



Republic of the Philippines
 NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN NO. 0177-01-2021

DATE : **09 February 2021**

SUBJECT: **Case Management System**

The National Privacy Commission Bids and Awards Committee (NPC-BAC), hereby issues this Supplemental/Bid Bulletin to guide the bidders with regard to the bidding documents for the engagement of services for the **Case Management System**, to wit:

CLARIFICATION/ QUESTION	ADDENDUM/AMENDMENT/ ANSWER								
<p>1. Section XII of the Terms of Reference (Manpower Requirements), specifically the Time/Work Arrangements for Project Manager, Application Support Analyst and Database Administrator, require work from home set-up or on-premises from Monday-Friday on full-time basis, does this mean these personnel should provide service to NPC exclusively during the effectivity of the contract?</p>	<p>No, the work from home set-up or on-premise work from Monday-Friday on full-time basis is not required to be exclusive to NPC only. The said personnel are not prohibited from accepting other job/work outside the NPC, provided that they can perform their required tasks required and stated in the terms of reference and the contract.</p> <p>For this purpose, Section XII of the Terms of Reference (Manpower Requirements) specifically the Time/Work Arrangements column for Project Manager, Application Support Analyst and Database Administrator shall read as:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Position</th> <th style="width: 20%;">Minimum Number of Personnel</th> <th style="width: 40%;">Qualifications</th> <th style="width: 20%;">Time/Work Arrangements</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Key Personnel</td> </tr> </tbody> </table>	Position	Minimum Number of Personnel	Qualifications	Time/Work Arrangements	Key Personnel			
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	Project Manager	1	<ul style="list-style-type: none"> a. Minimum of ten (10) years of IT experience inclusive of five (5) years of experience in support, maintenance, development and deployment of complex mission-critical applications relating to software development. b. Certification in Information Technology Infrastructure Library (ITIL) Framework or any globally accepted project management certification. c. Familiar with Agile Development d. Experience in both private and e-Government application development, project management, service management based on best practices and industry standards. e. Highly efficient in preparing reports, technical and business communication writing and articulate in oral communication. f. Must be a graduate of a bachelor's degree in Information Technology, Computer Science, Business Administration, or any degree 	<p>Amenable for work from home setup or on-premise from Monday-Friday on a <u>non-exclusive</u> full-time basis starting from 8:00 A.M. until 5:00 P.M. Must be available during scheduled meetings. Must be on-call 365x24x7</p>
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			course with comprehensive IT-related training and work experience. Master's Degree is an advantage	
Application Support Analyst	1		<ul style="list-style-type: none"> a. Minimum of five (5) years of IT experience inclusive of three (3) years of experience in business and system analysis and design related to complex mission-critical applications relating to software development. b. Acquired foundation in Information Technology Infrastructure Library (ITIL) or any globally accepted project management certification. c. Background in performing preliminary user testing for related applications and systems. d. Have strong experience in Agile Methodology e. Strong system documentation and business communication skills. g. Must be a graduate of a bachelor's degree in Information Technology, Computer Science, Business Administration, or any degree 	Amenable for work from home setup or on-premise from Monday to Friday on a <u>non-exclusive</u> full-time basis on a regular time schedule starting from 8:00 A.M. until 5:00 P.M.

			course with IT-related background and training.																			
	Database Administrator	1	<ul style="list-style-type: none"> a. Minimum of six (6) years of IT experience inclusive of three (3) years' as Database Administrator. b. Must have certifications relating to the management and use of any enterprise-grade database technologies c. Preferably knowledgeable on RedHat Linux or any equivalent. <p>1. Must be a graduate of a bachelor's degree in Information Technology, Computer Science or any degree course with IT-related background and training.</p>	Amenable for work from home setup or on-premise from Monday to Friday on a <u><i>non-exclusive</i></u> full-time basis at least eight (8) hours a day on starting from 8:00 A.M. until 5:00 P.M. and must be on-call 365x24x7																		
2. How many concurrent users are estimated to use the system?	<table border="1"> <thead> <tr> <th>Division or Office</th> <th>Estimated Number of Persons that will use the system per Division or Office</th> </tr> </thead> <tbody> <tr> <td>Office of the Privacy Commissioner</td> <td>2</td> </tr> <tr> <td>Office of the Deputy Privacy Commissioners</td> <td>4 (2 per Deputy Commissioner)</td> </tr> <tr> <td>Legal and Enforcement Office</td> <td>2</td> </tr> <tr> <td>Enforcement Division</td> <td>2</td> </tr> <tr> <td>Legal Division</td> <td>2</td> </tr> <tr> <td>Complaints and Investigation Division</td> <td>11 (7 plantilla positions plus 4 contract of service providing support services to the division)</td> </tr> <tr> <td>Compliance and Monitoring Division</td> <td>2</td> </tr> <tr> <td>TOTAL</td> <td>25 persons</td> </tr> </tbody> </table>		Division or Office	Estimated Number of Persons that will use the system per Division or Office	Office of the Privacy Commissioner	2	Office of the Deputy Privacy Commissioners	4 (2 per Deputy Commissioner)	Legal and Enforcement Office	2	Enforcement Division	2	Legal Division	2	Complaints and Investigation Division	11 (7 plantilla positions plus 4 contract of service providing support services to the division)	Compliance and Monitoring Division	2	TOTAL	25 persons		
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3. Can the Case Management System be created using Open-Source development tools?	The system may be developed using Open-Source tools as long as it meets the requirements stipulated under Section VI. of the Terms of Reference (Technical Requirements).
4. Are there any other requirements the bidders need to submit aside from those listed in the Bidding Documents?	<p>Aside from those mentioned in the Bidding Documents, bidders are also reminded to comply with Government Procurement Policy Board Resolution No. 16-2020 approving Circular 04-2020 (<i>Guidelines in the Preparation of the Simplified Philippine Bidding Documents for Goods and Infrastructure Projects and the Submission of the Required Forms to be included in the Procurement of Goods, Infrastructure Projects, and Consulting Services</i>) issued on 16 September 2020.</p> <p>As such, bidders are reminded to submit the revised Bid Securing Declaration and Omnibus Sworn Statement, among others, as can be found in:</p> <p>https://www.gppb.gov.ph/downloadables.php</p>

The foregoing shall form an integral part of the **Bidding Documents for the Case Management System** for the National Privacy Commission. Any provision inconsistent herewith is hereby amended and superseded accordingly.

For the information and guidance of all concerned.

ATTY. MARIA THERESA PATULA
Chairperson, Bids and Awards Committee