Bid Bulletin No. 7

"Consulting Service for the Development of Portal for the Bureau of Philippine Standards"
Bidding No. 21-017

August 27, 2021

This Bid Bulletin No. 7 is hereby issued to modify or amend the Bidding Documents.

A. Schedule of Proceedings

Activity	Schedule
Submission of Technical and Financial Bids and Opening of Technical Bids	September 6, 2021, 9:00 AM for the Submission of Technical and Financial Documents, and 9:30 AM for the Opening of Technical Documents through video conference with the following details: Zoom Meeting: https://zoom.us/j/97174407295?pwd=SmxuUEg0ZW9ES2NBOFUxV1hxaVg2QT09 Meeting ID: 971 7440 7295 Passcode: 606903
Opening of Financial Bids	September 13, 2021, 9:30 AM for the Opening of Financial Documents through video conference with the following details: Zoom Meeting: https://zoom.us/j/92389350826?pwd=Mi9hTmVkVTZGY0ZxbHBGUUx0MCsvUT09 Meeting ID: 923 8935 0826 Passcode: 847590

B. Terms of Reference

1. The technology used for SCP & PCIMS are as follows:
   - Standards Conformance Portal (Developed using Joomla associated with paid libraries); and
   - Product Certification Information Management System (PHP with the use of Laravel Framework).

2. The system/portal for development/enhancement are as follows:
   - Standards and Conformance Portal – For Enhancement
   - Standards Development Access – For Development
   - BPS-PTD Information Management System – For Development
   - System for Client Assistance or Customer Relationship Management – For Development
   - Note: The system shall be linked to PCIMS.

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BIDS AND AWARDS COMMITTEE

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3. The existing system or portal are as follows:
   - Standards Conformance Portal
   - Product Certification Information Management System

4. The scope of the details of the works and deliverables is indicated in the Annexes of the TOR.

5. Clause 1.1.1 to 1.1.7 of the Annex aims to facilitate the end to end online purchase of PNS. Currently, the Standards and Conformance Portal (SCP) only allow online browsing and add to cart feature for buying PNS. Payment and issuance of PNS is currently done physically at the cashier and BPS office, respectively. These steps will be automated/fully online in the enhancement of the SCP.

6. Both of the systems indicated are being used by the bureau.

7. The bidder may use or may not use the existing system/portal, whichever will be advantageous for their proposal and costing for this project.

8. Both of the existing systems are about 2-3 years of age that is being used by the bureau.

9. The standards do not have a fixed price as the price is based by the number of technical pages. There are standards that are in booklet type and the price of those standards are fixed.

10. WARRANTY - should be limited to bugs of delivered system. Will not allow system alteration or modification since falls under 'enhancement' or project variation, subject to cost charging.

    The application systems should have full warranty coverage of at least one (1) year after project completion and upon acceptance by the BPS. BPS shall also have the option to request tweaks in design, rename and/or add sections free-of-charge within twelve months of the modules' operations, if deemed necessary *upon the agreement of both parties*. The TOR is revised accordingly.

11. The Administration and Financial module are clarified as the provision of Administrator function covering all modules. Kindly note the 1-BPS portal has four modules namely, Standards Mainstreaming Enhancement Module, Standards Development Access Module, BPSTL Information Management System Module and Customer Relationship Management Module. Some administrative functions such as 201 File Database and Management of Internal Documents (flowcharts of the processes are shown in detail in the annexes) were included in the Customer Relationship Management Module. Kindly note that these administrative functions are important for the efficient delivery of BPS services.

12. Existing Software and Hardware configuration used in systems that will be integrated as part of the BPS portal: The source code, server design, maintenance, and management can be retrieved from ISMS, the IT Department of DTI.

13. The budget may cross to March 2022. Hence, it is targeted to complete this project on or before March 2022.

14. Pre-termination clause.

The BPS shall be entitled to pre-termination of contract with no penalty fees if the total solution provider fails to deliver any of the required components within a reasonable period of time, or when service is deemed consistently poor by project stakeholders. Both parties shall agree on a criteria list as to when the contract may be pre-terminated. Please refer to Annex E, Item V.

15. Mobilization must be before March of 2022.

16. The project customization and implementation must be completed within **six (6) months** after the issuance of Notice to Proceed.

17. Project Description and Rationale:

FROM	TO

a. Standards development
b. Product Testing
c. PNS Distribution and Sales
d. Promotional Activities
e. Client Relationship Management
f. Administrative and Financial Services
	a. Standards Mainstreaming
	   • PNS Distribution and Sales (Standards and Conformance Portal Enhancement)
	   • Promotional Activities (Approval Management System for drafted Media/Info Materials & Correspondences)
	   • International Relations Activities (Circulation of WTO TBT Weekly Bulletins)
	b. Standards Development
	c. Product Testing
	d. Client Relationship Management
	e. Administrative Functions

18. Objectives:

FROM	TO
1. Develop and implements user-friendly integrated web-based information management systems to support BPS processing, monitoring and management of all documents, Standards Development Process, Administrative and Financial Services as well as promotions and mainstreaming efforts including a customer relationship.	1. Develop and implements user-friendly integrated web-based information management systems to support BPS processing, monitoring and management of all documents, Standards Development Process, promotions and mainstreaming efforts including a customer relationship.
4. Establish a linkage between PCIMS and 1BPS Portal.	4. Establish a linkage between PCIMS and 1BPS Portal.

19. Components:

FROM	TO

The TOR covers the development of web-based systems, enhancement of Standards and Conformance Portal and provision of hardware such as server or storage as described in the following modules compatibility for the proper turnover of the systems for hosting and maintenance of ISMS. The following modules with administrator functions such as user-management, report generation, among others as described in the Annexes are covered by this TOR:
 	
• Standards and Conformance Portal Enhancement Module (Annex A)
   o Standards and Conformance Portal Enhancement
   o Approval Management System for drafted Media/Info Materials & Correspondences
   o Circulation of WTO TBT Weekly Bulletins
• Standards Development Access Module (Annex B)
• BPSTL Information Management System Module (Annex C)
• Client Assistance or Customer Relationship Management Module (Annex D)
• Administrative Module
• Data Analytics Module
• Report Management Module
• Server or Storage (for e-copies of PNS and other documents) and Other Hardware
	The TOR covers the development of web-based systems, enhancement of Standards and Conformance Portal and compatibility for the proper turnover of the systems for hosting and maintenance of ISMS. The following modules with administrator functions such as user-management, report generation, among others as described in the Annexes are covered by this TOR:
	
	• Standards and Conformance Portal Enhancement Module (Annex A)
	   o Standards and Conformance Portal Enhancement
	   o Approval Management System for drafted Media/Info Materials & Correspondences
	   o Circulation of WTO TBT Weekly Bulletins
	• Standards Development Access Module (Annex B)
	• BPSTL Information Management System Module (Annex C)
	• Client Assistance or Customer Relationship Management Module (Annex D)

20. Delivery and Schedule of Payment Scheme

SCHEDULE	Project Milestone	TASKS / ACTIVITIES	DELIVERABLE/S	Payment Due (% of total contract cost)

	Project Mobilization	Contract Signing	Signed Contract, Detailed Project Plan	5%
Month 1 to 3	Workshop, Systems Analysis and Design	Workshop/Scoping	Workshop/Scoping Documentation	15%
		Systems Requirements Specifications and Architecture	Systems Requirements Specifications and Architecture Documentation	
		Designing	System Design, Aesthetic Changes	
		Initial Section layouts and Content Population	Initial layouts with Content	
Development of overall functionality of the systems				
Month 4	Sign-Off (Standards Conformance Portal and Customer Relationship Module and system requirements, Full and integrated system implementation and deployment with administrator functions)	System Alpha Version	Alpha Version for additional modules	25%
		Focus Group Discussion	Focus Group Discussion Report	
		Migration of data from old system	Migrated data	
		System Beta Version	Beta Version	
Month 5	Sign-Off (Standards Development Access and Product Testing Module implementation and deployment with administrator functions)	System Alpha Version	Alpha Version	25%
		Focus Group Discussion	Focus Group Discussion Report	
		Migration of data from old system	Migrated data	
		System Beta Version	Beta Version	
Month 6	Testing and Evaluation	Testing and debugging	Test Plan and Debugging Report	30%
	Training	Administrator and User Trainings	Training Plan, Administrator and User Manuals	
	Installation	Implementation (System installation in the DTI specified server, Full System Deployment)	System installed in the DTI specified server, Implementation Documentation	
	Turnover of Source Codes and Documentation	Technical Documentation Submission	Installation and Backup Recovery Manuals and other Technical Documentation	

		Source Codes Submission	All Source Codes	
	System Launching	Preparation of communication plan; Promotional activities; Ceremonial Activity	Communication Plan; Promotional and Ceremonial Activities	
	Project Completion	Sign off (Full implementation and Deployment)	Project Completion Report Project Sign-off Document	
	Warranty			
			TOTAL	100%
NOTE: There shall be a retention fee of 10% for every progress payment. Said amounts shall be released after the lapse of the warranty period, specified under Section VIII. Warranty of this TOR, provided that the delivered S&C Portal and systems are free from defects and all the conditions imposed under this TOR and the Contract have been fully met.				

For the guidance and information of all concerned.

MARY JEAN T. PACHECO
Assistant Secretary
Chairperson, DTI Bids and Awards Committee