules</li> </ul>	
	<ul style="list-style-type: none"> <li>• Upload facility for tax reports</li> </ul>	
	<p><b>Cash and Treasury Management-</b> an application that helps to effectively manage and control the cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting. It should support management of investment portfolio and has the capability to amend, reverse/cancel, roll over, renew, pre-terminate, terminate, or withdraw investments with corresponding approvals/control and audit trail. All related processes (recording, reports, etc.) should be automatically updated according to the changes made.</p>	
	<p><b>Cash Management</b></p>	
	<ul style="list-style-type: none"> <li>• It should have the capability to load bank statements including bank account information, deposits received by the bank, and payments cleared.</li> </ul>	
	<ul style="list-style-type: none"> <li>• It should have the capability to enter bank statements manually or load electronic statements received from the bank</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows logging of unidentified receipts which includes deposit date, currency, and any available receipt information.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Allows reconciliation of payments with bank statements</li> </ul>	
	<ul style="list-style-type: none"> <li>• It should have the ability to reconcile bank information, bank statement information against system transactions</li> </ul>	
	<ul style="list-style-type: none"> <li>• It should have the ability to clear transactions once reconciled.</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Allows creation of journal vouchers for bank originated entries such as bank charges and interest</li> </ul>	
	<ul style="list-style-type: none"> <li>It should have an automated receipting facility for cash transactions as well as collection of receivables</li> </ul>	
	<ul style="list-style-type: none"> <li>It should have the capability to interface with an automated receipting application, as well as allow manual entry of receipts and disbursements</li> </ul>	
	<ul style="list-style-type: none"> <li>It should have the facility to integrate with various applications such as receivables, payables, payroll, and treasury</li> </ul>	
	<ul style="list-style-type: none"> <li>It should provide real-time visibility into cash balances across accounts, subsidiaries, and currencies to monitor liquidity positions</li> </ul>	
	<ul style="list-style-type: none"> <li>Capable of interfacing with third party application including but not limited to: <ul style="list-style-type: none"> <li>-Electronic bank statements</li> <li>-Electronic fund transfers/ payment systems</li> <li>-Electronic collection systems</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Should have a dashboard showing daily cash position report</li> </ul>	
<b>Receipting-</b> automated receipting based on computed charges generated through the Billing module and cash transactions. It shall allow the client/stakeholder to view and generate copy of receipt online.		
	<ul style="list-style-type: none"> <li>Official Receipt (Invoice)</li> <li>Acknowledgment Receipt (AR)</li> </ul>	
	<ul style="list-style-type: none"> <li>Auto creation of journal entry upon issuance of official receipt or acknowledgement receipt</li> </ul>	
	<ul style="list-style-type: none"> <li>Each collecting officer should have a unique ID or identifier for collections received and deposited by each one</li> </ul>	
	<ul style="list-style-type: none"> <li>Auto posting in subsidiary ledger in AR or AP module</li> </ul>	
	Receipt for Trade Transactions	

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	<ul style="list-style-type: none"> <li>Process and issue official receipt (invoice) for all moneys/checks received as payment for fees and charges with notation on taxes withheld as applicable</li> </ul>	
	Receipt for Non-Trade Transactions	
	<ul style="list-style-type: none"> <li>Issue acknowledgement receipt for non-trade transactions such as refund to CAAP of excess cash advances or return of unutilized cash advance, performance bond, aviation security fee, government subsidy, disallowances, etc.</li> </ul>	
	Disbursement	
	<ul style="list-style-type: none"> <li>Preparation and release of Checks / Authority to Debit Account (ADA), process telegraphic transfer</li> </ul>	
	<ul style="list-style-type: none"> <li>Process and records issue of checks and ADA, Advice of Checks Issued and Cancelled (ACIC) and other related documents;</li> </ul>	
	<ul style="list-style-type: none"> <li>Process approved vouchers and payrolls for salaries, wages and other forms of remuneration</li> </ul>	
	<ul style="list-style-type: none"> <li>Process for the issuance of commercial checks covering claims of outside creditors</li> </ul>	
	<ul style="list-style-type: none"> <li>Creation of details for check payment</li> </ul>	
	<ul style="list-style-type: none"> <li>Auto creation of journal entries to recognize disbursements of funds</li> </ul>	
	<ul style="list-style-type: none"> <li>Should allow interfaces with other third-party online facilities</li> </ul>	
	Cash Transfers	
	<ul style="list-style-type: none"> <li>Process and record transfer of funds</li> </ul>	
	<ul style="list-style-type: none"> <li>Auto creation of journal entries to recognize fund transfers</li> </ul>	
	<ul style="list-style-type: none"> <li>Should allow interfaces with other third-party online facilities</li> </ul>	
<b>Treasury Management</b> - System to support management of investment portfolio to amend, reverse/cancel, roll over, renewal, pre-terminate, termination, or withdrawal of investments with corresponding approvals/control and audit trail. All		

Item	Specification	Statement of Compliance
	related processes (recording, reports, etc.) should correspondingly be automatically updated according to the changes made.	
	<ul style="list-style-type: none"> <li>Deal Management- management of CAAP's investing and borrowing activities</li> </ul>	
	<ul style="list-style-type: none"> <li>Should have a centralized dashboard to provide an overview of the investment portfolio's performance. It should be customizable providing real-time insights into cash positions</li> </ul>	
	<ul style="list-style-type: none"> <li>Be able to calculate performance metrics such as total return, annualized return, average return, interest income from investments, and FOREX Gain/Loss from dollar conversion</li> </ul>	
	<ul style="list-style-type: none"> <li>Support various types of instruments/transaction types, including but not limited to: <ul style="list-style-type: none"> <li>-Foreign Exchange (FOREX Gain/Loss)</li> <li>-Certificate of Time Deposits, Treasury Bills, Bonds, Trust</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Allow rollover of transactions, with option to rollover: <ul style="list-style-type: none"> <li>-Principal only</li> <li>-Principal plus interest</li> <li>-Partial</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Allow configuration of user-definable day count convention i.e. Actual/360, Actual/365</li> </ul>	
	<ul style="list-style-type: none"> <li>Support multiple currencies, including but not limited to: <ul style="list-style-type: none"> <li>-Philippine peso (PhP)</li> <li>-US dollar (USD)</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Upon new investment, roll over, or termination, all related records should be updated simultaneously to provide real-time views of balances and computed interest income</li> </ul>	
	<ul style="list-style-type: none"> <li>Allow simulation of various market scenarios, e.g. changes in interest rates, terms, foreign</li> </ul>	

Item	Specification	Statement of Compliance
	exchanges rate etc. to serve as reference for decision making	
	<ul style="list-style-type: none"> <li>Support various types of confirmations such as printing, email, and message file for sending to an external system</li> </ul>	
	<ul style="list-style-type: none"> <li>Allow scheduling and computation of settlement amounts upon maturity, roll over, or termination of placements</li> </ul>	
	<ul style="list-style-type: none"> <li>Process the renewal / roll over / termination of investments, new placements</li> </ul>	
Control / Monitoring		
	<ul style="list-style-type: none"> <li>Auto entry for amortization of discounts/premium</li> </ul>	
<p style="text-align: center;"><b>ADMINISTRATIVE OPERATIONS SYSTEM</b></p>		
<p><b>Procurement</b> - automation of the complete procurement cycle from requisition, quotation, delivery/receipt, monitoring and tracking of the procurement process, and recording of timelines as in accordance with the Republic Act. No. 9184 and other related government rules, regulations, and issuances.</p>		
	<ul style="list-style-type: none"> <li>System should have the capability for online requisition and approval</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to compare requisition vs the approved Annual Procurement Plan (APP)</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to consolidate similar items for procurement</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to generate purchase orders for identified types of transactions not covered by contracts</li> </ul>	
	<ul style="list-style-type: none"> <li>System should have the capability to generate contracts and allow online approval</li> </ul>	
	<ul style="list-style-type: none"> <li>System should have the capability to accept customized reports or forms as needed</li> </ul>	
	<ul style="list-style-type: none"> <li>Record and maintain the Price Monitoring List of Procured Items</li> </ul>	



Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Record and maintain a list of contracts/agreements for awarded projects for BAC, CCC and Disposal Committee</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to generate APP for Common Use Supplies and Equipment (CSE) and Non-CSE</li> </ul>	
	<ul style="list-style-type: none"> <li>Vendor management, including company information, diversity tracking, prequalification, and performance tracking</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to check against the inventory if there are existing stocks prior to preparation of PRs</li> </ul>	
	<ul style="list-style-type: none"> <li>The system can process and generate Request for Quotation (RFQ) and automatically invites through the system-generated list of vendors and other vendors which may be added later on. Must also generate proof of invites and link the RFQ to the CAAP website BAC portal.</li> </ul>	
	<ul style="list-style-type: none"> <li>Creation and tracking of Purchase Request, Purchase Order, Goods delivery, etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>Cancellation of PR, PO</li> </ul>	
	<ul style="list-style-type: none"> <li>Tracking from procurement to payment of all items whether inventory or fixed assets</li> </ul>	
	<ul style="list-style-type: none"> <li>Tracks undelivered items / allows notifications on items undelivered</li> </ul>	
	<ul style="list-style-type: none"> <li>Generates report on undelivered items</li> </ul>	
	<ul style="list-style-type: none"> <li>Monitoring of the Performance Bond from the Contract</li> </ul>	
<b>Inventory</b> - system to account and monitor inventory movement from receipt of items up to issuance.		
	<ul style="list-style-type: none"> <li>System should have the ability to account for semi-expendable inventory items as required per COA Circular 2022-004 for low-value items</li> </ul>	
	<ul style="list-style-type: none"> <li>Online processing of receipt of inventory items</li> </ul>	
	<ul style="list-style-type: none"> <li>Online requisition of inventory items properly authorized by respective approvers</li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>System should have the capability to automatically compute/ update the average unit cost of each inventory item</li> </ul>	
	<ul style="list-style-type: none"> <li>Online processing of issuances</li> </ul>	
	<ul style="list-style-type: none"> <li>Capability to include accountable person upon issuance</li> </ul>	
	<ul style="list-style-type: none"> <li>System should have the capability to flag requisitions exceeding the budget for the specific cost center</li> </ul>	
	<ul style="list-style-type: none"> <li>Can create separate inventory account per category/ per location</li> </ul>	
	<ul style="list-style-type: none"> <li>Should allow customization of reports as needed</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to do real time updating of transactions</li> </ul>	
	<ul style="list-style-type: none"> <li>Capability to alert the Supply Staff in charge if stocks fall below the required level</li> </ul>	
	<ul style="list-style-type: none"> <li>Facility to enter receipts of found assets</li> </ul>	
	<ul style="list-style-type: none"> <li>Facility to enter expiration dates and flagging of expired items</li> </ul>	
	<ul style="list-style-type: none"> <li>Should be able to flag requisitions exceeding budgeted amounts per cost center vs actual usage</li> </ul>	
	<ul style="list-style-type: none"> <li>System should be able to maintain subsidiary ledger for semi expendable items issued to users with information as to accountable employee, date issued, acquisition cost, estimated useful life, and date of disposal</li> </ul>	
	<ul style="list-style-type: none"> <li>The system shall capture all incoming deliveries from the following:               <ul style="list-style-type: none"> <li>Procurement Service / Department of Budget and Management.</li> <li>Contract Agreement/Direct payment/Direct contracting (Exclusive distributor).</li> <li>Donation or Property coming from another Agency</li> </ul> </li> </ul>	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> <li>Unused serviceable items/equipment that has previously been issued or found in the station</li> </ul>	
<b>Forms and Reports</b>		
	<b>Supply and Property Forms- Property Card (PC)</b> - 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.	
	<b>Semi-Expendable Property Card (SPC)</b> - 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.	
	<b>Inventory Transfer Report (ITR)</b> - 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).	
	<b>Inventory Custodian Slip (ICS)</b> - 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.	
	<b>Receipt of Returned Semi-Expendable Property (RRSP)</b> - This form shall be used for returned semi-expendable property whether serviceable or unserviceable.	
	<b>Receipt of Returned Non-Expendable Property (RRNP)</b> - This form shall be used for returned nonexpendable property whether serviceable or unserviceable.	
	<b>Property Transfer Report (PTR)</b> - 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.	

Item	Specification	Statement of Compliance
	<b>Property Acknowledgment Report (PAR)</b> - 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.	
	<b>Requisition and Issue Slip (RIS)</b> - 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	
	<b>Stock Card (SC)</b> - 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	
	<b>Bin Card</b> - 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.	
	<b>Supply and Property Reports:- Report on the Physical Count of Inventory (RPCI)</b> -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.	
	<b>Report on the Physical Count of Property, Plant and Equipment (RPCPPE)</b> - 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.	

Item	Specification	Statement of Compliance
	<p><b>- Report of Supplies and Materials Issued (RSMI)</b>          - 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</p>	
	<p><b>Report of lost, stolen, damaged or destroyed semi-expendable property (RLSDDSP)</b> - 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.</p>	
	<p><b>Registry of Semi-Expendable Property Issued (RegSPI)</b> - 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.</p>	
	<p><b>Report of Semi-Expendable Property Issued (RSPI)</b> - 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).</p>	
	<p><b>Report on the Physical Count of Semi-Expendable Property (RPCSP)</b> - 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-</p>	

Item	Specification	Statement of Compliance
	expendable items per card and per count and shortage/overage, if any. It shall be prepared annually and by fund by the Inventory Committee.	
	<b>Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)</b> – 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.	
	<b>Report of Lost, Stolen, Damaged, Destroyed Property (RLSDDP)</b> - 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.	
	<b>Inventory and Inspection Report of Unserviceable Property (IIRUP)</b> - 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.	
	<b>Report of Accountability for Accountable Forms (RAAF)</b> - 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.	
	<b>Waste Material Report (WMR)</b> - 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.	
	<b>Prescribed One-Time Cleansing Forms/Reports: - List of PPEs Found at Station</b> – this form shall be prepared by the Property Unit to collate the items described as “found at station” in the RPCPPE	

Item	Specification	Statement of Compliance
	and shall be submitted to the Accounting Unit for recording in the books of accounts.	
	<b>List of Non-Existing/Missing PPEs</b> - 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.	
	<b>Registry of Derecognized PPEs (RDPPE)</b> – 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.	
	<b>Inventory Count Form (ICF)</b> – This standard form shall be used on cases in which the latest RPCPPE is nonexistent 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	

## **HUMAN RESOURCE**

<b>I. GENERAL OBJECTIVE</b>	
This project aims to achieve the following business objectives:	
<ul style="list-style-type: none"> <li>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 of human resource management.</li> </ul>	
<ul style="list-style-type: none"> <li>To automate the processing, transacting, and reporting of major existing functions and information such as human resource management and among others;</li> </ul>	
<ul style="list-style-type: none"> <li>To be abreast with technological advances in human resource management to promptly fulfill diversified employee needs in terms of personnel action;</li> </ul>	
<ul style="list-style-type: none"> <li>To attain higher levels of security, resiliency and efficiency in accordance with other government regulatory agencies' rules and regulations such as but not limited to CSC, COA, and GCG.</li> </ul>	
<ul style="list-style-type: none"> <li>To drive digital transformation across divisions, enhancing operational efficiency, decision-making processes, customer experiences, and overall business growth.</li> </ul>	
<b>II. SPECIFIC OBJECTIVES</b>	
<ul style="list-style-type: none"> <li>To provide an electronic means of recording, processing and assessing CAAP business operations.</li> </ul>	
<ul style="list-style-type: none"> <li>To implement a self-service web application available both for internal and external clients for transparency and ease of doing business;</li> </ul>	
<ul style="list-style-type: none"> <li>To provide a secure, efficient and resilient computerized system for Human Resource Management;</li> </ul>	
<ul style="list-style-type: none"> <li>To provide regular and ad-hoc reports as required by CAAP and other national regulatory agencies.</li> </ul>	



<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>III. SCOPE OF WORK</b>	
This project shall cover the following scope of work:	
<b>A. GENERAL</b>	
The bidder shall:	
<ul style="list-style-type: none"> <li>• Provide fast delivery and immediate project start</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide standard software modules (and licenses) compliant with best practice standards or that are currently being used by the government.</li> </ul>	
<ul style="list-style-type: none"> <li>• Deliver software and services (training &amp; workshops, support, configuration, modifications, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide detailed description of quality management, development plan and implementation plan (system introduction)</li> </ul>	
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	
<ul style="list-style-type: none"> <li>• Have a maximum implementation period of the whole project of three hundred sixty five (365) days</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

Confirmed by their CV and training certificates.	
<ul style="list-style-type: none"> <li>• Provide subject-matter experts with at least five (5) years of experience in their area: Human Resource Management Confirmed by their CV.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide subject-matter expert/s regarding the Data Privacy Act of the Philippines trained and certified by an accredited training institution.</li> </ul>	
<ul style="list-style-type: none"> <li>• Conduct Systems Analysis (Process Flow Assessment) to the affected services/offices.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide modifications and additional details based on expected requirements of CAAP.</li> </ul>	
<ul style="list-style-type: none"> <li>• Integrate the proposed time monitoring devices with the attendance monitoring system of the proposed Human Resource Information System.</li> </ul>	
<ul style="list-style-type: none"> <li>• Must integrate the existing Document Management System and other related administrative information to the new system.</li> </ul>	
<ul style="list-style-type: none"> <li>• Implement a CAAP virtual assistant tool that can generate required documents powered by 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• Have no disruption to daily operations of CAAP during implementation period.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide migration of data from the existing database to the new system.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide a certification of data privacy and data security in accordance with the Data Privacy Act RA No 10173.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide Certificates of Satisfactory Performance from at least three (3) previous and existing clients.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide a Certificate of Satisfactory Performance from CAAP and/or its relevant Service or End-user if the bidder was a previous or current service provider</li> </ul>	

of CAAP.	
<ul style="list-style-type: none"> <li>• Provide a 3-year Maintenance Agreement for the proposed system that includes the standard changes, new government mandates/policies, bug fixes and support for error handling.</li> </ul>	
<b>B. SOFTWARE REQUIREMENTS</b>	
<b>1. General – HRIS shall have the following general requirements:</b>	
<ul style="list-style-type: none"> <li>• Standard software - Application solution must be a cloud ERP. National policies and regulations play a major role. Provider shall check new policies and regulations and plan further development to adhere to the regulations.</li> </ul>	
<ul style="list-style-type: none"> <li>• Configurable standard software for government agency and management of daily tasks.</li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed documentation of different entities (persons, organizations, etc.), management of complete life-cycle</li> </ul>	
<ul style="list-style-type: none"> <li>• Configurable reports and statistics</li> </ul>	
<ul style="list-style-type: none"> <li>• Various printouts of reports (configurable print templates)</li> </ul>	
<ul style="list-style-type: none"> <li>• Must have AI functionalities and equipped with a chatbot</li> </ul>	
<ul style="list-style-type: none"> <li>• Forms and Checklists should be integrated within the system.</li> </ul>	
<ul style="list-style-type: none"> <li>• Sophisticated rights and permission system</li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed tracking of user activities in a historical record, documenting previous entries and activities and marking changes.</li> </ul>	
<ul style="list-style-type: none"> <li>• English user interface.</li> </ul>	
<ul style="list-style-type: none"> <li>• Graphic user interface (GUI) with Windows look and feel. Typical Windows elements like drag and drop, mouse support, hot keys, etc.</li> </ul>	

<ul style="list-style-type: none"> <li>• Ease of use to navigate all the functions of the system.</li> </ul>	
<b>2. Technical Aspects</b>	
<ul style="list-style-type: none"> <li>• Running in intranet and via Internet</li> </ul>	
<ul style="list-style-type: none"> <li>• Works off-line (data will be uploaded to the system when internet is available) using the predefined forms and templates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Runs with dependable and reputable server database</li> </ul>	
<ul style="list-style-type: none"> <li>• Support standard application server</li> </ul>	
<ul style="list-style-type: none"> <li>• Interface to MS Environment</li> </ul>	
<ul style="list-style-type: none"> <li>• Multi-User application</li> </ul>	
<ul style="list-style-type: none"> <li>• Scalability (load balancing, clustering of servers) and high availability must be shown (concept and references)</li> </ul>	
<ul style="list-style-type: none"> <li>• Multi-level logging via application server for error tracing</li> </ul>	
<ul style="list-style-type: none"> <li>• Integrated report generator / print engine for issuing certificates, licenses, lists etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• During data input, numerous plausibility checks shall be performed on client site</li> </ul>	
<ul style="list-style-type: none"> <li>• Support of virtualized environments</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide CAAP with a solution to support the requirements for portfolio management, reporting, and reconciliation;</li> </ul>	
<ul style="list-style-type: none"> <li>• Improve operational efficiency, reporting, transparency, and accountability in operations;</li> </ul>	
<ul style="list-style-type: none"> <li>• Standardized workflow with increased controls;</li> </ul>	
<ul style="list-style-type: none"> <li>• Allow the input of back-dated transactions</li> </ul>	

<ul style="list-style-type: none"> <li>• Provide a dropdown list for predefined data</li> </ul>	
<ul style="list-style-type: none"> <li>• Support common shortcut keys such as Ctrl + C = copy, Ctrl + V = paste, Ctrl + S = save, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Allow configuration of mandatory fields and will not allow details/transactions to be saved if mandatory fields are not filled-up</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide and/or allow creation of additional user-defined fields</li> </ul>	
<ul style="list-style-type: none"> <li>• Automatically generate reference numbers with option for user-defined numbering system</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide facility to download information and convert file to standard/common format</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide facility for calendar and holidays maintenance</li> </ul>	
<ul style="list-style-type: none"> <li>• Allow users to add or lengthen tables or fields without need for customization</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide validation rules for data entries and generate descriptive error messages for error handling</li> </ul>	
<ul style="list-style-type: none"> <li>• Incorporate defined controls that will be applied uniformly across all or selected transactions</li> </ul>	
<ul style="list-style-type: none"> <li>• User-friendly system with ability to import large volume of data</li> </ul>	
<b>3. Mobile App</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Mobile accessibility for IOS &amp; Android devices</li> </ul>	

<ul style="list-style-type: none"> <li>• The Offline Client should incorporate:</li> </ul>	
<ul style="list-style-type: none"> <li>- Working on forms, checklist, and templates</li> </ul>	
<ul style="list-style-type: none"> <li>- Upload and Attachment of documents to be integrated in system.</li> </ul>	
<ul style="list-style-type: none"> <li>- Secure Communications – between workstation to the back-end cloud server using web service interface with encryption of data</li> </ul>	
<ul style="list-style-type: none"> <li>- Synchronization to the main system will store accomplished forms, checklists, and templates (including attachments) into the proper tables and document management system.</li> </ul>	
<ul style="list-style-type: none"> <li>• Putting information &amp; task management at the fingertips of department heads and approving officers</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to instantly approve requests so less time is wasted &amp; the approval processes are streamlined</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensures faster approval processes</li> </ul>	
<b>4. Central Contact information</b>	
We want to establish a hierarchical contact information database. Following features will be essential:	
<ul style="list-style-type: none"> <li>• Endless levels of hierarchies</li> </ul>	
<ul style="list-style-type: none"> <li>• Any number of contact persons within an organization unit</li> </ul>	
<ul style="list-style-type: none"> <li>• Assigning a person to more than one organization unit with different positions per organization unit</li> </ul>	
<ul style="list-style-type: none"> <li>• Any number of attributes assigned to an organization unit or person</li> </ul>	
<ul style="list-style-type: none"> <li>• Any number of addresses assigned to an organization or contact person</li> </ul>	
<ul style="list-style-type: none"> <li>• Classification of the usage per address type: standard, warning, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	

<ul style="list-style-type: none"> <li>• Search based (displaying results form background search), avoiding double entries</li> </ul>	
<ul style="list-style-type: none"> <li>• Detailed tracking of history with storage of previous values and preferable a function to compare values of the historical Record</li> </ul>	
<ul style="list-style-type: none"> <li>• Export and Import Interface</li> </ul>	
<ul style="list-style-type: none"> <li>• Central management and server storage of print templates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Export the result of an addressee list to various formats</li> </ul>	
<ul style="list-style-type: none"> <li>• CSV to allow further external processing</li> </ul>	
<b>5. Permission Management System</b>	
<ul style="list-style-type: none"> <li>• Any number of registered users</li> </ul>	
<ul style="list-style-type: none"> <li>• Establishment of decentralized group of administrators</li> </ul>	
<ul style="list-style-type: none"> <li>• Username and password authentication</li> </ul>	
<ul style="list-style-type: none"> <li>• Strong password policies</li> </ul>	
<ul style="list-style-type: none"> <li>• Structure of users into groups and/or roles</li> </ul>	
<ul style="list-style-type: none"> <li>• Role based rights and permission management</li> </ul>	
<ul style="list-style-type: none"> <li>• Multi-level confidentiality access</li> </ul>	
<ul style="list-style-type: none"> <li>• Should be basis for all application modules</li> </ul>	
<ul style="list-style-type: none"> <li>• Definition of: add, edit, delete, view, and create rights</li> </ul>	
<ul style="list-style-type: none"> <li>• With facility to view user status for security tracking</li> </ul>	
<ul style="list-style-type: none"> <li>• Availability of information to track user activities</li> </ul>	
<ul style="list-style-type: none"> <li>• Audit trail tracking capability for all components</li> </ul>	
<ul style="list-style-type: none"> <li>• Printable Audit Trail report</li> </ul>	
<b>6. Integrated Reporting Tool</b>	
<ul style="list-style-type: none"> <li>• Pre-defined reports shall be determined by CAAP upon implementation.</li> </ul>	
<ul style="list-style-type: none"> <li>• A graphical report generator and research tool shall be available to run queries over most of the data fields</li> </ul>	

of all application modules	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Generate standard reports as indicated in this TOR.</li> </ul>	
<ul style="list-style-type: none"> <li>Generate executive reports for Upper Management.</li> </ul>	
<ul style="list-style-type: none"> <li>Capable of generating reports, contract, forms, checklist, and other related documents.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Joining of data from different tables is supported, that in a certain context only "joinable" tables are selectable.</li> </ul>	
<ul style="list-style-type: none"> <li>Queries can be implemented on data spread over all modules (cross module reporting).</li> </ul>	
<ul style="list-style-type: none"> <li>Aggregation functions like MIN, MAX, SUM, etc. shall be supported</li> </ul>	
<ul style="list-style-type: none"> <li>The information (results) shall be protected by the permission management system;</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Typical reports can be assigned to user groups, which ensure an easy usage by non-experts.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to define templates to adjust the layout</li> </ul>	



accordingly.	
<ul style="list-style-type: none"> <li>• Querying by groups is possible.</li> </ul>	
<ul style="list-style-type: none"> <li>• Results of queries can be linked to print templates</li> </ul>	
<ul style="list-style-type: none"> <li>• The user shall be able to configure the automated execution of queries (time interval, time of execution etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Queries can be linked to modules to make them available. A query must respect the permissions of the user defined in permission management module.</li> </ul>	
<ul style="list-style-type: none"> <li>• Allow users to create additional reports, forms, and correspondences.</li> </ul>	
<ul style="list-style-type: none"> <li>• Reports, forms, and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day/month batch processing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Reports, forms, and correspondences can be exported to various file types i.e., MS-Word, MS-Excel, PDF and can be transmitted via email.</li> </ul>	
<ul style="list-style-type: none"> <li>• Generate reports providing statistical data on transactions entered in the system.</li> </ul>	
<b>7. Interface</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• The system must provide the user with the ability to export the master data to various formats.</li> </ul>	
<ul style="list-style-type: none"> <li>• The system must provide the user with the ability to import the master data from (previously exported) files in various formats.</li> </ul>	
<b>8. Dashboard</b>	
The system shall provide the following:	
<ul style="list-style-type: none"> <li>• Pre-defined charts and graphical data with filter</li> </ul>	

function present in the dashboard to keep the Management up-to-date.	
<ul style="list-style-type: none"> <li>Demographic information such as graphs for number of employees per age bracket, employment status, organization unit and more.</li> </ul>	
<ul style="list-style-type: none"> <li>Human resource overview of the whole organization</li> </ul>	
<b>9. Notification</b>	
The system shall provide the following:	
<ul style="list-style-type: none"> <li>The system shall provide Alert information that can be associated to persons and/or organizations.</li> </ul>	
<ul style="list-style-type: none"> <li>The system should manage the details of the different kind of alerts (due for mandatory retirement, request approval, etc.).</li> </ul>	
<ul style="list-style-type: none"> <li>The system should show clear alert symbols in the header information of persons, organizations, and in result lists.</li> </ul>	
<b>10. Security of Data</b>	
<p>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.</p> <ul style="list-style-type: none"> <li>The system should be able to provide accountability and evidence-based data</li> </ul>	
<ul style="list-style-type: none"> <li>All data should be synchronized to a single database which can be accessed only by the assigned system administrator.</li> </ul>	
<ul style="list-style-type: none"> <li>To ensure check and balance the users shall have different access levels.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>The system should be capable of performing a two factor security authentication.</li> </ul>	

<ul style="list-style-type: none"> <li>• The system shall include a process for identifying, testing, and deploying security patches/updates to ensure the continued security and integrity of the system.</li> </ul>	
<b>11. Confidentiality and Non-disclosure</b>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>12. Ownership of the Data</b>	
<ul style="list-style-type: none"> <li>• The ownership of any and all data gathered, input, entered, and processed into the system shall be retained by the CAAP. The winning bidder shall strictly comply with the provisions of the Data Privacy Act of 2012 and all its relevant rules and regulations.</li> </ul>	
<b>13. License Requirements</b>	

<ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>C. HRIS GENERAL SYSTEM COMPONENTS</b>	
Development of Human Resources Information Systems which shall include but not be limited to the following components:	
<b>1. Employees Record Management</b>	
<p>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.</p> <p>The system shall have the capability to process the issuance of</p> <p>all types of action notices such as promotion, renewal of</p>	
<p>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.</p>	
<ul style="list-style-type: none"> <li>Input of Personal Data Sheet 201 File</li> </ul>	
<ul style="list-style-type: none"> <li>Salary Adjustment</li> </ul>	
<ul style="list-style-type: none"> <li>Employee Movement</li> </ul>	
<ul style="list-style-type: none"> <li>Recording of Civil Service Eligibility</li> </ul>	
<ul style="list-style-type: none"> <li>Training programs undertaken, work Experience and voluntary work</li> </ul>	
<ul style="list-style-type: none"> <li>Attachment of Documents</li> </ul>	
<ul style="list-style-type: none"> <li>Disciplinary Actions</li> </ul>	

<ul style="list-style-type: none"> <li>• Reflect documents attached in online recruitment</li> </ul>	
<ul style="list-style-type: none"> <li>• Modified Employee Schedule (Month and year)</li> </ul>	
<b>2. Employee Self-service</b>	
<p>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.</p> <p>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.</p> <p>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.</p>	
<ul style="list-style-type: none"> <li>• Accessible by employee anytime, anywhere through the internet</li> </ul>	
<ul style="list-style-type: none"> <li>• Modifiable layout</li> </ul>	
<ul style="list-style-type: none"> <li>• Summary leave</li> </ul>	
<ul style="list-style-type: none"> <li>• Posting of HR Policies and Announcements</li> </ul>	
<ul style="list-style-type: none"> <li>• Suggestion and Feedbacks platform</li> </ul>	
<ul style="list-style-type: none"> <li>• Viewing of employee records</li> </ul>	
<ul style="list-style-type: none"> <li>• Leave and overtime request</li> </ul>	
<ul style="list-style-type: none"> <li>• DTR correction request</li> </ul>	
<ul style="list-style-type: none"> <li>• Application for Official Business, travel order, and training</li> </ul>	
<b>3. Leave Management</b>	

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.	
<ul style="list-style-type: none"> <li>• Recording of annual leave entitlement</li> </ul>	
<ul style="list-style-type: none"> <li>• Identification of leave specifications</li> </ul>	
<ul style="list-style-type: none"> <li>• Generation of computed sick leave and vacation leave earned</li> </ul>	
<ul style="list-style-type: none"> <li>• Summary of employee leave</li> </ul>	
<b>4. Medical Information</b>	
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.	
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	
<ul style="list-style-type: none"> <li>• View Employee Medical Claims request</li> </ul>	
<ul style="list-style-type: none"> <li>• Drug Test Results</li> </ul>	
<b>5. Payroll Management</b>	

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.	
<ul style="list-style-type: none"> <li>• Leave Credits Monetization</li> </ul>	
<ul style="list-style-type: none"> <li>• Automatic Computation of Statutory deduction such as Philhealth, GSIS, Pag-ibig, and withholding tax;</li> </ul>	
<ul style="list-style-type: none"> <li>• Other authorized deductions for payment of cooperative loans, LBP, etc. loans, CAAP union dues, among others</li> </ul>	
<ul style="list-style-type: none"> <li>• Generate Accounting Entry</li> </ul>	
<ul style="list-style-type: none"> <li>• 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 &amp; step increments, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Can handle multiple/unlimited bonuses and allowances</li> </ul>	
<ul style="list-style-type: none"> <li>• Schedule recurring entries</li> </ul>	
<ul style="list-style-type: none"> <li>• Process Midyear, Year End benefit and cash gift and tax adjustment</li> </ul>	
<ul style="list-style-type: none"> <li>• Loan Monitoring</li> </ul>	
<b>6. Property Monitoring</b>	
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.	
<ul style="list-style-type: none"> <li>Defines an unlimited number of items or property accountability</li> </ul>	
<ul style="list-style-type: none"> <li>Creates an item number &amp; a system generated code w/c can serve as reference code that can be distributed and assigned to employees</li> </ul>	
<ul style="list-style-type: none"> <li>Tracks inventory of all accountable properties assigned to employees</li> </ul>	
<b>7. Recruitment</b>	
<p>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 &amp; 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.</p> <p>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.</p>	
<ul style="list-style-type: none"> <li>Identify Geographical Assignment</li> </ul>	
<ul style="list-style-type: none"> <li>Identify Job Competencies</li> </ul>	
<ul style="list-style-type: none"> <li>Employee Position, job description and qualifications</li> </ul>	
<ul style="list-style-type: none"> <li>Plantilla and Non-plantilla positions</li> </ul>	
<ul style="list-style-type: none"> <li>List of Vacant Position</li> </ul>	
<ul style="list-style-type: none"> <li>Scheduling of Appointment for applicant exam/interview</li> </ul>	
<ul style="list-style-type: none"> <li>Send Regret letter</li> </ul>	
<ul style="list-style-type: none"> <li>Schedule deliberations of Applicants</li> </ul>	



<ul style="list-style-type: none"> <li>• Formal appointment of applicants</li> </ul>	
<ul style="list-style-type: none"> <li>• Applicant evaluation, assessment, deliberation, and placement</li> </ul>	
<ul style="list-style-type: none"> <li>• Job vacancy posting in the agency website</li> </ul>	
<ul style="list-style-type: none"> <li>• Online submission of application for internal and external applicants,</li> </ul>	
<ul style="list-style-type: none"> <li>• Application for Outsourced Applicants</li> </ul>	
<ul style="list-style-type: none"> <li>• Comparison on the submitted documents of outsourced applicants</li> </ul>	
<b>8. Rewards &amp; Recognition</b>	
<p>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.</p>	
<ul style="list-style-type: none"> <li>• Assists the PRAISE Committee in their Search for deserving employees</li> </ul>	
<ul style="list-style-type: none"> <li>• Streamlines the nomination and screening processes</li> </ul>	
<ul style="list-style-type: none"> <li>• Access to the system/program where they can nominate outstanding employees who have demonstrated dedicated work performance or major accomplishments, notable contributions &amp; exemplary conduct that directly benefited CAAP</li> </ul>	
<b>9. Strategic Performance Management System</b>	

<p>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 &amp; 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.</p>	
<ul style="list-style-type: none"> <li>• Easy &amp; accessible IPCR preparation</li> </ul>	
<ul style="list-style-type: none"> <li>• Helps Department &amp; Division Heads monitor work progress &amp; office accomplishments</li> </ul>	
<ul style="list-style-type: none"> <li>• Provides a single location for monitoring &amp; evaluation of quality, efficiency &amp; timeliness of both individual &amp; office targets &amp; accomplishments</li> </ul>	
<b>10. Time and Attendance</b>	
<p>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.</p>	
<ul style="list-style-type: none"> <li>• Offsetting of Tardiness</li> </ul>	
<ul style="list-style-type: none"> <li>• User Maintainable schedule/ shifting Schedule</li> </ul>	
<ul style="list-style-type: none"> <li>• Employee Scheduler</li> </ul>	

<ul style="list-style-type: none"> <li>• Flexible time Employees</li> </ul>	
<ul style="list-style-type: none"> <li>• Holidays Table/ Other Holidays Table</li> </ul>	
<ul style="list-style-type: none"> <li>• Direct Upload to Payroll</li> </ul>	
<ul style="list-style-type: none"> <li>• Compensatory Overtime Credit</li> </ul>	
<ul style="list-style-type: none"> <li>• Facial Recognition Time-in &amp; Out Capabilities</li> </ul>	
<b>11. Training</b>	
<p>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).</p>	
<ul style="list-style-type: none"> <li>• Annual Training Plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Training Program Creator</li> </ul>	
<ul style="list-style-type: none"> <li>• Calendar for Training</li> </ul>	
<ul style="list-style-type: none"> <li>• View employees that need training based on position, competency and training request</li> </ul>	
<ul style="list-style-type: none"> <li>• Tagging of employees training status</li> </ul>	
<b>12. Wellness &amp; Relations</b>	
<p>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.</p>	
<ul style="list-style-type: none"> <li>• Defines number of events &amp; activities such as sports, cultural/social events</li> </ul>	

<ul style="list-style-type: none"> <li>• Monitors participated activities by the employees</li> </ul>	
<ul style="list-style-type: none"> <li>• Identifies &amp; maintains schedule of activities &amp; selects participants</li> </ul>	
<b>D. HRIS DETAILED SYSTEM COMPONENT</b>	
<b>1. Employees Record Management must have the following:</b>	
<ul style="list-style-type: none"> <li>• The system manages the information of all employees such as the following:</li> </ul>	
<ul style="list-style-type: none"> <li>- Personal Data Information</li> </ul>	
<ul style="list-style-type: none"> <li>- Scanned 201 document</li> </ul>	
<ul style="list-style-type: none"> <li>- Employment Details</li> </ul>	
<ul style="list-style-type: none"> <li>- Service Record</li> </ul>	
<ul style="list-style-type: none"> <li>- Family Background</li> </ul>	
<ul style="list-style-type: none"> <li>- Educational Background</li> </ul>	
<ul style="list-style-type: none"> <li>- Civil Service Eligibility</li> </ul>	
<ul style="list-style-type: none"> <li>- Work Experience</li> </ul>	
<ul style="list-style-type: none"> <li>- Voluntary Work</li> </ul>	
<ul style="list-style-type: none"> <li>- Training Programs</li> </ul>	
<ul style="list-style-type: none"> <li>- Disciplinary Actions</li> </ul>	
<ul style="list-style-type: none"> <li>• Capability to process and capture the issuance of all type of action notices and appointments such as the following:</li> </ul>	
<ul style="list-style-type: none"> <li>- New hire (Orig. / Initial)</li> </ul>	
<ul style="list-style-type: none"> <li>- Promotion</li> </ul>	
<ul style="list-style-type: none"> <li>- Transfer</li> </ul>	
<ul style="list-style-type: none"> <li>- Renewal</li> </ul>	
<ul style="list-style-type: none"> <li>- Reinstatement</li> </ul>	
<ul style="list-style-type: none"> <li>- Step Increment</li> </ul>	
<ul style="list-style-type: none"> <li>- Reassignment</li> </ul>	
<ul style="list-style-type: none"> <li>- Job Rotation</li> </ul>	
<ul style="list-style-type: none"> <li>- Change of Status</li> </ul>	
<ul style="list-style-type: none"> <li>- Salary Adjustment</li> </ul>	
<ul style="list-style-type: none"> <li>- Details</li> </ul>	
<ul style="list-style-type: none"> <li>- Resignation</li> </ul>	
<ul style="list-style-type: none"> <li>- Retirement / Separation</li> </ul>	
<ul style="list-style-type: none"> <li>• Generates the following Reports</li> </ul>	

- 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	
<b>2. Time and Attendance must have the following:</b>	
• 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	

<ul style="list-style-type: none"> <li>• Capability to record daily in and out manually.</li> </ul>	
<ul style="list-style-type: none"> <li>• Uploading of employees' attendance logs using text file</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Computes Absences based on employee's schedule and attendance logs.</li> </ul>	
<ul style="list-style-type: none"> <li>• User maintainable yearly holidays using the Holiday Table</li> </ul>	
<ul style="list-style-type: none"> <li>• User maintainable holidays per site or branch thru Other Holidays table</li> </ul>	
<ul style="list-style-type: none"> <li>• With option to add check dates on holidays (workday before holiday)</li> </ul>	
<ul style="list-style-type: none"> <li>• With online filing of Overtime (OT) requests. Classification of Overtime as:</li> </ul>	
<ul style="list-style-type: none"> <li>- Overtime Rendered during weekdays;</li> </ul>	
<ul style="list-style-type: none"> <li>- Overtime Rendered during Holidays/rest days; and</li> </ul>	
<ul style="list-style-type: none"> <li>- Overtime Rendered during Emergencies</li> </ul>	
<ul style="list-style-type: none"> <li>• Capability to print or save DTR repo</li> </ul>	
<ul style="list-style-type: none"> <li>• Facial recognition software algorithm to accurately recognize individuals based on their facial features</li> </ul>	
<ul style="list-style-type: none"> <li>• Use of current DMS/database for storing and organizing registered facial templates</li> </ul>	
<ul style="list-style-type: none"> <li>• Real-time processing for instant verification in front of the camera</li> </ul>	
<ul style="list-style-type: none"> <li>• Scalable to handle additional number of employees and relevant facial data without compromising system Performance</li> </ul>	

<ul style="list-style-type: none"> <li>Generates the following reports:</li> </ul>	
<ul style="list-style-type: none"> <li>Authorized Travel</li> </ul>	
<ul style="list-style-type: none"> <li>COC Availment and Non-Availment of Employees</li> </ul>	
<ul style="list-style-type: none"> <li>Compensatory Time Off Availment and Non-Availment of Employees</li> </ul>	
<ul style="list-style-type: none"> <li>Custom Timekeeping Report</li> </ul>	
<ul style="list-style-type: none"> <li>Daily Time Correction Form</li> </ul>	
<ul style="list-style-type: none"> <li>Daily Time Record</li> </ul>	
<ul style="list-style-type: none"> <li>Disapproved Leave Applications</li> </ul>	
<ul style="list-style-type: none"> <li>Employees with Less Than Required Number of Punches</li> </ul>	
<ul style="list-style-type: none"> <li>Forced Leave Record</li> </ul>	
<ul style="list-style-type: none"> <li>Forfeited (CTO) Compensatory Time Off</li> </ul>	
<ul style="list-style-type: none"> <li>Late Filed Leaves Record</li> </ul>	
<ul style="list-style-type: none"> <li>Leave without Pay</li> </ul>	
<ul style="list-style-type: none"> <li>List of AWOL Employees</li> </ul>	
<ul style="list-style-type: none"> <li>List of Employees with Prolonged Leaves</li> </ul>	
<ul style="list-style-type: none"> <li>Monetization Claims</li> </ul>	
<ul style="list-style-type: none"> <li>Official Business Report</li> </ul>	
<ul style="list-style-type: none"> <li>Other Leaves Profile</li> </ul>	
<ul style="list-style-type: none"> <li>Perfect Attendance (No Absences, No Lates, No Under time, w/OB)</li> </ul>	
<ul style="list-style-type: none"> <li>Sick Leave Profile</li> </ul>	
<ul style="list-style-type: none"> <li>Tardiness &amp; Undertime Report</li> </ul>	
<ul style="list-style-type: none"> <li>Vacation Leave Profile</li> </ul>	
<b>3. Leave Management must have the following:</b>	
<ul style="list-style-type: none"> <li>Provides file maintenance for leave types</li> </ul>	
<ul style="list-style-type: none"> <li>User definable and unlimited leave types</li> </ul>	
<ul style="list-style-type: none"> <li>Facility to add unlimited number of leave types via Leave Type Table</li> </ul>	
<ul style="list-style-type: none"> <li>Define each leave type as Paid or Unpaid via Leave Type Table</li> </ul>	
<ul style="list-style-type: none"> <li>Inclusion of facility to attach documents required for filed leaves.</li> </ul>	
<ul style="list-style-type: none"> <li>Allows online filing of approved overtime authorization</li> </ul>	

<ul style="list-style-type: none"> <li>• Generate Sick Leave and Vacation Leave earned</li> </ul>	
<ul style="list-style-type: none"> <li>• Automated computation of leave credits: used, monetized and balance</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to compute leave credits to be earned based on the CSC table; (Monthly/Daily without Vacation Leave credit left Tables)</li> </ul>	
<ul style="list-style-type: none"> <li>• Comprehensive schedule of leaves per employee (leave ledger)</li> </ul>	
<ul style="list-style-type: none"> <li>• With calendar of requested and approved leaves per employee</li> </ul>	
<b>4. Payroll Management must have the following:</b>	
<ul style="list-style-type: none"> <li>• Leave Credits Monetization</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Generate Accounting Entry</li> </ul>	
<ul style="list-style-type: none"> <li>• Automatic Computation of other compensation such as PERA, RATA, Longevity Pay, Subsistence Allowance, Loyalty Pay, Hazard Pay, Anniversary Bonus, etc.</li> </ul>	
<ul style="list-style-type: none"> <li>• Can handle multiple/unlimited bonuses and allowances</li> </ul>	
<ul style="list-style-type: none"> <li>• Schedule recurring entries</li> </ul>	
<ul style="list-style-type: none"> <li>• Process year-End benefit and cash gift and tax adjustment</li> </ul>	
<ul style="list-style-type: none"> <li>• Loan Monitoring</li> </ul>	
<ul style="list-style-type: none"> <li>• Generates the following reports:</li> </ul>	
<ul style="list-style-type: none"> <li>- List of Employees with More Than 5 Days Leave Without Pay</li> </ul>	
<ul style="list-style-type: none"> <li>- Overpayment Employees</li> </ul>	
<ul style="list-style-type: none"> <li>- Below Minimum List</li> </ul>	
<ul style="list-style-type: none"> <li>- Employees Entitled with Longevity Pay</li> </ul>	
<ul style="list-style-type: none"> <li>- Summary of Loan Deductions List</li> </ul>	



- 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	
<b>5. Recruitment Module must have the following:</b>	
• 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	
<b>6. Employees Self- Service (ESS) must have the following:</b>	
• 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	
<b>7. Training and Development must have the following:</b>	
• 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	
<b>8. Strategic Performance Management System (SPMS) must have the following that would help the Department/Division Head monitor &amp; evaluate the work progress &amp; Quality, Efficiency &amp; Timeliness (OET) of Individual and office targets &amp; accomplishments:</b>	
• Division Performance Commitment & Review form (DPCR)	
• 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)	
<b>9. Medical must have the following:</b>	
• 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)	

<ul style="list-style-type: none"> <li>• Drug Test Results</li> </ul>	
<b>10. Wellness and Relations must have the following:</b>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Management of Wellness Activities</li> </ul>	
<ul style="list-style-type: none"> <li>• It allows recording of activities or program plans for the company</li> </ul>	
<ul style="list-style-type: none"> <li>• It records the awards received by the employees.</li> </ul>	
<ul style="list-style-type: none"> <li>• Viewing of Wellness program schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• Calendar of Programs and Programs attended by the employees</li> </ul>	
<ul style="list-style-type: none"> <li>• System can also identify and maintain unlimited schedule of activities and selection of participants</li> </ul>	
<ul style="list-style-type: none"> <li>• Generates the following reports:</li> </ul>	
<ul style="list-style-type: none"> <li>- Participants of Activity Program</li> </ul>	
<ul style="list-style-type: none"> <li>- Activities/ Programs Summary</li> </ul>	
<b>11. Property and Supplies Monitoring must have the following:</b>	
<ul style="list-style-type: none"> <li>• Query on issued PPEs/Semi-expendable Properties to employees</li> </ul>	
<ul style="list-style-type: none"> <li>• Query and listing of inventories of PPEs / Semi-expendable Properties issued per employee.</li> </ul>	
<ul style="list-style-type: none"> <li>• Generates the following reports:</li> </ul>	
<ul style="list-style-type: none"> <li>- List of Employee's Property Accountabilities</li> </ul>	
<b>12. Executive Information must have the following:</b>	
<ul style="list-style-type: none"> <li>• Viewing and printing of the following summary information as follows:</li> </ul>	
<ul style="list-style-type: none"> <li>a. General:</li> </ul>	
<ul style="list-style-type: none"> <li>- Organizational Unit</li> </ul>	
<ul style="list-style-type: none"> <li>- Number of Employees</li> </ul>	
<ul style="list-style-type: none"> <li>- List of Employees without Time-In as of 9:00AM</li> </ul>	
<ul style="list-style-type: none"> <li>- Employees by Age</li> </ul>	

- Employees by Gender	
- Employees Without Time In 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	
b. Payroll:	
- Gross, deductions & net pay	
- Budget utilization per plantilla	
c. Recruitment	
- Total number of vacant positions	
- Number of Male & Female applicants	
- Number of qualified & not qualified applicants	
- Newly hired employees for the month	
d. Medical	
- Total number of Male & Female per diseases	
- Employees & dependents' Health benefit balance	
<b>13. Security:</b>	
• 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 for security tracking.	
• Availability of information to track user activities	
• With Audit Trail capability for all components	
• Printable Audit Trail report	
<b>E. HRIS REPORTS</b>	
<b>1. Payroll Reports</b>	
- 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	
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- 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	
<b>2. Timekeeping Reports</b>	
- 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	
<b>3. Training Reports</b>	
- 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	
<b>4. Recruitment Reports</b>	
- 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 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. Tracking of Positions	
<b>5. 201 Reports</b>	
- Custom report	
- Employee Master list	
- Personal Data Sheet (Employees)	
- Service record	
- Position Description form	
- Certificate of Employment	
- Salary Adjustment Memo	
<b>6. Performance Management Reports</b>	
- Division Performance Commitment & Review form (DPCR)	
- 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)	
<b>7. Separation (retirement) reports</b>	
- GSIS retirement separation form	
<b>F. OTHER REQUIREMENTS</b>	
<b>1. Detailed Requirements Analysis and Specification</b>	
<p>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.</p> <p>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.</p>	

## **OTHER HR REQUIREMENTS**

The 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 and training certificates.

- Provide subject-matter experts with at least five (5) years of experience in their area: Human Resource 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.
- Integrate the proposed time monitoring devices with the attendance monitoring system of the proposed Human Resource Information System.
- Must integrate the existing Document Management System and other related administrative information to the new system.
- Implement a CAAP virtual assistant tool that can generate required documents powered by 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.
- Have no disruption to daily operations of CAAP during the 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.
- Provide a Certificate of Satisfactory Performance from CAAP and/or its relevant Service or End-user if the bidder was a previous or current service provider of CAAP.
- Provide a 3-year Maintenance Agreement for the proposed system that includes the standard changes, new government mandates/policies, bug fixes and support for error handling.

<b>PUBLIC CLOUD HOSTING GENERAL REQUIREMENT (Finance and HR)</b>	
<b>1. Cloud Hosting General Requirement (Managed Service)</b>	
To maintain a resilient, efficient, and secure Cloud Service	
<ul style="list-style-type: none"> <li>• Cloud service provider must be DICT-accredited</li> </ul>	
<ul style="list-style-type: none"> <li>• Must be at least Tier 3 Cloud Hosting Facility</li> </ul>	
<ul style="list-style-type: none"> <li>• With multiple source/ redundancy for power and cooling</li> </ul>	
<ul style="list-style-type: none"> <li>• Does not require a total shutdown during maintenance or equipment replacement</li> </ul>	

<ul style="list-style-type: none"> <li>Storage must auto scale in size with no downtime or shutdown needed</li> </ul>	
<ul style="list-style-type: none"> <li>Anti-DDOS</li> </ul>	
<ul style="list-style-type: none"> <li>Must also have an N+1 availability (able to support at full capacity load plus additional components as failover in primary failure scenario)</li> </ul>	
<ul style="list-style-type: none"> <li>Backup solutions that can keep operations running in case of a local or region-wide power outage</li> </ul>	
<ul style="list-style-type: none"> <li>The facility must ensure equipment can continue to operate for at least 72 hours following an outage</li> </ul>	
<ul style="list-style-type: none"> <li>Maximum allowable downtime per year 1.6 hours</li> </ul>	
<ul style="list-style-type: none"> <li>Shared compute, storage, network and security resources</li> </ul>	
<b>1.1. Data Center Parameters TIER 3</b>	
<ul style="list-style-type: none"> <li>Uptime guarantee 99.982%</li> </ul>	
<ul style="list-style-type: none"> <li>Downtime per year &lt;1.6 hours</li> </ul>	
<ul style="list-style-type: none"> <li>Component redundancy Full N+1</li> </ul>	
<ul style="list-style-type: none"> <li>Concurrently maintainable Partially</li> </ul>	
<ul style="list-style-type: none"> <li>Staffing 1+ shift</li> </ul>	
<ul style="list-style-type: none"> <li>Certifications and Compliance ISO 9001, ISO 27001, and PCI-DSS</li> </ul>	
<ul style="list-style-type: none"> <li>ANSI/TIA 942B Compliant Seismic Zone PhilVolc Seismic Zone 4 or equivalent</li> </ul>	
<ul style="list-style-type: none"> <li>Fire Protection Standard (in DC) NFPA Standard 2001 (at least) or equivalent</li> </ul>	
<ul style="list-style-type: none"> <li>Flood Risk at least 80ft above sea level</li> </ul>	
<ul style="list-style-type: none"> <li>CCTV Coverage PCI-DSS Compliant or equivalent</li> </ul>	
The managed (hosted) services should include the following standard minimum requirement in hosting the application, environment must be fully redundant, active-passive configuration and should have the following infrastructure in production.	

<b>1.2. Shared (Cloud) Hosting Service Minimum Requirement for primary and Disaster Recovery Site/Redundancy:</b>	
<ul style="list-style-type: none"> <li>• High availability shared Compute, Network, Storage and Security configuration</li> </ul>	
<ul style="list-style-type: none"> <li>• Should be at least in HCI configuration or equivalent</li> </ul>	
<ul style="list-style-type: none"> <li>• At least 24 cores per processor or equivalent</li> <li>• 40TB of Usable Storage All flash minimum on each site (scalable)</li> </ul>	
<ul style="list-style-type: none"> <li>• At least 2*Intel Xeon Gold 5318Y 2.1GHz CPU per node or equivalent</li> <li>• At least 512GB Total Memory</li> </ul>	
<ul style="list-style-type: none"> <li>• Required SSL Certificates</li> </ul>	
<ul style="list-style-type: none"> <li>• Required licenses</li> </ul>	
<ul style="list-style-type: none"> <li>• Backup and Recovery Software</li> </ul>	
- licensed Enterprise-grade protection and recovery of Virtual machines, containers, databases, applications	
- Able to manage backed-up data and workloads with efficiency and security.	
- Role-based access control that enables self-service, restricting unauthorized access. Automated backup and recovery of VMs, containers, applications and databases	
- Data security and resilient ransom-ware protection Support	
<ul style="list-style-type: none"> <li>• <b>Backup</b></li> </ul>	
- Protection of virtual machines, applications and databases	
- 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	

<ul style="list-style-type: none"> <li>• <b>Data Loss prevention</b> <ul style="list-style-type: none"> <li>- Data loss prevention from the following but not limited to phishing, malware, cyber-attacks, insider risk, unintentional exposure and loss and ransomware</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Recovery</b></li> </ul>	
<ul style="list-style-type: none"> <li>- Recovery of virtual machines, applications and databases. Recovery of entire system, instance and application</li> </ul>	
<ul style="list-style-type: none"> <li>- Granular single file recovery</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Migration</b></li> </ul>	
<ul style="list-style-type: none"> <li>- Fully automated processes; no need for customized scripts to migrate workloads from cloud to cloud (site1 to site2)</li> </ul>	
<ul style="list-style-type: none"> <li>- No downtime to production systems Data portability between clouds (site1 to site2)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Hardware Snapshot Integration</b></li> </ul>	
<ul style="list-style-type: none"> <li>- Leverage hardware snapshots for near-instant recovery of entire data volumes Support for all major snapshot hardware vendors</li> </ul>	
<ul style="list-style-type: none"> <li>- Automated snapshot backup and recovery</li> </ul>	
<ul style="list-style-type: none"> <li>- Customized snapshot retention</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Cloud Integration</b></li> </ul>	
<ul style="list-style-type: none"> <li>- Utilize the cloud for scalability, mobility, availability, and cost reduction for production Workloads</li> </ul>	
<ul style="list-style-type: none"> <li>- Support for all major cloud vendors</li> </ul>	
<ul style="list-style-type: none"> <li>- Single platform for data management Backup, recovery, and migration to the cloud.</li> </ul>	
<ul style="list-style-type: none"> <li>- Flexible Storage Options</li> </ul>	
<ul style="list-style-type: none"> <li>- Retain copies of protected data in multiple locations (site1 and site2)</li> </ul>	
<ul style="list-style-type: none"> <li>- De-duplication for more efficient – and cost- effective – data storage</li> </ul>	



<b>GENERAL TECHNICAL REQUIREMENTS (FINANCE and HR) – ADDITIONAL IT SERVICES</b>		
	<b>1. Project Management Methodology</b>	
	<ul style="list-style-type: none"> <li>Project Direction shall be done by the Civil Aviation Authority of the Philippines with the aid of the Supplier.</li> </ul>	
	<ul style="list-style-type: none"> <li>All technical designs, specifications or recommendations by the Supplier shall be subject to review and approval by CAAP.</li> </ul>	
	<ul style="list-style-type: none"> <li>Should there be any disagreements concerning the project, CAAP shall decide on the matter in accordance with the terms and conditions of the Contract/TOR.</li> </ul>	
	<b>2. Implementation and Delivery</b>	
	<ul style="list-style-type: none"> <li>Deadline for the implementation of the ERP shall be in accordance with the schedule mutually agreed upon by CAAP and Supplier which shall be specified during the Inception Phase.</li> </ul>	
	<ul style="list-style-type: none"> <li>The system and all subsystems should be free from any defects or bugs prior to acceptance</li> </ul>	
	<b>3. Provision of Additional IT Services Key Components</b>	
	<b>a. Submission of Inception Report</b>	
	<ul style="list-style-type: none"> <li>The Supplier must conduct an inception meeting to present the technical elements and approaches of the project, present the overall plan to ensure the successful project implementation and to confirm the objectives and goals in accordance with the specifications of the TOR.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier must submit an Inception Report covering the systems implementation strategies, approaches,</li> </ul>	

	schedule and workplan to ensure correct interpretation of the TOR.	
	<b>4. Conduct of Process Flow Assessment</b>	
	<ul style="list-style-type: none"> <li>The Supplier must conduct the process flow assessment to gain thorough understanding on how the business processes are being conducted, identify the flow of information, how the process areas are interconnected and how these process areas can be streamlined with digitized process.</li> </ul>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	<ul style="list-style-type: none"> <li>Process Flow Assessment shall be done both by CAAP and the Supplier to determine the processes that require automation as well as change in policy and procedures and prioritize areas in finance, administration, and HR functions to be applied for application software customization.</li> </ul>	
	<b>5. User-Acceptance Testing (UAT)</b>	
	<ul style="list-style-type: none"> <li>The Supplier shall submit the UAT Plan to determine the acceptability of the solution in accordance with the requirements specified in the TOR</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier shall conduct the UAT sessions for the identified systems involving designated CAAP functional personnel.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier shall provide the necessary UAT materials before the conduct of the actual acceptance testing.</li> </ul>	
	<ul style="list-style-type: none"> <li>CAAP shall provide the names of the participants for the UAT.</li> </ul>	

	<b>6. Availability of the BIR Accreditation to use the Computerized Accounting System (CAS)</b>	
	<ul style="list-style-type: none"> <li>The Supplier shall provide support and shall facilitate the BIR permit application to use the CAS across all CAAP end-user accepted computerized systems.</li> </ul>	
	<b>7. Knowledge Transfer - End-User Training</b>	
	<ul style="list-style-type: none"> <li>The Supplier shall submit the training course outline subject to CAAP approval.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier 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 tasks and troubleshooting scenarios as well as public cloud hosting scenarios to end users or designated CAAP personnel.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier shall develop, provide, and facilitate transfer of knowledge on comprehensive Network Outage Plan and/or Cloud Service Outage Plan which outlines the procedures and protocols to be followed in the event of network outages, planned or unplanned cloud service outages, or planned disruptions.</li> </ul>	
	<ul style="list-style-type: none"> <li>Supplier shall propose a manual process to be implemented during outages or situations where automated processes may be compromised. This manual process shall serve as a contingency plan to ensure continued functionality and service availability.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier shall provide the necessary training modules, manuals, and other materials before the actual training is conducted. The Supplier shall also provide a learning module system that includes video tutorials accessible to all users on demand.</li> </ul>	
	<ul style="list-style-type: none"> <li>CAAP shall provide the names of the participants for the training.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Training and Workshops for: (Software Component) <ul style="list-style-type: none"> <li>○ End-users Sessions</li> <li>○ Train the Trainor Slots</li> <li>○ Administrator Slots</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• The Training and Workshops for: (Cloud Service Component) <ul style="list-style-type: none"> <li>○ Administrators/End users for the MISD personnel</li> </ul> </li> </ul>	
	<b>8. Data Migration</b>	
	<ul style="list-style-type: none"> <li>• Provide migration of data from the existing database to the new system.</li> </ul>	
	<b>9. Systems Go-Live</b>	
	<ul style="list-style-type: none"> <li>• The Supplier shall conduct a site assessment to identify site readiness in accordance with the approaches specified during the Inception Phase</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Supplier and CAAP personnel shall prepare the Implementation Team and System Users by conducting trial run or dry run to ensure the smooth transition to the production environment</li> </ul>	
	<ul style="list-style-type: none"> <li>• The Supplier must prepare the Go-Live Checklist Such as <ul style="list-style-type: none"> <li>○ Job Aids</li> <li>○ Go-Live Schedule</li> <li>○ Work Plan and Schedule</li> <li>○ Site Support Team</li> </ul> </li> </ul>	
	<b>10. Systems Performance Assessment</b>	
	<ul style="list-style-type: none"> <li>• The Supplier must conduct the systems performance assessment to measure process improvement in accordance with the CAAP requirements, identify problem areas (if any) and provide solution in accordance with Service Level Agreement.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Engage in a series of systems performance reviews and data gathering activities with CAAP process stakeholders or key personnel to fully understand in detail the</li> </ul>	

	exceptional cases and how each are to be handled and resolved.	
	<ul style="list-style-type: none"> <li>Systems Performance Assessment shall be done both by CAAP and the Supplier to determine effectivity and reliability of the system solution being implemented.</li> </ul>	
	<b>11. Submission of Final Report</b>	
	<ul style="list-style-type: none"> <li>The Supplier must conduct a meeting to present the Final Report to CAAP and provide details of all the accomplishments in accordance with the specifications of the project contract.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier must submit a Final Report consisting of all documentation based on the deliverables as specified in the scope of work such as user acceptance tests and training completion performed and completed on the project.</li> </ul>	
	<b>BIDDER'S QUALIFICATIONS</b>	
	A. The Bidder must have at least ten (10) years existence in IT business;	
	<p>B. In case of joint venture, a valid Joint Venture Agreement (JVA) must be provided. In the absence of JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>	

	C. The Bidder must provide a copy of the contract or purchase order of a client with a proof of successful implementation and continuous usage of BIR accredited accounting system in any government agency.	
	D. Bidder should be able to show proof of successful implementation of a similar project in a government agency.	
	E. The Bidder must be a recognized partner of an ERP solution provider. This must be supported by a certification to be submitted to the CAAP's Bids and Awards Committee (BAC).	
	F. The Bidder must provide key technical personnel, for the IT services component of the project.	
<b>POST QUALIFICATION REQUIREMENTS</b>		
	A. The prospective bidder must accomplish and submit the Compliance Matrix form provided as Annex A in this TOR. The duly accomplished form must be submitted together with the technical bid proposal specifying or describing availability, customization or workaround solution as proof or evidence of bidder's compliance with the requirements for the purpose of evaluation and post-qualification.	
	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 provided in this TOR.	
	C. The prospective bidder must already have an off-the-shelf software solution of an Enterprise Resource Plan or Accounting System during post qualification.	
<b>CAAP's RESPONSIBILITIES</b>		

	A. CAAP shall provide or make available to the Supplier the following:	
	<ul style="list-style-type: none"> <li>• Adequate office space furnished with essential furniture and office equipment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Access to documents, records and data that may be required for the Project</li> </ul>	
	<ul style="list-style-type: none"> <li>• Adequate amount of time for discussion of important policy issues that may affect the project and prompt decisions on recommended resolutions</li> </ul>	
	B. Assistance of CAAP Management and support staff in addressing day-to-day operational concerns of the Project which are beyond the deciding capability of the Supplier	
	C. Access to site locations and properties required for the effective execution of the project.	
<b>CHANGES</b>		
	During project implementation, or as may be determined as necessary, CAAP may request in writing any modifications to the scope of the project subject to evaluation and mutual agreement of both parties. The Supplier, shall be under no obligation to commence work with any requested changes until the corresponding Change Order has been approved by both CAAP and the Supplier and approved by the approving authority.	
<b>WARRANTY, SUPPORT AND MAINTENANCE AGREEMENT</b>		
	A. Warranty for Systems Software	
	<ul style="list-style-type: none"> <li>• a period of three (3) years from date of final systems turnover. During this period, the Supplier shall correct all reported exceptions.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Warranty will not apply and Supplier will not be responsible if an alteration of products results in any malfunction, non-performance or degradation of performance of the original product.</li> </ul>	

	B. Warranty for supplied services for three (3) years.	
	<ul style="list-style-type: none"> <li>The Supplier 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier 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 subscription period.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Supplier 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 and its equivalent. In the absence of notifications, the Supplier shall ensure quarterly firmware upgrades, updates, or patching until the expiration of the subscription to maintain the network's security and resilience.</li> </ul>	
	C. Standard Service Level Agreement for 3 years	
	<ul style="list-style-type: none"> <li>The Supplier 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.</li> </ul>	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
	<ul style="list-style-type: none"> <li>Fifteen (15) minutes response time for technical issues raised. Correction time shall be 8 hours.</li> </ul>	



	<ul style="list-style-type: none"> <li>• <b>For Managed Cloud Service: Three (3) year Managed Cloud Service but not limited to:</b></li> </ul> <p>Monitors the network infrastructure to identify and address issues potentially affecting the service.</p> <p>Implement and manage planned and unplanned changes in configuration and related network and cloud components.</p> <p>Monitor and document service usage for capacity planning and projections</p> <p>Maintain service levels needed for efficient operations.</p> <p>Ensure only authorized activity and authenticated devices and users can access the network.</p> <p>Threat management, intrusion detection, firewall management, Storage Management.</p> <p>Collects and analyzes relevant network and cloud information to detect and block malicious or suspicious activity and for future capacity planning</p>	
	<b>DOCUMENTATION</b>	
	A. Supplier will provide as-built and/or customized documentation and corresponding updates consistent with major in-scope adds/moves/change in connection to the project.	
	B. Relative to the additional IT services component of this Project, the Supplier shall furnish CAAP with monthly progress reports for updated information on the project and to determine if there is a need to change schedules or adjust targets.	
	C. The Supplier shall keep accurate and systematic documentation and accounts in such form and details sufficient to support the project's billing.	

I hereby certify that the statement of compliance to the foregoing, technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post qualification or the execution of contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with Section 59.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_



## ***Section VIII. Bidding Forms***

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{ATTACH COMPANY LETTERHEAD/LOGO}

## Bid Form

---

Date: \_\_\_\_\_

IB<sup>2</sup> N°: \_\_\_\_\_

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].**

<sup>2</sup> IfB, JICA and WB funded projects, use IFB

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")**

Annex "A" Form 1  
Contracts

Statement of all On-going

Annex "A" Form 2  
Contract

Statement of Single Largest Completed

Annex "A" Form 3

Joint Resolution Form for JVA



CAAP-BAC-SF Annex "A" Form 1

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of all its ON-GOING 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: \_\_\_\_\_

CAAP-BAC-SF Annex "A" Form 2

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of single largest COMPLETED contract similar to the contract to be bid

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address of Company: \_\_\_\_\_

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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: \_\_\_\_\_

### CAAP-BAC-SF Annex "A" Form 3

#### JOINT RESOLUTION

(Bidder / Name of

Whereas,  
\_\_\_\_\_

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 stated project / 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:**\_\_\_\_\_

Signature & Name of  
Managing Officer

Designation / Position

**By:**\_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

Designation / Position

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

**By:**\_\_\_\_\_

Signature & Name of  
Managing Officer

Designation / Position

**By:**\_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

Designation / Position

SIGNED IN THE PRESENCE OF:

## ACKNOWLEDGEMENT

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

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Book No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of \_\_\_\_\_

*Other Bidding Forms*

**(ANNEX "B")**

Annex "B" Form 1

Annex "B" Form 2

Annex "B" Form 3

Specifications

Annex "B" Form 4

Statement

Bid Securing Declaration

Schedule of Requirements

Conformity to Technical

Omnibus Sworn

**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.** \_\_\_\_\_

**Pag**  
**e 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: \_\_\_\_\_



**CAAP-BAC-SF    Annex**  
**“B” Form 3**

{ATTACH COMPANY LETTERHEAD/LOGO}

**Technical Specifications**

<b>Item</b>	<b>Specificati on</b>	<b>Statement of Compliance</b>

SUBMITTED BY:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

## CAAP-BAC-SF Annex "B" Form 4

### Omnibus Sworn Statement

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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]*

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Book       No.  
Series of

\* This form will not apply for WB funded projects.

*Other Bidding Forms*

**(ANNEX "C")**

Annex "C" Form 1 Authority of Signatory (Secretary's Certificate)



**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.:

Issued at: \_\_  
Issued on: \_\_  
TIN No.: \_\_\_\_

Doc. No. \_\_\_\_\_  
Page No.: \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Series of \_\_\_\_\_

## CERTIFICATION AND UNDERTAKING

I, [Name of Authorized Representative], of legal age, Filipino, with residence at [Address], in my capacity as the duly authorized representative of [Name of Bidder] (the "Bidder"), after having been duly sworn in accordance with law, do hereby depose and state:

1. That I am the authorized representative of the Bidder for the project [Name of Project] (the "Project") and as such, I am fully authorized to make this Certification and Undertaking for and on behalf of the Bidder;
2. That I hereby certify and confirm that I have either attended the Pre-Bid Conference conducted for the Project or have duly watched the recorded video thereof, and that I have been given the opportunity to raise and clarify any concerns, issues, or inquiries regarding the bidding documents, instructions, and project requirements during the said Pre-Bid Conference or within the period allowed before the submission and opening of bids;
3. That I further certify and confirm that I have thoroughly reviewed and understood the bidding documents, including all the terms, conditions, and requirements stated therein, and that the Bidder, through its undersigned representative, has no further comments, objections, or reservations regarding the said project requirements;
4. That I undertake and affirm that the Bidder acknowledges the completeness and sufficiency of the bidding documents, and accepts all the terms, conditions, and requirements thereof as binding upon the Bidder;
5. That I execute this Certification and Undertaking freely and voluntarily, with full knowledge and understanding of the legal consequences thereof, for the purpose of complying with the requirements of the procuring entity for the submission of bids in accordance with the provisions of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_\_, Philippines.

[Name of Authorized Representative]

[Position]

[Name of Bidder]

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2024, at \_\_\_\_\_, Philippines, affiant exhibiting to me his/her [ID Details of Authorized Representative].

**NOTARY PUBLIC**

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Series of 2024.

## ***Section VIII. 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.

# Checklist of Technical and Financial Documents

<b>I. TECHNICAL COMPONENT ENVELOPE</b>	
<b><i>Class "A" Documents</i></b>	
<u><i>Legal Documents</i></u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) <b>in accordance with Section 8.5.2 of the IRR;</b>
<u><i>Technical Documents</i></u>	
<input type="checkbox"/>	(b) 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; <b>and</b>
<input type="checkbox"/>	(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar 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; <b>and</b>
<input type="checkbox"/>	(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> Original copy of Notarized Bid Securing Declaration; <b>and</b>
<input type="checkbox"/>	(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b>and</b>
<input type="checkbox"/>	(f) Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> 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, <b><u>and</u></b>
<input type="checkbox"/>	(g) Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pendency of any cases of prospective bidders against the Authority; <b><u>and</u></b>
<input type="checkbox"/>	(h) Certification under oath attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements for bidders as prescribed under the Revised Implementing Rules and Regulations (Revised IRR) of RA 9184; <b><u>and</u></b>
<input type="checkbox"/>	(i) Copy of Bid bulletin/s, if applicable.
<input type="checkbox"/>	(j) Manufacturer's datasheet of all items
<b><u>Financial Documents</u></b>	
<input type="checkbox"/>	(k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) <b><u>or</u></b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<b><i>Class "B" Documents</i></b>	
<input type="checkbox"/>	(l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence <b><u>or</u></b> 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.

<b>II. FINANCIAL COMPONENT ENVELOPE</b>	
<input type="checkbox"/>	(m) Original of duly signed and accomplished Financial Bid Form; <b><u>and</u></b>
<input type="checkbox"/>	(n) Original of duly signed and accomplished Price Schedule(s).

<b><u>Other documentary requirements under RA No. 9184 (as applicable)</u></b>	
<input type="checkbox"/>	(o) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.



<input type="checkbox"/>	(p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
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## ***Section X. Terms of Reference***

## **I. PROJECT BACKGROUND**

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 with International Civil Aviation Organization (ICAO) standards. 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 navigation facilities and services.

Presently, the human resource, finance and administrative functions of CAAP are done manually with the aid of electronic equipment. Documentation for administrative activities like inventory management, property control, payroll as well as billing and collection done manually also require considerable time to complete. Similar difficulties are likewise observable in the provision of prompt and efficient services to employees and stakeholders.

CAAP intends to further improve its operations, strengthen transparency, and provide convenience to stakeholders through computerized applications that will cover the CAAP Head Office and its Area Centers nationwide. To achieve this, CAAP has envisioned implementation of a web-based software system that provides a unified platform for recording, processing, and reporting HR and financial transactions and data. This includes managing accounts payable and receivable, general ledger entries, cash flow, budgeting, forecasting, payroll processing and more. The ERP software acts as a digital hub where all financial data is collected, processed and made available to authorized personnel in real time.

This project shall cover all items stipulated in this Terms of Reference including software licenses, application development/customization, configuration, implementation and other related project components and services while abiding with CAAP policies and existing government rules and regulations.

## **II. PROJECT OBJECTIVES**

### **A. GENERAL OBJECTIVES**

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 and administration;
- To automate the processing, transacting, and reporting of major existing functions and information such as accounting, budgeting, inventory, and asset management among others;

- To attain higher levels of efficiency and effectiveness in accordance with other government regulatory agencies' rules and regulations such as but not limited to COA, BIR, DOF, GCG, and CSC among others;
- To drive digital transformation across the organization, enhancing operational efficiency and decision-making processes, as well as to improve customer experiences, and overall business growth.
- To be abreast with technological advances in human resource management to promptly fulfill diversified employee needs in terms of personnel action;

## **B. SPECIFIC OBJECTIVES**

### **FINANCE & ADMINISTRATIVE OPERATIONS**

- To implement an Enterprise Resource Planning (ERP) Solution for Finance and Administrative Operations of the Civil Aviation Authority of the Philippines
- 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 Administration and Finance Management with payroll component;
- To provide timely and accurate regular and ad-hoc reports as required by CAAP and other regulatory government agencies;
- To streamline financial processes;
- To enhance financial reporting;
- To ensure regulatory compliance;

- To develop and implement an advanced system that will automate and optimize finance and administrative service processes, improving response times, accuracy, and overall business satisfaction using new technologies.

### **HUMAN RESOURCE**

- To provide an electronic means of recording, processing and assessing CAAP business operations.
- To implement a self-service web application available both for internal and external clients for transparency and ease of doing business;
- To provide a secure, efficient and resilient computerized system for Human Resource Management;
- To provide regular and ad-hoc reports as required by CAAP and other national 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.

### **III. TECHNICAL SPECIFICATION/ SCOPE OF WORK**

This procurement project shall select a Supplier for the Configuration, and Implementation of cloud ERP solutions for the Human Resource and Finance & Administrative Operations of the Civil Aviation Authority of the Philippines with the following scope of work:

#### **A. Configuration, and Implementation of the following Software Application**

- Cloud ERPs which include the Human Resource and Finance & Administrative Operations functions identified in this document.

## B. Provision of IT Services

The Supplier shall perform services as listed below for the implementation of this project as defined in the TOR and all revisions that may be agreed upon in writing by CAAP and the Supplier. Both CAAP and the Supplier shall endeavor and agree to limit the scope of the services as described in this TOR. The Inception Report shall become the project baseline document describing the required systems functionality and deliverables. Any substantial new requirements shall be subject to the Change Order process as described under Item IX (Changes) of this TOR.

1. Submission of Inception Report
2. Conduct of Process Flow Assessment
3. User-Acceptance Testing
4. End-User Training
5. Migration Systems Go-Live
6. Systems Performance Assessment
7. Submission of Final Report
8. Post Implementation Support

## IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ***Civil Aviation Authority of the Philippines (CAAP)***, through the CAAP Corporate Operating Budget for three (3) years beginning FY2024 intends to apply the sum of **THREE HUNDRED FIFTY MILLION PESOS (Php 350,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply, Delivery, Installation, Configuration, and Implementation of a cloud Enterprise Resource Planning (ERP) Solution for Finance and Administrative Operations of 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.

## V. DETAILED TECHNICAL SPECIFICATIONS

### **FINANCE & ADMINISTRATIVE OPERATIONS**

Section	RFP	Details
---------	-----	---------

Standard Software	1.00	<p>The "standard software" refers to an off-the-shelf application solution readily available and designed to meet business needs and requirements without requiring extensive customization. It can be an Enterprise Resource Plan solution with the requirements specified in this document and based on applicable existing policies and regulations. National policies and regulations play a major role. Service Provider shall check new policies and regulations and plan further development to adhere to the regulations.</p> <ul style="list-style-type: none"> <li>• Application solution must be a cloud ERP.</li> <li>• Application solution must be compliant to Department Circular No. 2017-002 Department of Information and Communications Technology (DICT) including all its amendments, also known as Philippine Government's Cloud First Policy.</li> <li>• Application Solution must be compliant to the Computerized Accounting System (CAS) accreditation criteria and CAS checklist (Annex B) indicated in Revenue Memorandum Circular No. 5 – 2021 of the Bureau of Internal Revenue (BIR).</li> <li>• Application solution must also be compliant to the Generally Accepted Accounting Principles (GAAP) and the Philippine Financial Reporting Standards (PFRS).</li> </ul>
	1.01	System should have the capability to interface with other internal systems used by CAAP
	1.02	The application must have configurable reports and statistics
	1.03	Forms and Checklists must be integrated within the system.
	1.04	The system must have sophisticated rights and permission system
	1.05	There must be detailed tracking of user activities in a historical record, documenting previous entries and activities and marking changes
	1.06	The application must have a graphic user interface with texts in English language
	1.07	The application must possess ease of use to navigate all the functions of the system
	1.08	The application must be connected to a licensed relational database management system (RDBMS) which can be setup and configured based on identified systems requirements
	1.09	System should support online approvals
	1.1	The application must run on an intranet and via Internet

	1.11	The application must have the capability to run on an offline mode (data will be uploaded to the system when internet is available) using the predefined forms and templates.
	1.12	The application must have AI functionalities and Machine Learning capabilities.
	1.13	The application must be able to perform financial analyses based on inputted data.
	1.14	It must support standard application server with multi-User application function
	1.15	It must support scalability and high availability (concept and references)
	1.16	It must have multi-level logging via application server for error tracing
	1.17	It must support integrated report generator / print engine for issuing certificates, licenses, lists etc.
	1.18	It must support virtualized environments
	1.19	It must support standardized workflow with increased controls;
	1.20	It must allow configuration of mandatory fields and will not allow details/transactions to be saved if mandatory fields are not filled-up
	1.21	System shall provide and/or allow creation of additional user-defined fields
	1.22	It must support automatically generated reference numbers with option for user-defined numbering system
	1.23	It must have the facility to download information and convert file to standard/common format
	1.24	It must have validation rules for data entries and generate descriptive error messages for error handling
	1.25	It must incorporate defined controls that will be applied uniformly across all or selected transactions
	1.26	It must have the capability to import/export large volume of data
	1.27	It must have a customer self-service portal that allows customers to transact with CAAP online.
Mobile Application	2.00	Mobile application is a software program designed to perform specific functions on portable platforms such as handheld device, tablet or laptop. Thus, the system must have an available mobile application to process and approve transaction requests, particularly:
	2.01	It must support tablet, laptop or handheld device users working remotely by means of both online and offline client combined with simple synchronization upon reconnecting to the network



	2.02	Mobile accessibility for IOS & Android devices
	2.03	It must support Offline Client with functionality to:
		i. Work on forms, checklist, and templates
		ii. Upload and attach documents to be integrated in the system.
		iii. Synchronize to the main system to store accomplished forms, checklists, and templates (including attachments)
Permission Management System	3.00	The system must support any number of registered users with structure of users into groups and/or roles
	3.01	It must support establishment of decentralized group of administrators with role-based rights and permission management
	3.02	It must have username and password authentication with strong password policies
	3.03	There must be an audit trail tracking capability for all components
	3.04	It must have Printable Audit Trail report
Integrated Reporting Tool	4.00	The system must have the capability to generate pre-defined accounting and financial reports as well as user-defined reports, as needed:
	4.01	All reportorial requirements as mandated by the Commission on Audit (COA), Bureau of Internal Revenue (BIR), Department of Finance (DOF), Department of Budget and Management (DBM, Governance Commission on GOCCs (GCG)
	4.02	A graphical report generator and research tool shall be available to run queries over most of the data fields of all application modules
	4.03	Capable of generating reports, contract, forms, checklist, and other related documents.
	4.04	It must support joining of data from different tables
	4.05	Queries can be implemented on data spread over all modules (cross module reporting).
	4.06	The information (results) shall be protected by the permission management system;
	4.07	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.
	4.08	Typical reports can be assigned to user groups, which ensure an easy usage by non-experts.
	4.09	The data results can be exported using the standard export formats like word processor or spreadsheet to

		allow for further treatment/investigation using external programs.
	4.1	Allow users to create additional reports, forms, and correspondences.
	4.11	Reports, forms, and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day/month batch processing.
	4.12	Generate reports providing statistical data on transactions entered in the system.
Interface	5.00	The system must support the following interface features:
	5.01	Web Service interfaces should be available to connect to an external MS/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.
	5.02	Provide the user with the ability to export the master data to various formats.
	5.03	Provide the user with the ability to import the master data from (previously exported) files in various formats.
Dashboard	6.00	The system shall provide the following:
	6.01	Pre-defined charts and graphical data with filter function present in the dashboard to keep the Management up-to-date.
	6.02	Dashboards for every application that will be defined
Notification	7.00	The system shall provide the following:
	7.01	Alert information that can be associated with transactions exceeding limits set, or upcoming due dates.
Security of Data	8.00	The system must have data security control and features such as:
	8.01	Capable of tracking audit trails for each user accessing the system, their tasks, actions, edits and the date and time of each activity.
	8.02	Provide accountability and evidence-based data
	8.03	All data should be synchronized to a single database which can be accessed only by the assigned System Administrator.
	8.04	Provide a multiuser environment with administrative privileges and user reporting features designed to meet individual system users' compliance.

	8.05	Compliant with existing data privacy regulations such as Republic Act 10173 or the Data Privacy Act (DPA).
Licensing Requirements	9.00	The Supplier shall grant CAAP the appropriate number of licenses and/or "license to use" for 200 users of the software intended for application and database and all related software for the existing hardware, network and peripheral components which will be used for the implementation of this Project.
ADMINISTRATIVE AND FINANCE INFORMATION MANAGEMENT SYSTEM (AFIMS)	10.00	AFIMS shall represent an ERP compliant with Bureau of Internal Revenue (BIR), Commission on Audit (COA), Department of Finance (DOF), Department of Budget and Management (DBM), and Governance Commission on GOCCs (GCG) regulations which covers general ledger, inventory, disbursement, budget, and receivables, fixed assets, cash management, treasury. Such would be in accordance with Government Accounting principles and would be fully customized to suit the needs of the Accounting Department. Development of AFIMS shall include but not be limited to the following components:
	10.01	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.
	10.02	The system must support the input of contact information for individuals and or organizations cross reference to all modules.
FINANCE INFORMATION MANAGEMENT SYSTEM [FIMS]	11.00	The Finance Information Management System (FIMS) shall cover automation of financial processes compliant with PFRS, BIR, COA, DBM, CSC, DOF, GCG and all other rules and regulations issued by the government, as applicable. It shall use the prescribed chart of accounts provided by the COA. It shall be capable of generating accounting entries/auto entries and all required forms, records and reports compliant to government requirements as well as reports for external users. FIMS shall include the following sub-systems/modules: General Ledger- provide and store the primary accounting record of all transactions and of every office. It tracks all financial transactions and generates the organization's internal and external financial statements /reports.

11.01	Allows creation of Chart of Accounts and additions, deactivation, revision of accounts
	a. allows opening and closing of accounting periods
	b. allows creation of cost centers
	c. allows creation of project codes for project monitoring
11.02	Can enter manual journal entries, import journals from sub ledgers, generate recurring journals, allows creation of formulas to allocate transactions
11.03	Allows conversion of foreign currencies to Philippine pesos in created journals
11.04	Allows online approval of journals
11.05	Allows review, editing of unposted journal batches
11.06	Allows posting of journal batches
11.07	Generates trial balance
11.08	Allows auto reversal of journals
11.09	Allows revaluation of foreign currency denominated assets and liabilities to reflect exchange rate fluctuations at the end of each accounting period
11.1	Allows automatic generation of journals reflecting forex gain or loss from revaluation
11.11	Allows translation of actual account balances to any foreign currency for reporting purposes
11.12	Allows consolidation of sets of books or consolidation of Financial Statements of various offices
11.13	Generates financial reports and perform online inquiries to review current balances
11.14	Allows generation of custom reports
	i. includes all existing reports provided to other government agencies in their required formats
11.15	Ability to identify sources of transactions entered in GL/ should have audit trail of all transactions entered
12.00	Receivable- should allow streamlining of processes such as invoicing, receipt, and customer deduction processing while improving cash flow, optimizing customer relationships, and providing strategic information. Billing- automated computation of all fees and charges based on applicable approved rates and real estate charges/ rental charges for property under lease.
12.01	Includes customer management-maintaining customer profiles, credit limits, and payment terms
	i. customer profile includes customer code, address, contact person, contact numbers, email address, Tax Identification Number (TIN), VAT Registration, etc.
12.02	Allows creation and sending billings to customers including recurring and automated reminders

12.03	Allows manual or automated creation of billings per customer
12.04	Set up table of rates for fees and charges which includes date of effectivity with audit trail of changes made
12.05	Provide table for foreign exchange rate
12.06	Automated calculation of applicable taxes
12.07	Allows generation of billings in different currencies, adding, changing, deleting, voiding invoices, and application of collections.
12.08	Allows interface of other systems within the business necessary for the finance applications
13.00	<b>Bills Monitoring/ Tracking</b>
13.01	Has the capability for monitoring and reconciling customer payments
13.02	Listings of open invoice/billing statement
13.03	Create master list of all issued bills
13.04	Generate report showing bills issued and corresponding receipt of payment
13.05	Capable of aging accounts receivables
13.06	Allow tagging of accounts that have been impaired
13.07	Writing-off of AR
14.00	<b>Statement of Accounts/ Reports</b>
14.01	Generate list of billing statements with payments
14.02	Generate summary of all outstanding receivables
14.03	Printing of Statement of Accounts per client
14.04	Creation of reports i.e. Aging of AR, List of outstanding bills per customer, etc.
14.05	Capable of creating Statement of Accounts to be dispatched to customers electronically
14.06	Should include the following reports:
	• Account Status Report
	• Adjustment Approval Report
	• Aging Report
	• Applied Receipts Register
	• Should have the capability to reconcile AR VS GL
15.00	<b>Accounts Receivable</b>
15.01	Should have a system of handling credit memos and adjustments
15.02	Should have a receipts workbench that manages receipts and related documentation
15.03	Should have capability for multi reporting currencies- allows viewer to view transaction amounts in multiple currencies

15.04	Should have capability to provide default values for attributes such as system date, currency, and batch source when entering transactions
15.05	Should have reports such as summary of incomplete invoices, credit memos, duplicate customer report, aging report, receipts register report (which includes cash, and exchange rate information receipts), days late report to identify past due customers.
15.06	Creation of subsidiary ledgers for each customer containing details of transactions i.e. nature of accounts, date transacted, payments details i.e. Official Receipt number, amounts etc.
15.07	Allows recording/posting of auto entries, tracking and managing of invoices and credit notes
15.08	Set up of non-trade receivables, receipting and clearing
15.09	Allows creation of Credit Memo
15.1	Populate data on non-cash transaction to AR module – posting to customer subsidiary ledger upon creation of bill
15.11	Capable of computing interest for bills with late payments based on real time receipt of cash/SOA system generated dispatched to customers
16.00	Accounts Payable- automated process of recording all disbursements included in the approved budget, maintenance of payable subsidiary ledgers. It shall also generate periodic reports about payments made, overdue accounts and also aging schedule of payables
16.01	Allows creation of supplier information (name, address, TIN number, VAT or Non-VAT Registered, etc.)
16.02	Supplier management
	-Allows supplier to send invoices in foreign currency which the system converts to Ph currency
	-Allows data such as suppliers preferred payment method whether check, draft, or electronic fund transfer
	-Includes data as to whether payments will be direct to the supplier, to a parent organization, or to another address
16.03	Currency processing
	- Allows payment of vouchers in foreign currency or Ph currency
	- Can also forecast payments for payables by currency
16.04	Should be able to match purchase orders versus receipt of items versus supplier invoice
16.05	Allows aging of payable accounts
16.06	Capability to define customized reports

16.07	Automatic generation of BIR Form 2307 for all payments with withholding taxes
16.08	Automatic generation of list of all suppliers
17.00	Subsidiary Ledger Master File – Supplier Profile
17.01	Creates subsidiary ledgers for suppliers showing disbursement details by check vouchers, checks and type of expense
17.01	System should have capability to accept interface data from HR system
17.01	Allows creation of auto entries based on generated Budget Utilization Report (BUR) and appropriate tax due from the transaction /entries populated in the DV after system authorization
18.00	Expense Accounting Component –records expenses under broad groups such as personnel service, maintenance and other operating expenses, and others under each cost center
18.01	Creation of AP and vouchers
18.02	Allows set up of tax information required for various payments
	-Tracks taxes according to different tax rate
	-Assign a default tax rate to a supplier
	-Apply a tax rate to an entire voucher or individual pay items
	-Enter a tax amount or have the system calculate the amount
	-Track tax history on a separate table
18.03	Allows online approval of payment vouchers
19.00	Control/Monitoring
19.01	Allows cancellation of erroneous entries/transactions by authorized officer
19.02	Allows cancellation of vouchers by authorized officer only
19.03	Contractor Pay application, tracking Invoices, and payments, including internal charges and approvals and tracking of external payments for professional services consultants and contractor
19.04	Should be able to flag duplicate invoices or reference number of claims or claims already paid
20.00	Reports
20.01	Generates books of accounts, reports, records and Disbursement Voucher with authorized signatories per type of transactions
20.02	Reports on AP /aging/ accounts payable

21.00	Fixed Asset- system capable of recording purchases/ additions, transfers, disposal, usage of fixed assets such as land and buildings, machinery and equipment etc. It shall also generate reports about the cost, depreciation, net book value, and appraised value of all fixed assets
21.01	Detailed list of each asset as follows:
	-Acquisition/ Acceptance date
	-Mode of Acquisition (Purchased, Donated, Transferred)
	-Quantity
	-Serial Number/ Asset Identifier
	-Estimated Useful Life
	-Date Placed in Service
	-Residual Value
	-Acquisition Cost
	-Accumulated Depreciation
	-Net Book Value
	-Location
	-Cost Center
	-Property Classification per code
	-Accountable Officer/Employee/ Property Acknowledgement Receipt/Acceptance
	-Date of Disposal/Demolition
	-Tag Number/Property Number/Bar Code/QR Code
21.02	Capability to do online transfers of property accountability
21.03	Should have capability to include semi expendable assets reporting requirements
22.00	Depreciation
22.01	Ability to set up asset descriptive details, depreciation rules, assignments, construction in progress, revaluation or appraisal of assets, impairments of assets.
22.02	Ability to assign asset number, tag number, serial number, location, number of units, cost center, and employee responsible for each unit of asset
22.03	Ability to enter acquisition cost, date acquired, number of units, estimated useful life, residual value, net book value of each unit of asset
22.04	Ability to automatically compute PP&E's depreciation, and forecast depreciation
22.05	Ability to generate various reports such as property accountability as of a given date, list of assets for physical count use
22.06	Capability to enter physical inventory data and compare against system record of assets for reconciliation and



	report generation of missing assets, found assets for adjustment
22.07	Ability to create retirement requests, process retirement requests, and retire assets that are no longer in service
22.08	Ability to enter acquisition cost, date acquired, number of units, estimated useful life, residual value, net book value of each unit of asset
22.09	Capable of generating journals for recognizing monthly depreciation
22.1	Automatically gets updated for asset transaction recognized in other modules
23.00	Property Management - Should have the ability to track and manage all assets its entire lifecycle from initial acquisition to periodic maintenance up to disposal
23.01	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
23.02	Capability to attach/capture directory to launch files (or external files) not explicitly supported for upload.
23.03	Should have enough storage to accommodate all data requirements
23.04	Integrated to the Human Resources system for personnel accountability
23.05	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.
23.06	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.
23.07	Employs best practices for asset lifecycle management that allows for the maintenance of assets from acquisition to disposal, including procurement, depreciation tracking, and retirement or replacement planning

	Budgeting- computerized system covering budget processes from budget planning, budget preparation, fund allocation, fund control and fund utilization monitoring. Ability to generate reports to populate budget-related databases for use in the projection of budgetary estimates; capability to create, monitor, evaluate and generate scheduled periodic reports pertaining to the Corporate Operating Budget and approved supplemental budgets, if any; and, process fund allocation and fund utilization requests charged against the Corporate Operating Budget (COB), Subsidy, and approved supplemental budgets, if any. It should also have the capability to create budget allocations for external projects, and at the same to have the same functionalities for the utilization and monitoring of expenditures related to these projects.
24.00	
24.01	Project Procurement Management Plan
24.02	Budget Utilization
24.03	COB Worksheet
24.04	Corporate Budget Preparation Forms
24.05	Allows definition of budget organizations to represent the departments, divisions, cost centers, or other groups for which the budget data will be entered.
24.06	Allows creation of budget per cost center and consolidation for the whole organization
24.07	System should be able to accept different method of entering budget amounts such as:
	o Copying budget amounts
	o Entering budget amounts
	o Transferring budget amounts
	o Uploading budget amounts
24.08	Allows entering of budget accounts/ formulas/ allocations/ thresholds for certain expenses such as overtime, repairs, honoraria, and night differential per cost center
24.09	Allows online approval of budget per cost center per group
24.1	Allows budget upload to transfer budget data info to general ledger
24.11	Allows assignment of budget payments
24.12	Allows entering of approved utilization and tracking of utilization
24.13	Allows modification of budgeted transactions at any stage of the budget preparation prior to approval by the Board of Directors

24.14	Allows freezing of budget, organization, budget formula batch, or range of budget accounts to prevent accidental or unauthorized changes. Should also allow unfreezing of budget.
24.15	Generation of projected financial statements (Income Statement, Balance Sheet, and Cash Flow).
25.00	For budget planning and monitoring:
25.01	System should be able to accept online encoding/ uploading as well as approval of the Project Procurement Management Plan (PPMP) for each cost center and consolidate all PPMPs for the whole organization
25.02	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;
25.03	Automated hierarchical system of submission and gathering of accomplished electronic PPMP forms;
25.04	Selective and exclusive capability to modify, with hierarchical permission, the data of submitted accomplished PPMP by designated Budget Planning and Monitoring personnel;
25.05	Linking of data between the Registry of Budget, Utilization and Disbursements (RBUD) and the Corporate Operating Budget (COB) Monitoring Report
25.06	Schedule the submission of the forms and data required and be capable to deny acceptance of submission beyond the specified date of submission
25.07	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);
26.00	For budget implementation
26.01	System should be able to accept online budget utilization requests based on Notice 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)
26.02	Flagging of over utilization or unbudgeted/ unprogrammed expenditure requests prior to issuing budget approval for expenditure processing
26.03	System should be able to generate user defined reports such as Multi-Year Budget Authority (MYBA), Registry of Budget Utilization and Disbursement (RBUD), etc.
27.00	Tax Management - system to collate all tax data and to generate report for compliance with requirements of the BIR such as, but not limited to, Value-Added Tax, Withholding Taxes, and Income Tax

27.01	Master list of regular employees (linked to HRIS)
27.02	Master list of contractual employees with identifier of applicable withholding tax based on submitted documents (linked to HRIS)
27.03	Master list of suppliers with identifier of applicable withholding tax based on BIR registration (linked to Payable Module)
27.04	Master list of clients (linked to Receivable Module)
27.05	BIR Tax Return Forms
27.06	BIR Form No. 2307
27.07	BIR Form No. 2316
27.08	Summary List of Sales and Purchases (SLSP)
27.09	Monitoring and tracking of taxes withheld, VAT, and amount of taxes due for remittance to BIR
27.1	Preparation of tax report following BIR requirement/ automatically populate form with data from AR, AP and Cashiering Modules
27.11	Upload facility for tax reports
	Cash and Treasury Management- an application that helps to effectively manage and control the cash cycle. It provides comprehensive bank reconciliation and flexible cash forecasting. It should support management of investment portfolio and has the capability to amend, reverse/cancel, roll over, renew, pre-terminate, terminate, or withdraw investments with corresponding approvals/control and audit trail. All related processes (recording, reports, etc.) should be automatically updated according to the changes made.
28.00	Cash Management
28.01	It should have the capability to load bank statements including bank account information, deposits received by the bank, and payments cleared.
28.02	It should have the capability to enter bank statements manually or load electronic statements received from the bank
28.03	Allows logging of unidentified receipts which includes deposit date, currency, and any available receipt information.
28.04	Allows reconciliation of payments with bank statements
28.05	It should have the ability to reconcile bank information, bank statement information against system transactions
28.06	It should have the ability to clear transactions once reconciled.
28.07	Allows creation of journal vouchers for bank originated entries such as bank charges and interest

28.08	It should have an automated receipting facility for cash transactions as well as collection of receivables
28.09	It should have the capability to interface with an automated receipting application, as well as allow manual entry of receipts and disbursements
28.1	It should have the facility to integrate with various applications such as receivables, payables, payroll, and treasury
28.11	It should provide real-time visibility into cash balances across accounts, subsidiaries, and currencies to monitor liquidity positions
28.12	Capable of interfacing with third party application including but not limited to:
	-Electronic bank statements
	-Electronic fund transfers/ payment systems
	-Electronic collection systems
28.13	Should have a dashboard showing daily cash position report
29.00	Receipting- automated receipting based on computed charges generated through the Billing module and cash transactions. It shall allow the client/stakeholder to view and generate copy of receipt online.
29.01	Official Receipt (Invoice)
29.02	Acknowledgment Receipt (AR)
29.03	Auto creation of journal entry upon issuance of official receipt or acknowledgement receipt
29.04	Each collecting officer should have a unique ID or identifier for collections received and deposited by each one
29.05	Auto posting in subsidiary ledger in AR or AP module
30.00	Receipt for Trade Transactions
30.01	Process and issue official receipt (invoice) for all moneys/checks received as payment for fees and charges with notation on taxes withheld as applicable
31.00	Receipt for Non-Trade Transactions
31.01	Issue acknowledgement receipt for non-trade transactions such as refund of excess cash advances or return of unutilized cash advance, performance bond, security fee, government subsidy, disallowances, etc.
32.00	Disbursement
32.01	Preparation and release of Checks / Authority to Debit Account (ADA), process telegraphic transfer
32.02	Process and records issue of checks and ADA, Advice of Checks Issued and Cancelled (ACIC) and other related documents;

32.03	Process approved vouchers and payrolls for salaries, wages and other forms of remuneration
32.04	Process for the issuance of commercial checks covering claims of outside creditors
32.05	Creation of details for check payment
32.06	Auto creation of journal entries to recognize disbursements of funds
32.07	Should allow interfaces with other third-party online facilities
33.00	Cash Transfers
33.01	Process and record transfer of funds
33.02	Auto creation of journal entries to recognize fund transfers
33.03	Should allow interfaces with other third-party online facilities
	Treasury Management - System to support management of investment portfolio to amend, reverse/cancel, roll over, renewal, pre-terminate, termination, or withdrawal of investments with corresponding approvals/control and audit trail. All related processes (recording, reports, etc.) should correspondingly be automatically updated according to the changes made.
34.00	Deal Management- management of investing and borrowing activities
34.01	Should have a centralized dashboard to provide an overview of the investment portfolio's performance. It should be customizable providing real-time insights into cash positions
34.02	Be able to calculate performance metrics such as total return, annualized return, average return, interest income from investments, and FOREX Gain/Loss from dollar conversion
34.03	Support various types of instruments/transaction types, including but not limited to:
	-Foreign Exchange (FOREX Gain/Loss)
	-Certificate of Time Deposits, Treasury Bills, Bonds, Trust
34.04	Allow rollover of transactions, with option to rollover:
	-Principal only
	-Principal plus interest
	-Partial
34.05	Allow configuration of user-definable day count convention i.e. Actual/360, Actual/365
34.06	Support multiple currencies, including but not limited to:
	-Philippine peso (PhP)
	-US dollar (USD)

	34.07	Upon new investment, roll over, or termination, all related records should be updated simultaneously to provide real-time views of balances and computed interest income
	34.08	Allow simulation of various market scenarios, e.g. changes in interest rates, terms, foreign exchanges rate etc. to serve as reference for decision making
	34.09	Support various types of confirmations such as printing, email, and message file for sending to an external system
	34.1	Allow scheduling and computation of settlement amounts upon maturity, roll over, or termination of placements
	34.11	Process the renewal / roll over / termination of investments, new placements
	35.00	Control / Monitoring
	35.01	Auto entry for amortization of discounts/premium
ADMINISTRATIVE OPERATIONS SYSTEM	36.00	Procurement - automation of the complete procurement cycle from requisition, quotation, delivery/receipt, monitoring and tracking of procurement process, and recording of timelines as per approved government rules and regulations
	36.01	System should have the capability for online requisition and approval
	36.02	System should be able to compare requisition vs the approved Annual Procurement Plan (APP)
	36.03	System should be able to consolidate similar items for procurement
	36.04	System should be able to generate purchase orders for identified types of transactions not covered by contracts
	36.05	System should have the capability to generate contracts and allow online approval
	36.06	System should have the capability to accept customized reports or forms as needed
	36.07	Record and maintain the Price Monitoring List of Procured Items
	36.08	Record and maintain list of contracts/agreements for awarded projects for various departments
	36.09	System should be able to generate APP for Common Use Supplies and Equipment (CSE) and Non- CSE
	36.1	Vendor management, including company information, diversity tracking, prequalification, and performance tracking
	36.11	System should be able to check against the inventory if there are existing stocks prior to preparation of PRs

36.12	The system can process, generate Request for Quotation (RFQ) and automatically invites through the system generated list of vendors. Must also generate proof of invites and link the RFQ to business' website department portal.
36.13	Creation and tracking of Purchase Request, Purchase Order, Goods delivery, etc.
36.14	Cancellation of PR, PO
36.15	Tracking from procurement to payment of all items whether inventory or fixed assets
36.16	Tracks undelivered items / allows notifications on items undelivered
36.17	Generates report on undelivered items
36.18	Monitoring of the Performance Bond from the Contract
37.00	Inventory - system to account and monitor inventory movement from receipt of items up to issuance.
37.01	System should have the ability to account for semi expendable inventory items as required per COA Circular 2022-004 for low value items
37.02	Online processing of receipt of inventory items
37.03	Online requisition of inventory items properly authorized by respective approvers
37.04	System should have the capability to automatically compute/ update the average unit cost of each inventory item
37.05	Online processing of issuances
37.06	Capability to include accountable person upon issuance
37.07	System should have the capability to flag requisitions exceeding the budget for the specific cost center
37.08	Can create separate inventory account per category/ per location
37.09	Should allow customization of reports as needed
37.1	System should be able to do real time updating of transactions
37.11	Capability to alert the Supply Staff in charge if stocks fall below the required level
37.12	Facility to enter receipts of found assets
37.13	Facility to enter expiration dates and flagging of expired items
37.14	Should be able to flag requisitions exceeding budgeted amounts per cost center vs actual usage
37.15	System should be able to maintain subsidiary ledger for semi expendable items issued to users with information as to accountable employee, date issued, acquisition cost, estimated useful life, and date of disposal



	37.16	The system shall capture all incoming deliveries from the following:
		• Procurement Service
		• Contract Agreement/Direct payment/Direct contracting (Exclusive distributor).
		• Donation or Property coming from another business
		• Unused serviceable items/equipment that has previously been issued or found in the station

## FORMS and REPORTS

**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-Expendable Property (RRSP)** – This form shall be used for returned semi-expendable property whether serviceable or unserviceable.

**Receipt of Returned Non-Expendable Property (RRNP)** – This form shall be used for returned nonexpendable 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.

**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.

**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 nonexistent 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

## **HUMAN RESOURCE**

<b>Section</b>	<b>RFP</b>	<b>Details</b>
<b><u>Standard Software</u></b>	1.00	Application solution must be a cloud ERP. National policies and regulations play a major role. Provider shall check new policies and regulations and plan further.
	1.01	Configurable standard software for government agency and management of daily tasks.
	1.02	Detailed documentation of different entities (persons, organizations, etc.), management of complete life-cycle
	1.03	Configurable reports and statistics
	1.04	Various printouts of reports (configurable print templates)
	1.05	Forms and Checklists should be integrated within the system.
	1.06	Sophisticated rights and permission system
	1.07	Detailed tracking of user activities in a historical record, documenting previous entries and activities and marking changes.
	1.08	English user interface.
	1.09	Graphic user interface (GUI) with Windows look and feel. Typical Windows elements like drag and drop, mouse support, hot keys, etc.
	1.1	Ease of use to navigate all the functions of the system.

1.11	Running in intranet and via Internet
1.12	Works off-line (data will be uploaded to the system when internet is available) using the predefined forms and templates.
1.13	Runs with dependable and reputable server database
1.14	Support standard application server
1.15	Interface to MS Environment
1.16	Multi-User application
1.17	Scalability (load balancing, clustering of servers) and high availability must be shown (concept and references)
1.18	Multi-level logging via application server for error tracing
1.19	Integrated report generator / print engine for issuing certificates, licenses, lists etc.
1.2	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.
1.21	During data input, numerous plausibility checks shall be performed on client site
1.22	Support of virtualized environments
1.23	Provide CAAP with a solution to support the requirements for portfolio management, reporting, and reconciliation;
1.24	Improve operational efficiency, reporting, transparency, and accountability in operations;
1.25	Standardized workflow with increased controls;
1.26	Allow the input of back-dated transactions
1.27	Provide a dropdown list for predefined data
1.28	Support common shortcut keys such as Ctrl + C = copy, Ctrl + V = paste, Ctrl + S = save, etc.
1.29	Allow configuration of mandatory fields and will not allow details/transactions to be saved if mandatory fields are not filled-up
1.3	Provide and/or allow creation of additional user-defined fields

	1.31	Automatically generate reference numbers with option for user-defined numbering system
	1.32	Provide facility to download information and convert file to standard/common format
	1.33	Provide facility for calendar and holidays maintenance
	1.34	Allow users to add or lengthen tables or fields without need for customization
	1.35	Provide validation rules for data entries and generate descriptive error messages for error handling
	1.36	Incorporate defined controls that will be applied uniformly across all or selected transactions
	1.37	User-friendly system with ability to import large volume of data
	1.38	The Supplier shall grant CAAP the appropriate number of licenses and/or "license to use" for 2860 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.
<b><u>Mobile Application</u></b>	2.00	Mobile application is a software programs designed to perform specific functions on portable platforms such as handheld device, tablet or laptop. Thus, the system must have an available mobile application to process and approve transaction requests, particularly:
	2.01	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.
	2.02	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
	2.03	Mobile accessibility for IOS & Android devices
	2.04	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 cloud server using 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.
	2.05	Putting information & task management at the fingertips of department heads and approving officers
	2.06	Ability to instantly approve requests so less time is wasted & the approval processes are streamlined
	2.07	Ensures faster approval processes
<b><u>Central Contact Information</u></b>	3.00	We want to establish a hierarchical contact information database. Following features will be essential:
	3.01	Endless levels of hierarchies
	3.02	Any number of contact persons within an organization unit
	3.03	Assigning a person to more than one organization unit with different positions per organization unit
	3.04	Any number of attributes assigned to an organization unit or person
	3.05	Any number of addresses assigned to an organization or contact person
	3.06	Classification of the usage per address type: standard, warning, etc.
	3.07	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.
	3.08	Search based (displaying results from background search), avoiding double entries
	3.09	Detailed tracking of history with storage of previous values and preferable a function to compare values of the historical Record
	3.1	Export and Import Interface
	3.11	Central management and server storage of print templates.
	3.12	Export the result of an addressee list to various formats to allow further external processing
<b><u>Permission Management</u></b>	4.00	The system must support any number of registered users with structure of users into groups and/or roles
	4.01	Establishment of decentralized group of administrators

<b>ment System</b>	4.02	Username and password authentication
	4.03	Strong password policies
	4.04	Structure of users into groups and/or roles
	4.05	Role based rights and permission management
	4.06	Multi-level confidentiality access
	4.07	Should be basis for all application modules
	4.08	Definition of: add, edit, delete, view, and create rights
	4.09	With facility to view user status for security tracking
	4.1	Availability of information to track user activities
	4.11	Audit trail tracking capability for all components
	4.12	Printable Audit Trail report
<b>Integrate d Reportin g Tool</b>	5.00	The system must have the capability to generate pre-defined human resource reports as well as user-defined reports, as needed:
	5.01	Pre-defined reports shall be determined by CAAP upon implementation.
	5.02	A graphical report generator and research tool shall be available to run queries over most of the data fields of all application modules
	5.03	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.
	5.04	Generate standard reports as indicated in this TOR.
	5.05	Generate executive reports for Upper Management.
	5.06	Capable of generating reports, contract, forms, checklist, and other related documents.
	5.07	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.



	5.08	Joining of data from different tables is supported, that in a certain context only "joinable" tables are selectable.
	5.09	Queries can be implemented on data spread over all modules (cross module reporting).
	5.1	Aggregation functions like MIN, MAX, SUM, etc. shall be supported
	5.11	The information (results) shall be protected by the permission management system;
	5.12	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.
	5.13	Typical reports can be assigned to user groups, which ensure an easy usage by non-experts.
	5.14	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.
	5.15	Able to define templates to adjust the layout accordingly.
	5.16	Querying by groups is possible.
	5.17	Results of queries can be linked to print templates
	5.18	The user shall be able to configure the automated execution of queries (time interval, time of execution etc.)
	5.19	Queries can be linked to modules to make them available. A query must respect the permissions of the user defined in permission management module.
	5.2	Allow users to create additional reports, forms, and correspondences.
	5.21	Reports, forms, and correspondences can be viewed on-line, printed on demand, or scheduled as part of end of day/month batch processing.
	5.22	Reports, forms, and correspondences can be exported to various file types i.e., MS-Word, MS-Excel, PDF and can be transmitted via email.
	5.23	Generate reports providing statistical data on transactions entered in the system.
<b>Interface</b>	6.00	The system must support the following interface features:

	6.01	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.
	6.02	The system must provide the user with the ability to export the master data to various formats.
	6.03	The system must provide the user with the ability to import the master data from (previously exported) various formats.
<b><u>Dashboard</u></b>	7.00	The system shall provide the following:
	7.01	Pre-defined charts and graphical data with filter function present in the dashboard to keep the Management up-to-date.
	7.02	Demographic information such as graphs for number of employees per age bracket, employment status, organization unit and more.
	7.03	Human resource overview of the whole organization
<b><u>Notification</u></b>	8.00	The system shall provide the following:
	8.01	The system shall provide Alert information that can be associated to persons and/or organizations.
	8.02	The system should manage the details of the different kind of alerts (due for mandatory retirement, request approval, etc.).
	8.03	The system should show clear alert symbols in the header information of persons, organizations, and in result lists.
<b><u>Security of Data</u></b>	9.00	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.
	9.01	The system should be able to provide accountability and evidence-based data
	9.02	All data should be synchronized to a single database which can be accessed only by the assigned system administrator.
	9.03	To ensure check and balance the users shall have different access levels.

	9.04	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.
	9.05	The system should be capable of performing a two factor security authentication.
	9.06	The system shall include a process for identifying, testing, and deploying security patches/updates to ensure the continued security and integrity of the system.
<b><u>Confidentiality and Non-disclosure</u></b>	10.00	
	10.01	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.
	10.02	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.
	10.03	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.
<b><u>Human Resource Information System (HRIS) General Sytem Components</u></b>	11.00	Development of Human Resources Information Systems which shall include but not be limited to the following components:
		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.
11.01	Input of Personal Data Sheet 201 File
11.02	Salary Adjustment
11.03	Employee Movement
11.04	Recording of Civil Service Eligibility
11.05	Training programs undertaken, work Experience and voluntary work
11.06	Attachment of Documents
11.07	Disciplinary Actions
11.08	Reflect documents attached in online recruitment
11.09	Modified Employee Schedule (Month and year)
12.00	<p>Employee Self-service</p> <p>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.</p> <p>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.</p> <p>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.</p>
12.01	Modifiable layout

12.02	Summary leave
12.03	Posting of HR Policies and Announcements
12.04	Suggestion and Feedback platform
12.05	Viewing of employee records
12.06	Leave and overtime request
12.07	DTR correction request
12.08	Application for Official Business, travel order, and training
	Leave Management
13.00	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.
13.01	Recording of annual leave entitlement
13.02	Identification of leave specifications
13.03	Generation of computed sick leave and vacation leave earned
13.04	Summary of employee leave
	Medical Information
14.00	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.

14.01	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)
14.02	View Employee Medical Claims request
14.03	Drug Test Results
15.00	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.
15.01	Leave Credits Monetization
15.02	Automatic Computation of Statutory deduction such as Philhealth, GSIS, Pag-ibig, and withholding tax;
15.03	Other authorized deductions for payment of cooperative loans, LBP, etc. loans, CAAP union dues, among others
15.04	Generate Accounting Entry
15.05	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.
15.06	Can handle multiple/unlimited bonuses and allowances
15.07	Schedule recurring entries
15.08	Process Midyear, Year End benefit and cash gift and tax adjustment
15.09	Loan Monitoring
16.00	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.
16.01	Defines an unlimited number of items or property accountability
16.02	Creates an item number & a system generated code w/c can serve as reference code that can be distributed and assigned to employees
16.03	Tracks inventory of all accountable properties assigned to employees
	Recruitment
17.00	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.
17.01	Identify Geographical Assignment
17.02	Identify Job Competencies
17.03	Employee Position, job description and qualifications
17.04	Plantilla and Non-plantilla positions
17.05	List of Vacant Position
17.06	Scheduling of Appointment for applicant exam/interview
17.07	Send Regret letter
17.08	Schedule deliberations of Applicants
17.09	Formal appointment of applicants
17.1	Applicant evaluation, assessment, deliberation, and placement

17.11	Job vacancy posting in the agency website
17.12	Online submission of application for internal and external applicants,
17.13	Application for Outsourced Applicants
17.14	Comparison on the submitted documents of outsourced applicants
	Rewards & Recognition
18.00	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.
18.01	Assists the PRAISE Committee in their Search for deserving employees
18.02	Streamlines the nomination and screening processes
18.03	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
	Strategic Performance Management System
19.00	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.
19.01	Easy & accessible IPCR preparation
19.02	Helps Department & Division Heads monitor work progress & office accomplishments
19.03	Provides a single location for monitoring & evaluation of quality, efficiency & timeliness of both individual & office targets & accomplishments
	Time and Attendance
20.00	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.
20.01	Offsetting of Tardiness
20.02	User Maintainable schedule/ shifting Schedule
20.03	Employee Scheduler
20.04	Flexible time Employees
20.05	Holidays Table/ Other Holidays Table
20.06	Direct Upload to Payroll
20.07	Compensatory Overtime Credit
20.08	Facial Recognition Time-in & Out Capabilities
21.00	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).
	21.01	Annual Training Plan
	21.02	Training Program Creator
	21.03	Calendar for Training
	21.04	View employees that need training based on position, competency and training request
	21.05	Tagging of employees training status
		Wellness and Relations
	22.00	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.
	22.01	Defines number of events & activities such as sports, cultural/social events
	22.02	Monitors participated activities by the employees
	22.03	Identifies & maintains schedule of activities & selects participants
<b><u>Human Resource Information System (HRIS)</u></b>	23.00	Employees Record Management must have the following:
	23.01	The system manages the information of all employees such as the following:
		- Personal Data Information
		- Scanned 201 document

<b><u>Specific Sytem Components</u></b>		- Employment Details
		- Service Record
		- Family Background
		- Educational Background
		- Civil Service Eligibility
		- Work Experience
		- Voluntary Work
		- Training Programs
		- Disciplinary Actions
	23.02	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
	23.03	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
23.04	Attachment and viewing of original and important documents such as birth certificate, transcript of records etc.
23.05	Customizable and user definable reports
23.06	Identification (I.D.) Printing
24.00	Time and Attendance must have the following:
24.01	Capability to assign employee's work schedule per date range via Employees Management Schedule.
24.02	With file maintenance of work schedule thru Custom Timekeeping Setup, Shift Table, Flexi-time Table
24.03	With customizable timekeeping set - up per employee
24.04	User maintainable flexi-time schedule thru Flexi-time Table
24.05	User definable overtime settings via Timekeeping Setup
24.06	User definable overtime types (Early or Regular Overtime)
24.07	User definable core office hours thru Flexi-time Table
24.08	Shifting Table: Deduction of break can be defined if deducted or not
24.09	Date Locker: Prevent the processing and editing of transactions on the locked date
24.1	Full integration and downloading of logs from biometric device thru Device Table component
24.11	Capability to record daily in and out manually.
24.12	Uploading of employees' attendance logs using text file

24.13	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
24.14	Computes Absences based on employee's schedule and attendance logs.
24.15	User maintainable yearly holidays using the Holiday Table
24.16	User maintainable holidays per site or branch thru Other Holidays table
24.17	With option to add check dates on holidays (workday before holiday)
24.18	With online filing of Overtime (OT) requests. Classification of Overtime as:
	- Overtime Rendered during weekdays;
	- Overtime Rendered during Holidays/rest days; and
	- Overtime Rendered during Emergencies
24.19	Capability to print or save DTR repo
24.2	Facial recognition software algorithm to accurately recognize individuals based on their facial features
24.21	Use of current DMS/database for storing and organizing registered facial templates
24.22	Real-time processing for instant verification in front of the camera
24.23	Scalable to handle additional number of employees and relevant facial data without compromising system Performance
24.24	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
25.00	Leave Management must have the following:
25.01	Provides file maintenance for leave types
25.02	User definable and unlimited leave types
25.03	Facility to add unlimited number of leave types via Leave Type Table
25.04	Define each leave type as Paid or Unpaid via Leave Type Table
25.05	Inclusion of facility to attach documents required for filed leaves.
25.06	Allows online filing of approved overtime authorization
25.07	Generate Sick Leave and Vacation Leave earned
25.08	Automated computation of leave credits: used, monetized and balance

25.09	Able to compute leave credits to be earned based on the CSC table; (Monthly/Daily without Vacation Leave credit left Tables)
25.10	Comprehensive schedule of leaves per employee (leave ledger)
25.11	With calendar of requested and approved leaves per employee
26.00	Payroll Management must have the following:
26.01	Leave Credits Monetization
26.02	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
26.03	Generate Accounting Entry
26.04	Automatic Computation of other compensation such as PERA, RATA, Longevity Pay, Subsistence Allowance, Loyalty Pay, Hazard Pay, Anniversary Bonus, etc.
26.05	Can handle multiple/unlimited bonuses and allowances
26.06	Schedule recurring entries
26.07	Process year-End benefit and cash gift and tax adjustment
26.08	Loan Monitoring
26.09	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
27.00	Recruitment Module must have the following:
27.01	Identify Geographical Assignment
27.02	Identify Job Competencies
27.03	Employee Position, job description and qualifications
27.04	Plantilla and Non-plantilla positions
27.05	List of Vacant Position
27.06	Scheduling of Appointment for applicant exam/interview
27.07	Send Regret letter
27.08	Schedule deliberations of Applicants
27.09	Formal appointment of applicants
27.10	Applicant evaluation, assessment, deliberation, and placement
27.11	Job vacancy posting in the agency website
27.12	Online submission of application for internal and external applicants

27.13	Application for Outsourced Applicants
27.14	Comparison on the submitted documents
27.15	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
27.00	Employees Self- Service (ESS) must have the following:
27.01	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
27.02	Accessible by employee anytime, anywhere through the internet
27.03	Modifiable layout
27.04	Summary leave
27.05	Company News Feed
27.06	Viewing of Company Policies
27.07	Suggestion and Feedbacks platform
27.08	Viewing of employee records

27.09	Leave and overtime request
27.1	DTR correction request
27.11	Application for Official Business, travel order, and training
27.12	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
28.00	Training and Development must have the following:
28.01	Annual Training Plan Creator
28.02	Training Program Creator
28.03	Calendar for Training
28.04	New Employees that need training based on position, competency, and training request
28.05	Tagging of employees training status
28.06	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
29.00	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:

29.01	Division Performance Commitment & Review form (DPCR)
29.02	Individual Performance Commitment & Review form (IPCR)
29.03	Development Action Plans
29.04	Employee's Awarded or Recognized
29.05	Employee's Inventories
29.06	Employees' Summary of ratings
29.07	Employee's Termination or Promotion
29.08	Employee's Training and Development Program
29.09	Performance Review & Appraisal Proper
29.10	Progress Review and Performance Monitoring
29.11	STAFF (Subordinates & Teams Appraisal Feedback Form)
29.12	OFFICER Sheet (Observation, Feedback, Forethought, inputs, Comments, Evaluation, Review)
30.00	Medical must have the following:
30.01	With capability to input, edit and view the employees' information via Medical Record (With their own user accounts)
30.02	View employees' medical claims request
30.03	ICD-10 Code Support
30.04	Reports (Statistic, Phil Health Forms and others)
30.05	Drug Test Results
31.00	Wellness and Relations must have the following:
31.01	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
31.02	Management of Wellness Activities
31.03	It allows recording of activities or program plans for the company

31.04	It records the awards received by the employees.
31.05	Viewing of Wellness program schedules
31.06	Calendar of Programs and Programs attended by the employees
31.07	System can also identify and maintain unlimited schedule of activities and selection of participants
31.08	Generates the following reports:
	- Participants of Activity Program
	- Activities/ Programs Summary
32.00	Property and Supplies Monitoring must have the following:
32.01	Query on issued PPEs/Semi-expendable Properties to employees
32.02	Query and listing of inventories of PPEs / Semi-expendable Properties issued per employee.
32.03	Generates the following reports:
	- List of Employee's Property Accountabilities
32.00	Executive Information must have the following:
32.01	Viewing and printing of the following summary information as follows:
	a. General:
	- Organizational Unit
	- Number of Employees
	- List of Employees without Time-In as of 9:00AM
	- Employees by Age
	- Employees by Gender
	- Employees Without Time In 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
	b. Payroll:
	- Gross, deductions & net pay
	- Budget utilization per plantilla
	c. Recruitment
	- Total number of vacant positions
	- Number of Male & Female applicants
	- Number of qualified & not qualified applicants
	- Newly hired employees for the month
	d. Medical
	- Total number of Male & Female per diseases
	- Employees & dependents' Health benefit balance
33.00	Security
33.01	Username and password authentication
33.02	Strong password policies
33.03	Audit trail tracking
33.04	Multi-level confidentiality access\
33.05	Assignable user roles

	33.06	Capability to define password expiration thru Password Policy setup
	33.07	User definable options thru Password Policy setup
	33.08	Minimum & maximum password length
	33.09	Allow or restrict repeated characters
	33.10	Case sensitive or not
	33.11	User definable user roles under Security Settings
	33.12	With facility to create multiple user roles.
	33.13	With facility to view user status for security tracking.
	33.14	Availability of information to track user activities
	33.15	With Audit Trail capability for all components
	33.16	Printable Audit Trail report
<b>HRIS Reports</b>	33.00	Payroll Reports
	33.01	List of Employees with more than 5 days leave without pay
	33.02	Overpayment Employees
	33.03	Below Minimum List
	33.04	Employees Entitled with Longevity Pay
	33.05	Summary of Loan Deduction List
	33.06	Payslip
	33.07	General Payroll Report
	33.08	Payroll Summary
	33.09	Payroll Certification
	33.1	Monthly Variance Report
	33.11	Variance Report of Employees
	33.12	GSIS Remittance Report
	33.13	GSIS Loan Remittance List
	33.14	GSIS Premium Remittance List



33.15	GSIS Summary of Payment List
33.16	GSIS I.V. (Individual Voucher) Loan List
33.17	GSIS I.V. (Individual Voucher) Premium List
33.18	GSIS Real Estate Loan List
33.19	HDMF Premium remittance Report
33.2	HDMF Loan Remittance Report
33.21	HDMF IV. (Individual Voucher) Loan List
33.22	HDMF IV. (Individual Voucher) Premium List
33.23	HDMF MP2 Remittance List
33.24	HDMF Housing Remittance List
33.25	HDMF Summary of Payment List
33.26	Philhealth Premium Remittance Report
33.27	PHIC Premium Remittance List
33.28	PHIC IV. (Individual Voucher) Premium Remittance List
33.29	PHIC Summary of Payment List
33.3	GL Entries
33.31	Custom Payroll Reports (Monthly)
33.32	Alpha list Terminated)
33.33	Alpha list with Previous Employer Alpha list without Previous Employer
33.34	Anniversary Gift Report BIR 2316
33.35	Certificate of Loan Remittance Certificate of Remittance
33.36	Collective Negotiation Agreement Incentive Report Custom Payroll Reports (yearly)
33.37	Educational Assistance Allowance Report Index of All Payments to Employees
33.38	Labor Management Relations Gift Report Loyalty Award
33.39	Mid-Year and Year-end Bonus and cash gift report List of active employees

33.4	Withholding tax remittance list
33.41	Authority to debit report Bank Softcopy
34.00	Timekeeping Reports
34.01	Authorized Travel
34.02	COC Availment and Non-Availment of Employees
34.03	Compensatory Time-Off Availment and Non Availment of employees
34.04	Custom Timekeeping report
34.05	Daily Time correction form
34.06	Daily time record
34.07	Disapproved Leave applications
34.08	Employees with less than required number of punches
34.09	Forced leave record
34.10	Late filed leaves record
34.11	Leave w/o pay
34.12	List of AWOL employees
34.13	List of employees W prolonged leaves
34.14	Monetization claims
34.15	Official business report
34.16	Other leaves profile
34.17	Perfect attendance (No absences, no Late, no under time, w/OB)
34.18	Sick leave Profile
34.19	Tardiness & Under time report
34.20	Vacation leave profile
35.00	Training Reports
35.01	Participants for the training

35.02	Training summary report
35.03	PDC resolution
35.04	List of approved training
35.05	Translation of Competencies to Training Program
35.06	Certificate of Attendance
35.07	Conducted training for the year
35.08	Certificate of the training
35.09	HRMD/CATC training Report
36.00	Recruitment Reports
36.01	Letter of appointment
36.02	BIR Form
36.03	Character Reference Check report
36.04	Employment Examination
36.05	Attendance Sheet
36.06	Forwarding PDS to the personnel
36.07	Issuance of ID form
36.08	Notification to the applicant for the reposted position
36.09	Next-in Rank Waiver form
36.10	Non-disclosure
36.11	Notice of Meeting
36.12	Notice of Probationary period
36.13	Notice of vacancy
36.14	Notify Appointee w/Approved
36.15	Appointment w/receipt
36.16	Personal Data Sheet (Applicants)
36.17	Plantilla Form

36.18	Philhealth Form
36.19	Philhealth Member Registration Form
36.20	Qualified Next-in-rank
36.21	Referral of applicant for vacant position
36.22	Report on Appointment Issues (RAI)
36.23	Report on previously Posted 2nd Level positions
36.24	Submitting ATM applications form
36.25	Transmittal of Appointee
36.26	Transmittal of BIR form 2305 aa. Tracking of Positions
37.00	201 Reports
37.01	Custom report
37.02	Employee Master list
37.03	Personal Data Sheet (Employees)
37.04	Service record
37.05	Position Description form
37.06	Certificate of Employment
37.07	Salary Adjustment Memo
38.00	Performance Management Reports
38.01	Division Performance Commitment & Review form (DPCR)
38.02	Individual Performance Commitment & Review form (IPCR)
38.03	Development Action Plans
38.04	Employee's Awarded or Recognized
38.05	Employee's Inventories
38.06	Employees' Summary of ratings
38.07	Employee's Termination or Promotion

	38.08	Employee's Training and Development Program
	38.09	Performance Review & Appraisal Proper
	38.10	Progress Review and Performance Monitoring
	38.11	STAFF (Subordinates & Teams Appraisal Feedback Form)
	38.12	OFFICER Sheet (Observation, Feedback, Forethought, inputs, Comments, Evaluation, Review)
	39.00	Separation (retirement) Reports
	39.01	GSIS retirement separation form

## OTHER HR REQUIREMENTS

The 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 and training certificates.
- Provide subject-matter experts with at least five (5) years of experience in their area: Human Resource 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.
- Integrate the proposed time monitoring devices with the attendance monitoring system of the proposed Human Resource Information System.
- Must integrate the existing Document Management System and other related administrative information to the new system.
- Implement a CAAP virtual assistant tool that can generate required documents powered by 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.
- Have no disruption to daily operations of CAAP during the 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.
- Provide a Certificate of Satisfactory Performance from CAAP and/or its relevant Service or End-user if the bidder was a previous or current service provider of CAAP.
- Provide a 3-year Maintenance Agreement for the proposed system that includes the standard changes, new government mandates/policies, bug fixes and support for error handling.

### **Public Cloud Hosting General Requirement (Finance and HR)**

<b>PUBLIC CLOUD HOSTING GENERAL REQUIRE MENT</b>	40.00	General Requirements - To maintain a resilient, efficient, and secure Cloud Service:
	40.01	Cloud service provider must be DICT-accredited
	40.02	Must be at least Tier 3 Cloud Hosting Facility
	40.03	With multiple source/ redundancy for power and cooling
	40.04	Does not require a total shutdown during maintenance or equipment replacement

	40.05	Must also have an N+1 availability (able to support at full capacity load plus additional components as failover in primary failure scenario)
	40.06	Backup solutions that can keep operations running in case of a local or region-wide power outage
	40.07	The facility must ensure equipment can continue to operate for at least 72 hours following an outage
	40.08	Maximum allowable downtime per year 1.6 hours
	40.09	Shared compute, storage, network and security resources
	41.00	Data Center Parameters TIER 3
	41.01	Uptime guarantee 99.982%
	41.02	Downtime per year <1.6 hours
	41.03	Component redundancy Full N+1
	41.04	Concurrently maintainable Partially
	41.05	Staffing 1+ shift
	41.06	Certifications and Compliance ISO 9001, ISO 27001, and PCI-DSS
	41.07	ANSI/TIA 942B Compliant Seismic Zone PhilVolc Seismic Zone 4 or equivalent
	41.08	Fire Protection Standard (in DC) NFPA Standard 2001 (at least) or equivalent
	41.09	Flood Risk at least 80ft above sea level
	41.10	CCTV Coverage PCI-DSS Compliant or equivalent
	42.00	Shared (Cloud) Hosting Service Minimum Requirement for primary and Disaster Recovery Site/Redundancy - The managed (hosted) services should include the following standard minimum requirement in hosting the application, environment must be fully redundant, active-passive configuration

	and should have the following infrastructure in production.
	High availability shared Compute, Network, Storage and Security configuration
	Should be at least in HCI configuration
	At least 24 cores per processor or equivalent, 40TB of Usable Storage All flash minimum
	At least 512GB Total Memory using, At least 2*Intel Xeon Gold 5318Y 2.1GHz CPU per node or equivalent
	Required SSL Certificates
	Required Licenses
	Backup and Recovery Software:
	- licensed Enterprise-grade protection and recovery of Virtual machines, containers, databases, applications
	- Able to manage backed-up data and workloads with efficiency and security.
	- Role-based access control that enables self-service, restricting unauthorized access. Automated backup and recovery of VMs, containers, applications and databases
	- Data security and resilient ransom-ware protection Support
	Backup:
	- Protection of virtual machines, applications and databases
	- 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



	Recovery:
	- Recovery of virtual machines, applications and databases. Recovery of entire system, instance and application
	- Granular single file recovery
	Migration:
	- Fully automated processes; no need for customized scripts to migrate workloads from cloud to cloud (site1 to site2)
	- No downtime to production systems Data portability between clouds (site1 to site2)
	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 data management Backup, recovery, and migration to the cloud.
	- Flexible Storage Options
	- Retain copies of protected data in multiple locations (site1 and site2)
	- De-duplication for more efficient and cost- effective data storage

## **GENERAL TECHNICAL REQUIREMENT (FINANCE AND HR) – ADDITIONAL IT SERVICES**

### **1. Project Management Methodology**

- Project Direction shall be done by the Civil Aviation Authority of the Philippines with the aid of the Supplier.
- All technical designs, specifications or recommendations by the Supplier shall be subject to review and approval by CAAP.
- Should there be any disagreements concerning the project, CAAP shall decide on the matter in accordance with the terms and conditions of the Contract/TOR.

### **2. Setup/Configuration**

- Deadline for the setup/configuration of the ERP system and Cloud shall be in accordance with the schedule mutually agreed upon by CAAP and Supplier which shall be specified during the Inception Phase.
- The system and all subsystems should be free from any defects or bugs prior to acceptance

### **3. Provision of Additional IT Services Key Components**

#### **a. Submission of Inception Report**

- The Supplier must conduct an inception meeting to present the technical elements and approaches of the project, present the overall plan to ensure the successful project implementation and to confirm the objectives and goals in accordance with the specifications of the TOR.
- The Supplier must submit an Inception Report covering the systems implementation strategies, approaches, schedule and workplan to ensure correct interpretation of the TOR.

### **4. Conduct of Process Flow Assessment**

- The Supplier must conduct the process flow assessment to gain thorough understanding on how the business processes are being conducted, identify the flow of information, how the process areas are interconnected and how these process areas can be streamlined with digitized process.
- 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.
- Process Flow Assessment shall be done both by CAAP and the Supplier to determine the processes that require automation and prioritize areas in

finance, administration, and HR functions to be applied for application software customization.

#### **5. User-Acceptance Testing (UAT)**

- The Supplier shall submit the UAT Plan to determine the acceptability of the solution in accordance with the requirements specified in the TOR
- The Supplier shall conduct the UAT sessions for the identified systems involving designated CAAP functional personnel.
- The Supplier shall provide the necessary UAT materials before the conduct of the actual acceptance testing.
- CAAP shall provide the name of the participants for the UAT.

#### **6. Availability of the BIR Accreditation to use the Computerized Accounting System (for Finance)**

- The Supplier shall provide support and facilitate the BIR permit to use the CAS across all CAAP end-user accepted computerized systems.

#### **7. Knowledge Transfer - End-User Training**

- The Supplier shall submit the training course outline subject to CAAP approval.
- The Supplier 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 tasks, public cloud hosting scenarios and troubleshooting scenarios to end users or designated CAAP personnel.
- The Supplier shall develop, provide, and facilitate transfer of knowledge on comprehensive Network/Cloud Service Outage Plan, which outlines the procedures and protocols to be followed in the event of network outages, planned/unplanned cloud outages or any planned disruptions.
- Supplier shall propose a manual process to be implemented during network/cloud service outages or situations where automated processes may be compromised. This manual process shall serve as a contingency plan to ensure continued functionality and service availability.
- The Supplier shall provide the necessary training modules/manual/materials before the conduct of the actual training. The Supplier shall also provide a learning module system that includes video tutorials accessible to all users on demand.
- CAAP shall provide the name of the participants for the training.
- The Training and Workshops for: (Software Component)
  - End-users
  - Train the Trainor

- Administrator
- The Training and Workshops for: (Cloud Service Component)
  - Administrators/End users for the MISD personnel

## **8. Data Migration**

- The Supplier shall facilitate the migration of data from the existing database to the new database

## **9. Systems Go-Live**

- The Supplier shall conduct a site assessment to identify site readiness in accordance with the approaches specified during the Inception Phase
- The Supplier and CAAP personnel shall prepare the Implementation Team and System Users by conducting trial run or dry run to ensure the smooth transition to the production environment
- The Supplier must prepare the Go-Live Checklist Such as
  - Job Aids
  - Go-Live Schedule
  - Work Plan and Schedule
  - Site Support Team

## **10. Systems Performance Assessment**

- The Supplier must conduct the systems performance assessment to measure process improvement in accordance with the CAAP requirements, identify problem areas (if any) and provide solution in accordance with Service Level Agreement.
- Engage in a series of systems performance reviews and data gathering activities with CAAP process stakeholders or key personnel to fully understand in detail the exceptional cases and how each are to be handled and resolved.
- Systems Performance Assessment shall be done both by CAAP and the Supplier to determine effectivity and reliability of the system solution being implemented.

## **11. Submission of Final Report**

- The Supplier must conduct a meeting to present the Final Report to CAAP and provide details of all the accomplishments in accordance with the specifications of the project contract.
- The Supplier must submit a Final Report consisting of all documentation based on the deliverables as specified in the scope of work such as user acceptance tests and training completion performed and completed on the project.

## BIDDER'S QUALIFICATIONS

- The Bidder must be registered with Securities and Exchange Commission (SEC) capable of implementing the project consistent with the primary purpose as it appears in its Articles of Incorporation to engage in, conduct and carry on the business of selling, marketing, distributing, installing, and maintaining at wholesale in so far as may be permitted by law, all kinds of computer products, parts and peripheral and accessories including data and telecommunication equipment, to enter into all kinds of contracts for export, import, purchase, acquisition sale at wholesale and other disposition for its own account or principal or in representative capacity.
- The Bidder must have at least ten (10) years existence in IT business;
- The Bidder must be a PhilGEPS registered supplier
- In case of joint venture, a valid Joint Venture Agreement (JVA) must be provided. In the absence of JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.
- The Bidder must provide a copy of the contract or purchase order of a client with a proof of successful implementation and continuous usage of BIR accredited accounting system in any government agency
- Bidder should be able to show proof of successful implementation of a similar project in any government agency
- The Bidder must be a recognized partner of an ERP solution provider. This must be supported by a certification to be submitted to the CAAP's Bids and Awards Committee (BAC)
- The Bidder must provide key technical personnel, for the IT services component of the project.
- 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. . "Similar contract" refers to implemented project specifically related

to Information Systems or Information Technology such as the development of software application or computerized program; the implementation of such software solution and provision of IT technical application support; and/or upgrade or maintenance of IS/IT resources.

#### **POST QUALIFICATION REQUIREMENTS**

- A. The prospective bidder must accomplish and submit the Compliance Matrix form provided as Annex A in this TOR. The duly accomplished form must be submitted together with the technical bid proposal specifying or describing availability, customization or workaround solution as proof or evidence of bidder's compliance with the requirements for the purpose of evaluation and post-qualification.
- 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 provided in this TOR.
- C. The prospective bidder must already have an off-the-shelf software solution of an Enterprise Resource Plan or Accounting System during post qualification.

#### **CAAP's RESPONSIBILITIES**

- A. CAAP shall provide or make available to the Supplier the following:
  - Adequate office space furnished with essential furniture and office equipment
  - Access to documents, records and data that may be required for the Project
  - Adequate amount of time for discussion of important policy issues that may affect the project and prompt decisions on recommended resolutions
- B. Assistance of CAAP Management and support staff in addressing day-to-day operational concerns of the Project which are beyond the deciding capability of the Supplier
- C. Free and unimpeded access to site locations and properties required for the effective execution of the project.

#### **CHANGES**

During project implementation, or as may be determined as necessary, CAAP may request in writing any modifications to the scope of the project subject to evaluation and mutual agreement of both parties. The Supplier shall be under no obligation to commence work with any requested changes until the corresponding Change Order has been approved by both CAAP and the Supplier and approved by the approving authority.

## **WARRANTY, SUPPORT and MAINTENANCE AGREEMENT**

### **A. Standard Service Level Agreement for 3 years**

- The Supplier 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 support period.
- The Supplier 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 subscription period.
- The Supplier 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 Supplier shall ensure quarterly firmware upgrades, updates, or patching until the expiration of the subscription to maintain the network's security and resilience.
- The Supplier 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 raised. Correction time shall be 8 hours.

## **DOCUMENTATION**

- A. Supplier will provide as-built and/or customized documentation and corresponding updates consistent with major in-scope adds/moves/change in connection to the project.
- B. Relative to the additional IT services component of this Project, the Supplier shall furnish CAAP with monthly progress reports for updated information on the project and to determine if there is a need to change schedules or adjust targets.
- C. The Supplier shall keep accurate and systematic documentation and accounts in such form and details sufficient to support the project's billing

## **PAYMENT SCHEDULE/MILESTONES**

- A. The project shall be paid on the schedule indicated which shall not exceed the ceiling specified.
- B. Subject to the ceilings specified hereof, the Procuring Entity shall pay
- 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 CAAP.
- C. The terms of payment shall be as follows:

<b>Project Activity / Milestone</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
Submission of the Inception Report	Signed-Off Inception Report	10% 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
Availability of the Permit to use CAS issued by BIR	BIR Permit No. labelled on all affected accountable forms	10% of the Project Implementation Cost
Systems Performance Assessment	Assessment Report Submitted	10% of the Project Implementation Cost
Final Acceptance	Final Report Submitted	20% of the Project Implementation Cost
<b>TOTAL</b>		<b>100%</b>



