



REQUEST FOR QUOTATION

CASE MANAGEMENT SYSTEM - MAINTENANCE (APP Item No. 2024-0053)

27 April 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **CASE MANAGEMENT SYSTEM - MAINTENANCE (APP Item No. 2024-0053)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00 NN., 03 May 2024**.

The service providers/suppliers must also submit the following requirements:

1. Copy of the current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. Current PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed
by Mendoza Ma.
Josefina Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

**TECHNICAL SPECIFICATION
CASE MANAGEMENT SYSTEM - MAINTENANCE**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 400,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Scope of Work <i>"See attached Scope of Work for the description"</i>			
			2. Qualification of Service Provider <i>"See attached Scope of Work for the description"</i>			
			3. Contract Duration - Nine (9) months <i>"See attached Scope of Work for the description"</i>			
			4. Confidentiality <i>"See attached Scope of Work for the description"</i>			
			5. Payment and Delivery <i>"See attached Scope of Work for the description"</i>			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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], as shown in the attached duly notarized Special Power of Attorney;

[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], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____
Page No. _____
Book No.: _____
Series of 20 _____



SCOPE OF WORK SERVICE

CASE MANAGEMENT SYSTEM - MAINTENANCE (APP Item No. 2024-0053)

I. BACKGROUND

The National Privacy Commission, established by the Data Privacy Act of 2012, has the clear and notable mandate to be the country's privacy watchdog. The daunting and challenging role is outlined in its operational goals to ensure that data subjects' RIGHTS ARE PROMOTED and PROTECTED, and to do the RIGHT THINGS RIGHT.

The Commission's goal is the protection of every citizen's data privacy through the maximum compliance of all individuals and organizations processing data with national and international data privacy standards.

To be true to its vision, "A world-class regulatory and enforcement agency upholding the right to privacy and data protection while ensuring the free flow of information, committed to excellence, driven by a workforce that is highly competent, future-oriented, and ethical, towards a competitive, knowledge-based, and innovative nation", the Commission is adopting the digitization of its processes to achieve its objectives.

Currently, the most urgent of the requirements of NPC is the software maintenance of the existing Case Management System (CMS).

II. OBJECTIVES

The software maintenance of the CMS shall include in-scope software updates, system backup, security patches, and technical support for any reported system and issues within the nine (9) month period.

III. SCOPE OF WORK

1. Update necessary software/tools used in the CMS.
 - a. MySQL
 - b. Apache
2. Fix all reported system issues/bug found in the CMS.
3. Fix all reported security issues found in the CMS.
4. Provide Root Cause Analysis Report for every reported system/security issue found in the CMS.
5. Provide technical support in CMS backup.
6. Updates/Enhance CMS features (if available).
7. Conduct monthly system and server status check.

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following qualifications:

1. Must have a project team must be composed of experts and specialists that know the following:
 - OS Platform: Linux, Apache
 - Programming Language: Java, HTML/CSS, JSF, Angular, Typescript, Javascript
 - Frameworks: Seam, Spring/SpringBoot, JPPF
 - Application Server: Wildfly
 - Database: Mysql
 - Development Tools: Eclipse, SQLYog, SVN, Visual Studio, NodeJS
 - Integration Tools: Jenkins, Ant, Maven
2. Registration with PhilGEPS;
3. Mayor's Permit;
4. Curriculum Vitae of the project team;
5. Other eligibility documents as provided under the RA 9184 and its latest IRR

V. CONTRACT DURATION

The engagement is for nine (9) months period starting from ten (10) days from receipt of the Notice to Proceed (NTP).

VI. CONFIDENTIALITY

The Service Provider shall be bound by the confidentiality of materials and information provided to him. By confidential of information, it shall refer to those which should not be made accessible to the public.

Unauthorized use of such information shall hold the Consulting Firm liable under existing laws and the provision of the contract. He shall not in any way reveal, publish, or report such confidential information to third parties.

VII. PAYMENT AND DELIVERY

Payment shall be made upon Issuance of the Inspection and Acceptance Certificate by the Inspection and Acceptance Committee upon recommendation by the end-user and shall be consistent with the following schedule:

% of Contract Cost	Activity	Deliverable/ Output	Schedule
30%	Conduct CMS Support	a. Submission of Root Cause Analysis Report for every reported system/security issue found in the CMS.	1 st - 3 rd month from the receipt of Notice to Proceed (NTP)

		<p>issue found in the CMS.</p> <p>b. Summary of the support conducted for the quarter.</p> <p>c. Monthly report on conducted checking of system and server status.</p>	
40%	Conduct CMS Support	<p>a. Submission of Root Cause Analysis Report for every reported system/security issue found in the CMS.</p> <p>b. Summary of the support conducted for the quarter.</p> <p>c. Monthly report on conducted checking of system and server status.</p>	4 th – 6 th month from the receipt of Notice to Proceed (NTP)
30%	Conduct CMS Support	<p>a. Submission of Root Cause Analysis Report for every reported system/security issue found in the CMS.</p> <p>b. Summary of the support conducted for the quarter.</p> <p>c. Monthly report on conducted checking of system and server status.</p>	7 th – 9 th month from the receipt of Notice to Proceed (NTP)
100%	TOTAL		

Indicative delivery dates may be adjusted upon request from and approval of NPC.

VIII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Services.

The mode of procurement shall be: *Small Value Procurement*

IX. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : FY 2024 Current Appropriations
: NPC Annual Procurement Plan FY 2024
: (APP Item No. 2024-0053)

ISSP : NPC Endorsed ISSP FY 2024-2026

Approved Budget for the Contract : Four Hundred Thousand Pesos Only (Php 400,00.00)

Prepared by:



WALDEN FEDERICK R. CANLAS
Information Technology Officer II, CID

Recommending Approval:



ATTY. MICHAEL R. SANTOS
Chief, CID

Approved by:



ATTY. MARIA THERESITA E. PATULA
Director IV, LEO

CID/sit/wfrc