dti
DEPARTMENT OF
TRADE & INDUSTRY
PHILIPPINES

HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.:	ISMS - 48551
Date:	05/20/2022
R.F.Q. No.:	202205-11359
Delivery	Within 6 months upon signing of contract

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Consultancy Services ENGAGEMENT OF A TECHNOLOGY SERVICE PROVIDER FOR THE DEVELOPMENT OF DTI ELECTRONIC PAYMENT MONITORING SYSTEM (EPMS) PROJECT DURATION: Six (6) Months 1. SCOPE OF WORK AND DELIVERABLES 1.1 Electronic Payment Monitoring System (EPMS) Portal A reliable and secured online payment monitoring system portal that can be used by different bureaus/offices with different projects. The portal is expected to have the following modules but are not limited to: 1.1.1 Federated Login the system should be connected to the DTI Office365 active directory		

Remarks   All items should be treated as one lot. ABC is Php 900,000.

Prepared by:

[signature]

ILEEN P. VISTA
ADMIN OFFICER IV

Very truly yours,

[signature]

fw   MARY ANN D. YULAS
SUPERVISING ADMIN.
OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

_____
Signature over Printed Name

POSITION: _____

COMPANY: _____

1 / 8

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE
G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph

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			for user login and authentication		
			1.1.2 User-Access Rights the system should have an access rights module that can be accessed by different persons from the different offices with different projects.		
			1.1.3 Multi Project the system should be able to handle multiple projects of different offices and the transactions should be properly labeled and accessible only to designated or assigned users.		
			1.1.4 Dashboard should display quick glance analytics of transactions, payments and other activities of the system.		
			1.1.5 Transactions and Payments the system should be informative in displaying transactions and payments on each aspect of the payment cycle.		
			1.1.6 Settlement the system should be able to map the settlement reports given by the		

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			payment service provider and settlement banks. 1.1.7 Reports the system should have downloadable or scheduled reports that is summarized or grouped by offices, projects, users or date range.		
			2. Secured Checkout Payment Page A reliable and secured page accessed using an idempotent Application Programming Interface (API) for initiating an online payment. The page is expected to have the following features but are not limited to: 2.1.1 API initialization page should be accessed by an idempotent API by the different projects defined using the EPMS Portal 2.1.2 Payment Service Provider Selection page should have a selection of available payment service providers as defined using the EPMS		

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			Portal		
			2.1.3 Multiple Payments Handling page should have a handle on the distinctiveness checking coming from a project to avoid multiple payments.		
			3. Current DTI Systems Connectivity Connect existing systems (i.e. IREGIS, BNRS) in a nonintrusive way for the monitoring, analyzing and reporting of payment transactions and settlements. The system is expected to connect the following existing systems: 3.1 IREGIS EPMS Portal should be able to use by the DTI Integrated Registration Information System (IREGIS) 3.2 BNRS EPMS Portal should be able to connect with DTI Business Name Registration		

Remarks   All items should be treated as one lot. ABC is Php 900,000.

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			System (BNRS) 3.2.1 Connectivity should be non-intrusive 3.2.2 EPMS Portal should be able to view and visualize the BNRS payment transactions 3.2.3 EPMS Portal should be able to map the payment service provider settlement and bank settlement with the BNRS payment transactions. 4. Additional Connection to Payment Service Providers and DTI Programs/Systems to EPMS Connect additional payment service providers that can be used for initiating an online payment. The technical service provider is expected to collaborate with ISMS in completing the full cycle of the payment process from the payment transaction creation, payment confirmation, payment service provider		

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			settlement and bank settlement. The system is expected to connect the following additional existing systems: 4.1 DoBid EPMS Portal should be able to use by the DTI Domestic Bidders Certificate of Preference Application System (DoBid) 4.2 PCIMS - EPMS Portal should be able to use by the Product Certification Information Management System (PCIMS) 5. Testing/Staging Environment Provide testing/staging environment for the upcoming systems to connect to for the payment facility needs. 5.1 The environment should be a replicate of the production environment of the EPMS portal, checkout page and features but is configured for developmental purposes.		

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			5.2 The technical service provider is expected to provide necessary documents for the use of the environment and is expected to coordinate with ISMS for the training and onboarding of oncoming systems. 6. DELIVERABLES EPMS Portal User s Manual On Completion Software Architecture Diagram On Completion Current DTI Systems Connectivity User s Manual On Completion Connectivity Architecture Diagram On Completion Secured Checkout Payment Page User s Manual On Completion Data Flow Diagram On Completion API Document On Completion		

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			Connection of Additional Payment Service Providers and DTI Programs/Systems Software Architecture Diagram On Completion Process Flow Diagram On Completion Testing/Staging Environment Developer s Manual On Completion API Document On Completion Warranty Period System and Resource Utilization Monthly Executive Summary Monthly Incident report Per incident Patch update Per Patch Transactions report Monthly Payments Report Monthly		

********************NOTHING FOLLOWS********************

Remarks	All items should be treated as one lot. ABC is Php 900,000.

Prepared by:

yuveta

ILEEN P. VISTA
ADMIN OFFICER IV

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fr

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TERMS OF REFERENCE

1 PROJECT TITLE: ENGAGEMENT OF A TECHNOLOGY SERVICE PROVIDER FOR THE DEVELOPMENT OF DTI ELECTRONIC PAYMENT MONITORING SYSTEM (EPMS)

2 PROJECT DURATION: Six (6) Months

3 APPROVED BUDGET: PHP900,000.00

4 PROJECT DESCRIPTION/RATIONALE:

The Department of Trade and Industry (DTI), through the Information Systems Management Services (ISMS) was tasked to implement and operationalized several online information systems. These systems need to use a payment facility for online payment processing. For some of the existing systems, the online payment facility is nonexistence or sometimes the features were not complete. For the new and upcoming systems, there is a need to connect to a payment facility in a seamless transactional environment.

This project aims to address and improve the electronic payments of the existing and the upcoming systems by having a single portal that can be used by multiple bureaus/offices to monitor, manage, analyze and generate report. It aims to connect with the existing systems in a nonintrusive way. It also aims to provide interfaces for the upcoming systems to connect to for payment facilities.

5 OBJECTIVES

The objectives of the project are the following:

a) Procure thru a business entity, technology service provider that will provide the Department with ICT expertise that will assist in the implementation of DTI Electronic Payment Monitoring System in collaboration with ISMS and the business process owners. The activity of the technology service provider must be:

   i. In accordance with the set overall framework for the establishment of the DTI Electronic Payment Monitoring System (EPMS) taking into consideration the requirements of ISMS and the business process owners, and ensuring that the system addresses the requirements and contains the desired functionalities and capabilities as defined;

b) To develop a reliable and secured online payment monitoring system that can be used by different bureaus/offices with different projects. The system is expected to have a user-access rights module defined according to bureau/office and project.

c) To develop a secure checkout payment page accessed using an idempotent Application Programming Interface (API) for initiating an online payment. It should allow selection of payment service provider to be used and should handle distinctiveness checking of transactions coming from a project to avoid multiple payments.

d) To develop an online system that allows monitoring of the full cycle of the payment process from the payment transaction creation, payment confirmation, payment service provider settlement and bank settlement as according to the flow of a payment service provider process.

e) Connect additional payment service providers that can be used for initiating an online payment. The technical service provider is expected to collaborate with ISMS in completing the full cycle of the payment process from the payment transaction creation, payment confirmation, payment service provider settlement and bank settlement.

f) Connect existing systems (i.e. IREGIS, BNRS) in a nonintrusive way for the monitoring, analyzing and reporting of payment transactions and settlements.

g) Fix the vulnerabilities and flaws that will result from the vulnerability assessment and penetration testing before the turnover of the system to ISMS

h) To develop a testing/staging environment that will provide interfaces for the upcoming systems to connect to for the payment facility needs.

6 SCOPE OF WORK AND DELIVERABLES

6.1 Electronic Payment Monitoring System (EPMS) Portal

A reliable and secured online payment monitoring system portal that can be used by different bureaus/offices with different projects.
The portal is expected to have the following modules but are not limited to:

6.1.1 Federated Login – the system should be connected to the DTI Office365 active directory for user login and authentication

6.1.2 User-Access Rights – the system should have an access rights module that can be accessed by different persons from the different offices with different projects.

6.1.3 Multi Project – the system should be able to handle multiple projects of different offices and the transactions should be properly labeled and accessible only to designated or assigned users.

6.1.4 Dashboard – should display quick glance analytics of transactions, payments and other activities of the system.

6.1.5 Transactions and Payments – the system should be informative in displaying transactions and payments on each aspect of the payment cycle.

6.1.6 Settlement – the system should be able to map the settlement reports given by the payment service provider and settlement banks.

6.1.7 Reports – the system should have downloadable or scheduled reports that is summarized or grouped by offices, projects, users or date range.

6.2 Secured Checkout Payment Page

A reliable and secured page accessed using an idempotent Application Programming Interface (API) for initiating an online payment.

The page is expected to have the following features but are not limited to:

6.2.1 API initialization – page should be accessed by an idempotent API by the different projects defined using the EPMS Portal

6.2.2 Payment Service Provider Selection – page should have a selection of available payment service providers as defined using the EPMS Portal

6.2.3 Multiple Payments Handling – page should have a handle on the distinctiveness checking coming from a project to avoid multiple payments.

6.3 Current DTI Systems Connectivity

Connect existing systems (i.e. IREGIS, BNRS) in a nonintrusive way for the monitoring, analyzing and reporting of payment transactions and settlements.

The system is expected to connect the following existing systems:

6.3.1 IREGIS – EPMS Portal should be able to use by the DTI Integrated Registration Information System (IREGIS)

6.3.2 BNRS – EPMS Portal should be able to connect with DTI Business Name Registration System (BNRS)

* Connectivity should be non-intrusive
* EPMS Portal should be able to view and visualize the BNRS payment transactions
* EPMS Portal should be able to map the payment service provider settlement and bank settlement with the BNRS payment transactions.

6.4 Additional Connection to Payment Service Providers and DTI Programs/Systems to EPMS

Connect additional payment service providers that can be used for initiating an online payment. The technical service provider is expected to collaborate with ISMS in completing the full cycle of the payment process from the payment transaction creation, payment confirmation, payment service provider settlement and bank settlement.

The system is expected to connect the following additional existing systems:

6.4.1 DoBid – EPMS Portal should be able to use by the DTI Domestic Bidders Certificate of Preference Application System (DoBid)

6.4.2 PCIMS - EPMS Portal should be able to use by the Product Certification Information Management System (PCIMS)

6.5 Testing/Staging Environment

Provide testing/staging environment for the upcoming systems to connect to for the payment facility needs.

* The environment should be a replicate of the production environment of the EPMS portal, checkout page and features but is configured for developmental purposes.
* The technical service provider is expected to provide necessary documents for the use of the environment and is expected to coordinate with ISMS for the training and onboarding of oncoming systems.

6.6 Deliverables

Task/ Activities	Deliverables	Frequency
EPMS Portal	User's Manual	On Completion
	Software Architecture Diagram	On Completion
Current DTI Systems Connectivity	User's Manual	On Completion
	Connectivity Architecture Diagram	On Completion
Secured Checkout Payment Page	User's Manual	On Completion
	Data Flow Diagram	On Completion
	API Document	On Completion
Connection of Additional Payment Service Providers and DTI Programs/Systems	Software Architecture Diagram	On Completion
	Process Flow Diagram	On Completion
Testing/Staging Environment	Developer's Manual	On Completion
	API Document	On Completion
Warranty Period	System and Resource Utilization	Monthly
	Executive Summary	Monthly
	Incident report	Per incident
	Patch update	Per Patch
	Transactions report	Monthly
	Payments Report	Monthly

6.7 Duration

The technical service provider shall complete the project development and implementation within six (6) months upon signing of the Contract.

6.8 Coverage

The project shall cover the development, installation, configuration, testing, training, implementation and maintenance of the EPMS Portal.

The technical service provider shall also provide project planning and project management for the installation and configuration of all proposed software in coordination with and supervision from the DTI Information Systems Management Service (ISMS). The vulnerabilities and flaws resulted from the vulnerability assessment and penetration testing should be fixed and ensure that the system is secured enough from any kind of attacks before the turnover of the system to ISMS. Likewise, a complete documentation on the installation, configuration, testing, backup and recovery shall be submitted to ISMS.

6.9 Non-Disclosure

Information about the DTI and its operations in this project is considered proprietary and confidential and must be treated as such by the recipients of this TOR. In the same manner, the responses to this document, which shall be specified as confidential, shall not be disclosed to other Parties.

6.10 Source Code

The source codes, libraries and other components shall be turned over to ISMS and will become property of the DTI.

6.11 Warranty

The application system should have full warranty coverage of at least three (3) months after project completion and upon acceptance by the ISMS.

7 SELECTION PROCEDURE

The Consulting Firm shall be selected using the Quality-Cost Based Selection/Evaluation procedure as prescribed under Section 24.5.3 of the Revised IRR of RA No. 9184, and using the following weights:

CRITERIA	WEIGHT (%)
Technical Proposal	80%
- Applicable Experience and Capability of Consulting Firm	
- Qualification of personnel who shall be assigned to the project (at least 1 Team Manager/Lead and 2 Members)	
- Samples of completed similar projects	
- Methodology and Approach	
Financial Proposal	20%
TOTAL	100%

7.1 Technical Proposal Content

Technical Proposal should be prepared considering Objective, Scope, Approach & Methodology, Activity Schedule & Deliverables as well as other information given in this document. The Technical Proposal must include:

7.1.1 Brief description about the Consulting Firm;

7.1.2 Consulting Firm experience: In addition to overall experience of, details of specific consultancy projects undertaken will be provided including Assignment/Job name, description of services provided, appx. value of assignment, location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any;

7.1.3 Detailed Resume of to be assigned team lead and members clearly indicating the details of educational attainment, training, professional work experience, and certifications (if any);

7.1.4 URL, brief description and screen shots of functionalities of completed and similar website. Presentation of completed project is required. Online database driven website as well as web design and complexity capability will be given importance;

7.1.5 Methodology (capability of the service provider's proposed solution to meet ISMS's requirements and interface with the existing application systems and IT infrastructure of DTI and other DTI partner agencies); and,

7.1.6 Work Plan and Schedule.

7.2 Financial Proposal

The bidders will present the total financial cost (inclusive of all applicable taxes) for the project development and implementation (which should not exceed the Approved Budget Cost), as well as the expected annual post-implementation cost to be incurred by the DTI in maintaining the system for 3 years after the warranty period expires. Total Cost of Ownership (TCO) must be provided and broken down into:

7.2.1 Services and Implementation Cost (Please indicate total cost and number of days)

7.2.2 Software License/s (Development/Migration tool) and other related third-party software applications

7.2.3 Customization Cost (Please indicate total cost and number of days)

7.2.4 Annual Maintenance Cost and other costs (Basis and Percentage), if any

All costs are to be quoted as inclusive of value-added tax (VAT) and all applicable taxes.

8 Payment Scheme

Tranches	Deliverable	Payment Due (% of Total Contract Cost)
1	EPMS Portal	40%
2	Current DTI Systems Connectivity (with payment functionality)	20%
3	Staging/Testing Environment	20%
4	Connection of additional identified Payment Service Providers (e.g. Dragon Pay) and DTI Programs (i.e. DoBid and PCIMS)	20%
	TOTAL	100%

NOTE: There shall be a retention fee of 10% for every progress payment. Said amount shall be released after the lapse of the warranty period, specified under Section 6.11. of this TOR, provided that the delivered milestones/outputs are free from defects and all the conditions imposed under this TOR and the Contract have been fully met.

9 OTHER PROVISIONS

1. This TOR shall form part of the final contract of services. Any contradictory provision in the final contract will be deemed void and non-enforceable.
2. The DTI shall be entitled to pre-termination of contract with no penalty fees if the Service 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.
3. Pursuant to a directive from the DTI Legal Service, no penalty fees will be charged to DTI for late payments, as proper accounting procedures have to be duly observed in the preparation of check payments.

4. The DTI shall be entitled to impose contract penalty fees or payment rebates for any delay in implementation that is not attributable to constraints and limitations on the end of DTI. Penalty cost shall be one-tenth of one percent of the remaining balance due per day of delay.
5. It is understood that DTI reserves the right to reject any or all proposals, waive any defect/s or informality/ies therein, or to accept the proposal which is most advantageous to DTI.
6. It is understood by all qualified Service Providers that all quotations must incorporate the terms and conditions indicated in this TOR document.
7. Response documents will be the property of DTI and will no longer be returned to the prospective Service Providers.