



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: **Department of Health**

Name of the Project: **Procurement of Service Provider for the Department of Health
Intranet and Website Maintenance**

SVP No. 2021-020

Name of Company

Address

Please submit your lowest price quotation on the lots listed below, stating the shortest time of delivery and submit your price quotation duly signed by your representative not later than **24 March 2021; 9:00 A.M. at the Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila:**

Lot No.	Particular	Qty.	Unit	Unit Price	Total ABC (PhP)
1	Department of Health Intranet Maintenance	1	lot	300,000.00	300,000.00
2	Department of Health Website Maintenance	1	lot	250,000.00	250,000.00
Total					550,000.00

Your quotation is subject to the following General Conditions:

1. **Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.**
2. **Delivery period/Contract Duration: Six (6) months from the receipt of the approved Notice to Proceed**
3. **DELIVERY SITE:** Knowledge Management Information and Technology Service
Building 9 Department of Health (KMITS-DOH), San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila
4. **Bidders are entitled to one (1) bid only; otherwise, all bids made shall automatically be rejected.**
5. **The prospective bidder shall submit three (3) sets of the original certified as such by the bidder or his duly authorized signatory the following requirements arranged, numbered and tabbed in one envelope as enumerated below:**

- a) Duly accomplished and signed Price Quotation, inclusive of all taxes;
- b) Duly accomplished and signed Technical Specifications;

Note: In case of award, kindly send a soft copy of the technical specification being offered (in “Word” and PDF” format) to this email address:

cobachsecretariat@doh.gov.ph

- c) Duly signed Schedule of Requirements;
- d) PhilGEPS Registration Number;
- e) Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA 9184);

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor’s or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)

- f) Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;
- g) Omnibus Sworn Statement (Refer to the attached forms); and
- h) Duly notarized authority of the signatory, whichever is applicable:
 - i. Secretary’s Certificate (i.e. Corporation; Joint Venture Agreement);
 - ii. Special Power of Attorney (i.e Sole Proprietorship; Partnership); or
 - iii. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration

Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution 09-2020)

NOTE: Bidders may submit their bid proposal on or before **24 March 2021, 9:00 AM.** to the COBAC-B Secretariat through any of the following options:

1. **Preferably**, in printed copy to be submitted at the G/F, Bldg. 6, Department of Health, San Lazaro Compound; or

In soft copy via e-mail to cobacbsecretariat@doh.gov.ph provided that it complies with the following condition:

- i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 IRR of RA 9184*;
- ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
- iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
- iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)*

Further, once the GCQ is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

6. Pursuant to Section 62.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act of 9184 a warranty security shall be required from the contract awarded for a minimum period of One (1) year, in case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The Obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after the consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been full met.

Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Sworn Statement and Authority of the Signatory Forms.

Very Truly Yours,

(SGD.) GERARDO V. BAYUGO, MD, MPH, CESO I
Undersecretary of Health
COBAC-B Chairperson

PRICE QUOTATION

**PROCUREMENT OF SERVICE PROVIDER FOR THE OF DEPARTMENT OF
HEALTH INTRANET AND WEBSITE MAINTENANCE
SVP No. 2021-020**

Lot No.	Item Description	Qty.	Unit	Total Cost (PhP)
1	Department of Health Intranet Maintenance	1	lot	
2	Department of Health Website Maintenance	1	lot	

- All price offered (unit price and total bid price) must be type or written indelible ink.
- Bids will be valid until *Ninety (90) calendar days from the Submission and Opening of Bids.*

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Telephone No. / Fax No.]

[Email Address:]

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.

Lot No.	Description	Qty.	Unit	Total ABC (PhP)	Delivery Site	Contract Duration
1	Department of Health Intranet Maintenance	1	lot	300,000.00	KMITS, Bldg. 9, DOH, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila	<i>Six (6) months</i> from the receipt of approved Notice to Proceed (NTP).
2	Department of Health Website Maintenance	1	lot	250,000.00		

***Please include the attached Terms of Reference with signature of the duly authorized representative as part of the submission of the bid proposal.**

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:/Title or other appropriate designation/

:/Name of Company/

/Complete office address/

/Telephone No. / Fax No./

/Official Email Address/

TERMS OF REFERENCE

	Project Title	Department of Health Intranet Maintenance		
	Type of Service	Contract of Service		
	TA Client	Department of Health – Knowledge Management and Information Technology Service		
I.	Background or Rationale	<p>In July 2015, the Department of Health launched the new DOH Intranet called “Health Knowledge Hub,” which serves as the online communications portal of the DOH Central Office, Regional Offices, DOH hospitals and attached agencies. It has been transformed from a static to a dynamic one that offers more functionalities and features which are suitable to the needs of the people within the organization. It is established to encourage the sharing of knowledge and ideas and provide safe and reliable access to the organization’s confidential information.</p> <p>The DOH Intranet is being managed by the Knowledge Management and Information Technology Staff. To fully implement the use of the Intranet, the technical support services of a service provider usage concerns and system maintenance. Access to technical support is highly critical in successful system implementation and user adaption through faster resolution of end user and other technical issues. Access to technical support will provide faster resolution to end user and/or technical issues that are highly critical in system implementation.</p>		
II.	Objectives	<p>General Objective: The main objective of the project is to hire a service provider to address technical support issues regarding the implementation and maintenance of the DOH Intranet System. The services will cover scheduled technical support, consulting on security and the general use of the system.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none">1. Provide expert technical support and maintenance for the DOH Intranet both in the production and backup server.2. Provide assistance in troubleshooting and fixing bugs and errors.3. Provide consultation and advice on application usage via telephone and/or email.4. Make enhancement and customization on the DOH intranet as requested by the end user.		
III.	Scope of Services Work	<p>The service provider must provide the following Technical Support and Maintenance:</p> <ol style="list-style-type: none">1. Application Troubleshooting<ol style="list-style-type: none">a. Assistance in the identification of errors or issuesb. Recommendations to resolve errors or issues2. Bug fixes for application related errors<ol style="list-style-type: none">a. Delivery of bug fixes for application related errors only for issues reported and which may actually be fixed within the first 5 months of maintenance period. The 6th month shall cover the delivery and acceptance of all fixes for reported issues.b. Bugs shall be categorized by severity and dealt with following the Support Service Incident/Issue Classification Table below:		
		Severity Level	Definition	Service Commitment

		1	Critical – Service Affecting Defect. Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working.	Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity.
		2	Major Inconvenience - Serious Loss of Functionality Important functionality is not operating properly, causing Customer to spend significant time and resources addressing the issue. (Example: Reporting tools have stopped working.)	Report status once daily. Work during normal business hours until problem is resolved, or until a suitable workaround is implemented reducing service impact severity.
		3	Causing Inconvenience – Functionality is not operating in accordance with ordinary use and Customer must spend some time and expense dealing with the problem. User-Specific Defects.	Report status weekly as part of standard Weekly Incident/Issue Report. Work during normal business hours.
		4	Request for Information Features/functionalities available in current software version	Report status as part of the standard monthly support service report. Work during normal business hours.
		3. Consultation and Assistance <ul style="list-style-type: none"> a) General advice on application usage covering functional scope and use cases. b) General review for application use cases not covered in the design documents. c) Primary medium of assistance will be via telephone and/or email during business hours; d) Minimal enhancement and customization of pages requested by end user. SP shall capacitate the Intranet administrators on the customization and enhancement if there's any. e) Monthly backup of application and database. DOH shall provide all software and hardware required to backup the database. Client shall provide remote access so that backup may be performed remotely. f) Application of security patches for mysql, apache/IIS, and php if found critical and will not have major impact on the current functions of DOH Intranet. Service provider shall apply security patches on both production and backup servers. g) Monthly update of backup server. Server provider shall deploy the latest copy of application and database from production server to the backup server. 4. Abide by a Service Level Agreement (SLA) that it submitted.		
IV.	Expected Outputs or Deliverables	The <u>MINIMUM</u> outputs or deliverables shall include the following during the Contract Execution Stage:		

		ACTIVITY Number	SCOPE OF WORKS	DELIVERABLES
		1	Define the overall approach or methodology to be employed to implement the project.	Inception Report, Signed Non-Disclosure Agreement
		2	Technical Support and Maintenance, Support and remote assistance Monthly Backup of application and database Application of security patches for mysql, apache/ IIS and php.	Monthly Accomplishment Report on comprehensive technical support and maintenance Monthly backup of application and database Security patches on both production and backup servers.
		3	System Turnover	<ul style="list-style-type: none"> • Updated Functional and Technical Design Documents • Database and software server configuration • Updated Source Codes • Project Terminal Report
		Standard Requirements: <ul style="list-style-type: none"> ▪ Technical outputs and/or system documentations shall conform to the standards, content and/or requirements of the DOH Knowledge Management and Information Technology Service. Any development tools and/or utilities must conform to and be compatible with the existing development framework of the DOH Intranet System. ▪ Progress reports are reportorial requirements for monitoring the project. The frequency of progress reporting shall be agreed upon and included in the Inception Report ▪ The DOH Technical Working Group assigned to the project shall issue Certificate of Acceptance for the required deliverables per scope of works. 		
V.	Estimated Duration of Project	The maximum project duration is six (6) months from the issuance of Notice to Proceed.		
VI.	Project Site(s)	Project sites will be at: Knowledge Management Information and Technology Service Building 9 Department of Health (KMITS-DOH), San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila		
VII.	Implementation Arrangement, and Reporting and Communication Protocols	A. All communications and reports must be addressed to: ENRIQUE A. TAYAG, MD, PHSAE, FPSMID, CESO III Director IV Knowledge Management and Information Technology Service Department of Health Building 9, San Lazaro Compound, Rizal Avenue, Sta Cruz, 1003 Manila Tel No. 86517800 local 1926,1927 Email: eatayag@doh.gov.ph		

		<p>ATTENTION:</p> <p>CHARITY L. TAN Chief, Knowledge Management Division Knowledge Management and Information Technology Service Tel #: 8651-7800 locals 1910, 1912 Email Address: cltan@doh.gov.ph</p> <p>MARICEL C. PAYA Information Officer II Knowledge Management Division Knowledge Management and Information Technology Service Tel #: 8651-7800 locals 1910, 1912 Email: mcpaya@doh.gov.ph</p> <p>B. Project Management or Contract Administration Arrangement The Head of the Knowledge Management Division shall provide clear directions in the development of the outputs required in the TOR, and manage and supervise the SP in their implementation of the project.</p> <p>C. Reporting Obligations, notices and approval process including minimum or essential reports' contents: The SP shall report directly to the Head of KMITS who is the authorized person to approve notices and acceptance of deliverables based on the TOR, activities and other related tasks</p>
VIII.	Roles and Responsibilities, including Propriety Rights and Ownership	<p>1. <u>Knowledge Management and Information Technology Service</u></p> <p>a. Be responsible for the timely provision of all resources, access, information, and decision-making under its control which are necessary for the project and as identified in the agreed Inception Report and/or Updated Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Service provider. Any delays that are not within the control of the service provider may result in an appropriate adjustment of time for operational acceptance or accomplishment/conclusion of the project as agreed by both parties.</p> <p>b. Ensure the accuracy of all information and/or data to be supplied to the service provider, except when otherwise expressly stated in the Contract.</p> <p>c. Provide sufficient, properly qualified operating and technical personnel, as required by the service provider to properly carry out the project at or before the time specified in the Terms of Reference, and/or Updated Project Plan.</p> <p>d. Designate appropriate staff for system testing and make all appropriate logistical arrangements, if necessary.</p> <p>e. Assign persons to assume primary responsibility for the acceptance of deliverables or outputs.</p> <p>f. Make prompt reviews and revision of the work produced and presented by the service provider in the different phases of the works or services.</p> <p>g. Endorse to the funding agency the payment of the Service provider upon presentation of the Certificate of Acceptance of the required materials, documents and other outputs, the amount due from receipt of claims supported with documents subject to acceptance of deliverables by authorized members from the Project Management Team.</p>

		<ul style="list-style-type: none"> h. Provide office space as may be required by the Service provider i. Photocopy and reproduce manuals and documentation, if necessary. <p>2. <u>The Service Provider shall:</u></p> <ul style="list-style-type: none"> a. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. b. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the skill and care expected of a competent provider of the services required. c. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract. d. Be responsible for the timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually agreed Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information, and decision making may constitute grounds for termination. e. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Consultant. The Service Provider shall indemnify and hold harmless the DOH from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Service Provider or its personnel, including the sub-contractors and their personnel. The Service Provider shall not indemnify the DOH to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the DOH. f. Submit 3 sets of soft-bound and e-copies of final deliverables documents (Functional and Technical Design and related documents) g. Abide by all the terms and conditions stipulated in the project contract. h. Submit to the KMITS the final materials, reports and documents specified in the contract, terms of reference, and agreed upon during negotiation. i. Report progress as agreed. j. All outputs of the project such as specifications, designs, reports, and other documents, materials, data and software developed by the Service Provider for the DOH shall become and remain the property of the DOH, and the Service Provider shall not later than upon termination or expiration of the Contract, deliver all outputs to the DOH, together with a detailed inventory thereof. The Service Provider may retain a copy of outputs and may use of the same subject to the restrictions on the use of these outputs, documents and software, and the approval of DOH. k. All computer programs, documentation and other outputs developed by the Service Provider shall be the sole and exclusive property of the DOH. l. Copyright. The Intellectual Property Rights in all System Software and General-Purpose Software and proprietary Materials or methodologies shall remain vested in the owner of such rights. m. For the purpose of security and confidentiality, the following are the arrangements: <ul style="list-style-type: none"> i. The DOH and the Service Provider shall each keep confidential and shall not, without the written consent of the other party to the Project divulge to any third party any documents, data, or other information of a confidential
--	--	---

		<p>nature, furnished directly or indirectly by any of the Parties in connection with the Project; or where the Service Provider is the Receiving Party, generated by the Service Provider in the course of the performance of its obligations under the Project and relating to the businesses, finances, Consultants, employees, or other contacts of the DOH or the DOH's use of the System, whether such information has been furnished or generated prior to, during, or following termination of the Project.</p> <ul style="list-style-type: none"> ii. Data that maybe used for testing and actual operation of the system like data on patient or persons and licensing health facilities, goods, and services or other data that will encroach into the privacy of or jeopardize the interests of persons, and concerned entities or provide due advantage of third parties are considered confidential. iii. The DOH shall not, without the Service Provider's prior written consent, use any Confidential Information received from the Service Provider's for any purpose other than the operation, maintenance and further development and/or completion of the Project. Similarly, the Service Provider shall not, without the DOH's prior written consent, use any Confidential Information received from the DOH for any purpose other than those that are required for the performance of the Project. <p>n. For the purpose of review and approval of documents and other outputs by the DOH, the following are the arrangements:</p> <ul style="list-style-type: none"> i. The Service Provider shall prepare and submit the materials or documents for the DOH's approval or review through the SDT's point/liaison person. ii. The SDT shall review the outputs submitted by the Service Provider within five (5) working days from receipt of the documents. iii. Any part of the Project covered by or related to the documents to be approved by the DOH shall be executed only after the approval of the documents. Likewise, all documents supporting progress payment shall have to go through the same process. iv. Within five (5) working days after receipt by the SDT of any documents requiring DOH's approval, the SDT shall either return one copy of the document to the service provider with its approval endorsed on the output/document or shall notify the Service Provider in writing of its disapproval of the document and the reasons for disapproval and the modifications required. v. Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice. vi. If the DOH disapproves the document/output, the Service Provider shall modify the document/output and resubmit it for the end-users approval. If the end-users approve the output for modification(s), the service provider shall make the required modification(s), and the document shall then be deemed to have been approved unless such modification as agreed upon has not been done. vii. If any dispute or difference occurs between the DOH and the service provider in connection with or arising out of the disapproval by the end-users of any outputs and/or any modification(s) to an output that cannot be settled between the parties within a reasonable period, then, such dispute or difference may be referred to the heads of the end-users offices and the responsible Consultant's Adjudicator for determination.
--	--	---

		<p>viii. The end-users approval, with or without modification of the document/output/material furnished by the service provider, shall not relieve the service provider of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the SDT or inaccurate information furnished in writing to the service provider by or on behalf of the DOH.</p> <p>Sustainability: The Knowledge Management Division shall be responsible the implementation of the updated DOH Intranet. The KMITS shall be responsible for sustaining and/or maintaining the system if the DOH ICT standards are strictly complied. All outputs of the project by the service provider shall be the sole and exclusive property of the DOH.</p>												
IX.	Required Qualification of Service Provider	<p>The following qualifications shall be required in evaluating the Service Provider:</p> <p>The Service Provider (Firm) shall have previous or on-going similar contract in website/system development or maintenance.</p> <table border="1"> <thead> <tr> <th></th><th>Project Manager/Team Leader</th><th>Programmer</th></tr> </thead> <tbody> <tr> <td>Education</td><td>Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems/ Software Development or other related course.</td><td>bachelor's degree related to Business/Computer/ Systems/Process/ Information Engineering/ Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience</td></tr> <tr> <td>Experience</td><td>At least two (2) years working experience in Website/system development</td><td>At least two (2) years working experience in Website/system development</td></tr> <tr> <td>Skills/competencies</td><td>Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation</td><td>with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, Code Igniter and Server Administration with at least one year similar experience.</td></tr> </tbody> </table> <p>The Service Provider shall submit supporting documents as basis for evaluating these qualifications which include but not limited to:</p> <ol style="list-style-type: none"> 1. Company Profile that shows at least 5 years of experience in website/system development 2. Team Composition 3. Curriculum Vitae of key Personnel/Project Team members, including certificates of trainings 		Project Manager/Team Leader	Programmer	Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems/ Software Development or other related course.	bachelor's degree related to Business/Computer/ Systems/Process/ Information Engineering/ Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience	Experience	At least two (2) years working experience in Website/system development	At least two (2) years working experience in Website/system development	Skills/competencies	Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation	with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, Code Igniter and Server Administration with at least one year similar experience.
	Project Manager/Team Leader	Programmer												
Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems/ Software Development or other related course.	bachelor's degree related to Business/Computer/ Systems/Process/ Information Engineering/ Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience												
Experience	At least two (2) years working experience in Website/system development	At least two (2) years working experience in Website/system development												
Skills/competencies	Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation	with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, Code Igniter and Server Administration with at least one year similar experience.												

X.	Approved Budget	The financial proposal shall not exceed the Approved Budget for the Contract of Three Hundred Thousand Pesos (Php 300,000.00) inclusive of taxes. Those exceeding the ABC shall be automatically rejected.		
XI.	Proposed Terms of Payment	PAYMENT #	DELIVERABLES	PERCENT (%)
		1	Upon Submission and Acceptance of Inception Report and Signed DOH Non-Disclosure Agreement	15
		2	<ul style="list-style-type: none"> Evaluation and assessment report of the current DOH intranet Accomplishment report on comprehensive technical support and maintenance for the first 2 months Monthly backup of Application and database for first 2 months Security patches on both production and back-up servers 	35
		3	<ul style="list-style-type: none"> Accomplishment report on comprehensive technical support and maintenance for the 3rd month Monthly backup of Application and database for the 3rd month Security patches on both production and back-up servers 	30
		4	<ul style="list-style-type: none"> Updated Functional and Technical Design Documents Database and software server configuration Updated Source Codes Security patches on both production and back-up servers Accomplishment report on comprehensive technical support and maintenance for the remaining months Monthly backup of Application and database for the remaining months Project Terminal Report 	20
			Total	100
XIII	Data Privacy Act of 2012 Compliance & Non-Disclosure Agreement, if applicable)	The Service Provider shall submit the signed Non-disclosure agreement		

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:[Title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Telephone No. / Fax No.]

[Email Address]

	Project Title	Department of Health Website Maintenance
	Type of Service	Contract of Service
	TA Client	Department of Health – Knowledge Management and Information Technology Service
I.	Background or Rationale	<p>The Department of Health (DOH) website was revised and re-designed with a consulting firm to continually comply with the directive from the Office of the President through Administrative Order 39, mandating all national government agencies to transfer websites to the Government Website Hosting Services (GWHS) under Department of Science and Technology-Information and Communication Technology Office (DOST-ICTO), now known as Department of Information and Communication Technology (DICT). The DOH website utilized the template developed by iGovPhil that standardizes the look and feel of websites for all government agencies.</p> <p>The DOH maintains a total of three (3) DOH websites, one (1) in the production server under GWHS which is the official, one (1) in the staging server which serves as the test website, and one (1) in the backup server in the DOH premise. All of the 3 websites need to be regularly updated and upgraded in terms of content, Content Management System (CMS) used, modules and theme/template which are constantly changing to protect it from security threats. It is important for the website to be free from any vulnerabilities that could inflict heavy damage that may cause system failure as well as possible loss of valuable data or information.</p> <p>Given such, the DOH is in need of a service provider to provide expert technical maintenance and support services for the DOH website. The service provider is expected to be responsive to the web support needs and services required.</p>
II.	Objectives	<p>General Objective: To provide comprehensive preventive and corrective Maintenance for the DOH Websites.</p> <p>Specific Objectives:</p> <ol style="list-style-type: none"> 1. Conduct maintenance and technical support for the three (3) existing DOH websites. 2. Upgrade versions of Drupal CMS as well as modules and theme/template. 3. Implement new features to improve or enhance the website design and functionalities as well as page design updates and enhancements. 4. Provide training on Drupal CMS version updates, modules and themes/ templates.
III.	Scope of Services Work	<p>The Service Provider shall provide the following services:</p> <ol style="list-style-type: none"> 1. Undertake comprehensive maintenance and technical support for the three (3) existing DOH websites: <ol style="list-style-type: none"> a. One (1) website in the production server under Government Web Hosting Service (GWHS) b. One (1) website in the staging server under GWHS

		<ul style="list-style-type: none">c. One (1) backup website under DOH server2. Upgrade versions of Drupal CMS, modules and theme/template as needed or as advised by the Integrated Government Phil. Project (iGovPhil) for the three (3) websites.3. Conduct monthly backup of database and home directory.4. Undertake comprehensive maintenance for the DOH backup server.<ul style="list-style-type: none">a. Evaluate or assess the existing backup server based on the following:<ul style="list-style-type: none">i. Network/Server Operating Systemii. APACHE web application and HTTP serviceiii. PHPiv. MySQLv. Drupal CMSvi. Other party web application softwareb. Configure a new server in the event that the existing server bogged down.<ul style="list-style-type: none">i. Network/Server Operating Systemii. APACHE web application and HTTP serviceiii. PHPiv. MySQLv. Drupal CMSvi. Other party web application softwarevii. Restoration of database and filesc. Update or upgrade software components and patches when known vulnerabilities arise or the need arise due to some known issues.5. Implement new features to enhance the design of the current DOH website using modules approved by iGovPhil. Modules have to be submitted first for vulnerability assessment and perform enhancements of pages requested by DOH Offices6. Assist in solving all application and web server related problems/issues which may be encountered.7. Conduct orientation for Drupal CMS’ new version, modules and theme/ templates if there’s any.8. Capacitate DOH web administrators for Drupal CMS version updates, new modules and theme/ template if needed. The training shall be held at KMITS. Training manuals and meals shall be shouldered by the service provider. Training shall be conducted for at least 2 days, depending on the technicality or updates conducted. The service provider shall schedule the training with approval from the end user.9. Service Level Agreement (SLA) must be submitted with contact persons and specific details.									
IV.	Expected Outputs or Deliverables	<table><tr><td colspan="3">The <u>MINIMUM</u> outputs or deliverables shall include the following during the Contract Execution Stage:</td></tr><tr><td>ACTIVITY</td><td>SCOPE OF WORK</td><td>DELIVERABLES</td></tr><tr><td>1</td><td>Development of Inception Report</td><td>Inception Report Signed Non-Disclosure</td></tr></table>	The <u>MINIMUM</u> outputs or deliverables shall include the following during the Contract Execution Stage:			ACTIVITY	SCOPE OF WORK	DELIVERABLES	1	Development of Inception Report	Inception Report Signed Non-Disclosure
The <u>MINIMUM</u> outputs or deliverables shall include the following during the Contract Execution Stage:											
ACTIVITY	SCOPE OF WORK	DELIVERABLES									
1	Development of Inception Report	Inception Report Signed Non-Disclosure									

				Agreement and Service Level Agreement
		2	Conduct Comprehensive Maintenance and Technical Support for the three (3) DOH websites • Conduct upgrading of versions of Drupal CMS, modules and theme/template • Implement new features for the website • Monthly backup of database and home directory	Monthly/Accomplishment Report on Comprehensive Maintenance and Technical Support Conducted Upgraded versions of Drupal CMS, modules and theme/template New features implemented Monthly backup of database and home directory
		3	Evaluation and assessment of existing backup server Configuration of new backup server as need arises Updating and upgrading of software components	Evaluation and assessment report Configured backup server Updated/Upgraded software components
		4	Capacitate DOH web administrators for Drupal CMS version updates, new modules and theme/ template Submission of Service Level Agreement	DOH web administrators trained Submission of SLA
		5	End of Report	Project Terminal Report
V.	Estimated Duration of Project	The maximum project duration is six (6) months from the issuance of Notice to Proceed		
VI.	Project Site(s)	Project sites will be at: Knowledge Management Information and Technology Service Building 9 Department of Health (KMITS-DOH), San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila		
VII.	Implementati on Arrangement , and Reporting and Communicat ion Protocols	A. All communications and reports must be addressed to: ENRIQUE A. TAYAG, MD, PHSAE, FPSMID, CESO III Director IV Knowledge Management and Information Technology Service Department of Health Building 9, San Lazaro Compound, Rizal Avenue, Sta Cruz, 1003 Manila Tel No. 6517800 local 1926,1927		

		<p>Email: erictayag4health@yahoo.com</p> <p>ATTENTION:</p> <p>CHARITY L. TAN Chief, Knowledge Management Division Knowledge Management and Information Technology Service Tel #: 651-7800 locals 1912 Email Address: charityledesmatan@gmail.com</p> <p>MARICEL C. PAYA Information Officer II Knowledge Management Division Knowledge Management and Information Technology Service Tel #: 651-7800 locals 1912 Email: mcpaya@doh.gov.ph</p> <p>B. Project Management or Contract Administration Arrangement The Chief of the Knowledge Management Division shall provide clear directions in the development of the outputs required in the TOR, and manage and supervise the SP in their implementation of the project.</p> <p>C. Reporting Obligations, notices and approval process including minimum or essential reports' contents: The SP shall report directly to the Head of KMITS who is the authorized person to approve notices and acceptance of deliverables based on the TOR, activities and other related tasks.</p>
VIII .	Roles and Responsibilities, including Propriety Rights and Ownership	<p>1. <u>Knowledge Management Information and Technology Service – Knowledge Management Division</u> shall:</p> <ol style="list-style-type: none"> Be responsible for the timely provision of all resources, access, information, and decision-making under its control which are necessary for the project and as identified in the Agreed Inception Report and/or Updated Project Plan, except where provision of such items is explicitly identified in the Contract as being the responsibility of the Service provider (Individual or Firm). Delay by the end-users may result in an appropriate extension of the time for operational acceptance or accomplishment/conclusion of the project as agreed by both parties. Ensure the accuracy of all information and/or data to be supplied to the Consultant, except when otherwise expressly stated in the Contract. Provide sufficient, properly qualified operating and technical personnel, as required by the Service Provider to properly carry out the project at or before the time specified in the Terms of Reference, and/or Updated Project Plan. Designate appropriate staff for system testing and make all appropriate logistical arrangements, if necessary. Assign persons to assume primary responsibility for the acceptance of deliverables or outputs.

		<p>f. Make prompt reviews and revision of the work produced and presented by the Consultant in the different phases of the works or services.</p> <p>g. Endorse to the funding agency the payment of the Service Provider upon presentation of the Certificate of Acceptance of the required materials, documents and other outputs, the amount due from receipt of claims supported with documents subject to acceptance of deliverables by authorized members from the Project Management Team.</p> <p>h. Provide office space as may be required by the Service Provider.</p> <p>i. Photocopy and reproduce manuals and documentation, if necessary.</p> <p>2. <u>The Service Provider shall:</u></p> <p>a. Perform the services and carry out the obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.</p> <p>b. Conduct all activities with due care and diligence, in accordance with the Contract and Terms of Reference, and with the skill and care expected of a competent provider of the services required.</p> <p>c. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.</p> <p>d. Be responsible for the timely provision of all resources, information, and decision making under its control that are necessary to reach a mutually agreed Updated Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information, and decision making may constitute grounds for termination.</p> <p>e. Comply with all laws in force in the Philippines. The laws will include all national, provincial, municipal, or other laws that affect the performance of the Contract and are binding upon the Consultant. The Service Provider shall indemnify and hold harmless the DOH from and against any and all liabilities, damages, claims, fines, penalties, and expenses of whatever nature arising or resulting from the violation of such laws by the Service Provider or its personnel, including the sub-contractors and their personnel. The Service Provider shall not indemnify the DOH to the extent that such liability, damage, claims, fines, penalties, and expenses were caused or contributed to by a fault of the DOH.</p> <p>f. Abide by all the terms and conditions stipulated in the project contract.</p> <p>g. Submit to the KMITS the final materials, reports and documents specified in the contract, terms of reference, and agreed upon during negotiation.</p> <p>h. Do progress reporting as shall be agreed upon.</p> <p>i. All outputs of the project such as specifications, designs, reports, and other documents, materials, data and software developed by the Service Provider for the DOH shall become and remain the property of the DOH, and the Service Provider shall not later than upon termination or expiration of the Contract, deliver all outputs to the DOH, together with a detailed inventory thereof. The Consultant may retain a copy of outputs but use of are subject to</p>
--	--	--

		<p>the restrictions about future use of these outputs, documents and software, is subject to the approval of DOH.</p> <p>j. All computer programs developed by the Service Provider shall be the sole and exclusive property of the DOH.</p> <p>k. Copyright. `The Intellectual Property Rights in all System Software and General-Purpose Software and proprietary Materials or methodologies shall remain vested in the owner of such rights.</p> <p>l. For the purpose of security and confidentiality, the following are the arrangements:</p> <p>i. The DOH and the Service Provider shall each keep confidential and shall not, without the written consent of the other party to the Project divulge to any third party any documents, data, or other information of a confidential nature, furnished directly or indirectly by any of the Parties in connection with the Project; or where the Service Provider is the Receiving Party, generated by the Service Provider in the course of the performance of its obligations under the Project and relating to the businesses, finances, Consultants, employees, or other contacts of the DOH or the DOH's use of the System, whether such information has been furnished or generated prior to, during, or following termination of the Project.</p> <p>ii. Data that may be used for testing and actual operation of the system like data on patient or persons and licensing health facilities, goods, and services or other data that will encroach into the privacy of or jeopardize the interests of persons, and concerned entities or provide due advantage of third parties are considered confidential.</p> <p>iii. The DOH shall not, without the Service Provider's prior written consent, use any Confidential Information received from the Service Provider for any purpose other than the operation, maintenance and further development and/or completion of the Project. Similarly, the Service Provider shall not, without the DOH's prior written consent, use any Confidential Information received from the DOH for any purpose other than those that are required for the performance of the Project.</p> <p>m. For the purpose of review and approval of documents and other outputs by the DOH, the following are the arrangements:</p> <p>i. The Service Provider shall prepare and submit the materials or documents for the DOH's approval or review through the Project Manager.</p> <p>ii. The PMT shall review the outputs submitted by the Service Provider within three (3) working days from receipt of the documents.</p> <p>iii. Any part of the Project covered by or related to the documents to be approved by the DOH shall be executed only after the approval of the documents. Likewise, all documents supporting progress payment shall have to go through the same process.</p> <p>iv. Within three (3) working days after receipt by the PMT of any documents requiring DOH's approval, the PMT shall either return one copy of the document to the Service Provider with its approval endorsed on the output/document or shall notify the Service Provider in writing of its disapproval of the document and the reasons for disapproval and the modifications required.</p>
--	--	--

		<p>v. Any document shall not be disapproved except on the grounds that the document does not comply with some specified provision of the Contract or that it is contrary to good industry practice.</p> <p>vi. If the DOH disapproves the document/output, the Service Provider shall modify the document/output and resubmit it for the end-users approval. If the end-users approve the output for modification(s), the Service Provider shall make the required modification(s), and the document shall then be deemed to have been approved unless such modification as agreed upon has not been done.</p> <p>vii. If any dispute or difference occurs between the DOH and the Service Provider in connection with or arising out of the disapproval by the end-users of any outputs and/or any modification(s) to an output that cannot be settled between the parties within a reasonable period, then, such dispute or difference may be referred to the heads of the end-users offices and the responsible Service Provider's Adjudicator for determination.</p> <p>viii. The end-users approval, with or without modification of the document/output/material furnished by the Service Provider, shall not relieve the Service Provider of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the PMT or inaccurate information furnished in writing to the Service Provider by or on behalf of the DOH</p> <p>Sustainability and Maintenance:</p> <ol style="list-style-type: none"> 1. The Knowledge Management Division shall be responsible the implementation of the updated DOH Internet. 2. The KMITS shall be responsible for sustaining and/or maintaining the system if the DOH ICT standards are strictly complied. 3. All outputs of the project by the Consultant shall be the sole and exclusive property of the DOH.
--	--	---

IX.	Required Qualification of Service Provider	The following qualifications shall be required in evaluating the Service Provider:		
		The Service Provider (Firm) shall have previous or on-going similar contract in website/ system development or maintenance.		
			Project Manager/Team Leader	Programmer
		Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems/ Software Development or other related course.	bachelor's degree related to Business/Computer/ Systems/Process/ Information Engineering/ Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience
		Experience	At least two (2) years working experience in Website/system development	At least two (2) years working experience in Website/system development and Drupal CMS Management
X.	Approved Budget	Skills/ Competencies	Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation	with programming knowledge and skills on Drupal CMS, PHP Language, and MySQL Database Management and Server Administration with at least one year similar experience.
		<p>The Service Provider shall submit supporting documents as basis for evaluating these qualifications which include but not limited to:</p> <ol style="list-style-type: none"> 1. Company Profile that shows at least 5 years of experience in website/system development 2. Team Composition 3. Curriculum Vitae of key Personnel/Project Team members, including certificates of trainings 		
XI.	Proposed Terms of Payment	PAYMENT #	DELIVERABLES	PERCENTAGE
		1	Upon submission and acceptance of the inception report and signed Non-Disclosure Agreement	15%

		2	1. Backup of database and home directory for the first 2 months 2. Monthly Summary Report for the first 2 months 3. Evaluation and assessment report of existing website and back-up server	35%
		3	1. Backup of database and home directory for month 3 2. Monthly Summary Report for month 3	20%
		4	1. Upon delivery and acceptance of upgraded versions of CMS, modules, theme/template or enhancement of pages 2. Training report 3. Backup of database and home directory for remaining month/s 4. Monthly Summary Report for the remaining month/s 5. Project Terminal Report	30%
			TOTAL	100%
XIII	Data Privacy Act of 2012 Compliance & Non-Disclosure Agreement, if applicable)	The Service Provider shall submit the signed Non-disclosure agreement		

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:*[Title or other appropriate designation]*

:*[Name of Company]*

[Complete office address]

[Telephone No. / Fax No.]

[Official Email Address]

Technical Specifications

Republic of the Philippines Department of Health			
TECHNICAL SPECIFICATIONS			
Item No. 1		Quantity	
Name of Manufacturer:		Country of Origin:	
Brand:		Model:	
ABC:			
PURCHASER'S SPECIFICATION		SUPPLIER'S SPECIFICATION	
		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment/item offered. Statement 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.	

Signature over Printed Name
[date of signing]

In the capacity of
Duly authorized to sign bid for and on behalf of

: [title or other appropriate designation]
: [Name of Company]
[Complete office address]
[Telephone No. / Fax No.]
[Email Address]:

Technical Specifications

Republic of the Philippines Department of Health									
TECHNICAL SPECIFICATIONS									
Lot No. 1	Department of Health Intranet Maintenance	Qty.	1 Lot						
ABC: PhP 300,000.00									
Manufacturer:		Country of Origin:							
Brand:		Model:							
PURCHASER'S SPECIFICATION		SUPPLIER'S SPECIFICATION							
A. Scope of Work: The service provider must provide the following Technical Support and Maintenance: 1. Application Troubleshooting a. Assistance in the identification of errors or issues b. Recommendations to resolve errors or issues 2. Bug fixes for application related errors a. Delivery of bug fixes for application related errors only for issues reported and which may actually be fixed within the first 5 months of maintenance period. The 6 th month shall cover the delivery and acceptance of all fixes for reported issues. b. Bugs shall be categorized by severity and dealt with following the Support Service Incident/Issue Classification Table below:									
<table border="1"> <thead> <tr> <th>Severity Level</th> <th>Definition</th> <th>Service Commitment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Critical – Service Affecting Defect. Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working. </td> <td> Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity. </td> </tr> </tbody> </table>				Severity Level	Definition	Service Commitment	1	Critical – Service Affecting Defect. Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working.	Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity.
Severity Level	Definition	Service Commitment							
1	Critical – Service Affecting Defect. Use of the Software has stopped or is severely impacted that Customer cannot reasonably continue working.	Report status (progress of rectification of the defect) every four hours. Work round-the-clock until problem has been resolved, or until a suitable workaround is implemented reducing service impact severity.							

2	Major Inconvenience - Serious Loss of Functionality Important functionality is not operating properly, causing Customer to spend significant time and resources addressing the issue. (Example: Reporting tools have stopped working.)	Report status once daily. Work during normal business hours until problem is resolved, or until a suitable workaround is implemented reducing service impact severity.
3	Causing Inconvenience – Functionality is not operating in accordance with ordinary use and Customer must spend some time and expense dealing with the problem. User-Specific Defects.	Report status weekly as part of standard Weekly Incident/Issue Report. Work during normal business hours.
4	Request for Information Features/function alities available in current software version	Report status as part of the standard monthly support service report. Work during normal business hours.
3. Consultation and Assistance <ol style="list-style-type: none"> General advice on application usage covering functional scope and use cases. General review for application use cases not covered in the design documents. Primary medium of assistance will be via telephone and/or email during business hours; Minimal enhancement and customization of pages requested by end user. SP shall capacitate the Intranet administrators on the customization and enhancement if there's 		

<p>any.</p> <p>e) Monthly backup of application and database. DOH shall provide all software and hardware required to backup the database. Client shall provide remote access so that backup may be performed remotely.</p> <p>f) Application of security patches for mysql, apache/IIS, and php if found critical and will not have major impact on the current functions of DOH Intranet. Service provider shall apply security patches on both production and backup servers.</p> <p>g) Monthly update of backup server. Server provider shall deploy the latest copy of application and database from production server to the backup server.</p> <p>4. Abide by a Service Level Agreement (SLA) that it submitted</p>			
<p>Qualifications of the Service Provider:</p> <p>The following qualifications shall be required in evaluating the Service Provider:</p>			
	Project Manager/Team Leader	Programmer	
Education	Completion of a college degree related to Business / Computer / Systems / Process / Information Engineering / Information Technology, Systems/ Software Development or other related course.	bachelor's degree related to Business/Computer/ Systems/Process/ Information Engineering/ Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience	
Experience	At least two (2) years working experience in Website/system development	At least two (2) years working experience in Website/system development	

Skills/competencies	Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation	with programming knowledge and skills on PHP Language, and MySQL Database Management, IIS, Code Igniter and Server Administration with at least one year similar experience.	
<p>The Service Provider shall submit supporting documents as basis for evaluating these qualifications which include but not limited to:</p> <ol style="list-style-type: none"> 1. Company Profile that shows at least 5 years of experience in website/system development 2. Team Composition 3. Curriculum Vitae of key Personnel/Project Team members, including certificates of trainings 			

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:*[title or other appropriate designation]*

:*[Name of Company]*

[Complete office address]

[Telephone No. / Fax No.]

[Email Address:]

Technical Specifications

<p>Republic of the Philippines Department of Health</p> <p>TECHNICAL SPECIFICATIONS</p>			
Lot No. 2	Department of Health Website Maintenance	Qty.	1 Lot
ABC: PhP 250,000.00			
Manufacturer:		Country of Origin:	
Brand:		Model:	
PURCHASER'S SPECIFICATION		SUPPLIER'S SPECIFICATION	
<p>A. Scope of Work:</p> <p>The Service Provider shall provide the following services:</p> <ol style="list-style-type: none"> Undertake comprehensive maintenance and technical support for the three (3) existing DOH websites: <ol style="list-style-type: none"> One (1) website in the production server under Government Web Hosting Service (GWHS) One (1) website in the staging server under GWHS One (1) backup website under DOH server Upgrade versions of Drupal CMS, modules and theme/template as needed or as advised by the Integrated Government Phil. Project (iGovPhil) for the three (3) websites. Conduct monthly backup of database and home directory. Undertake comprehensive maintenance for the DOH backup server. <ol style="list-style-type: none"> Evaluate or assess the existing backup server based on the following: <ol style="list-style-type: none"> Network/Server Operating System APACHE web application and HTTP service PHP MySQL Drupal CMS Other party web application software Configure a new server in the event that the existing server bogged down. <ol style="list-style-type: none"> Network/Server Operating System APACHE web application and HTTP service 			

	Process Information Engineering / Information Technology, Systems/Software Development or other related course.	Information Technology, Systems/Software Development/Health Informatics or other related field with at least three (3) years similar experience
Experience	At least two (2) years working experience in Website/system development	At least two (2) years working experience in Website/system development and Drupal CMS Management
Skills/ Competencies	Project Management/ Systems Analysis and Design, Software (Website) Development, Database Design, System Implementation, System Enhancement, System Implementation	with programming knowledge and skills on Drupal CMS, PHP Language, and MySQL Database Management and Server Administration with at least one year similar experience.
<p>The Service Provider shall submit supporting documents as basis for evaluating these qualifications which include but not limited to:</p> <ol style="list-style-type: none"> 1. Company Profile that shows at least 5 years of experience in website/system development 2. Team Composition 3. Curriculum Vitae of key Personnel/Project Team members, including certificates of trainings 		

Signature over Printed Name

[date of signing]

In the capacity of

Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]

:[Name of Company]

[Complete office address]

[Telephone No. / Fax No.]

[Email Address:]

Omnibus Sworn Statement

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 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.
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.

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]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ 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;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Corporate Secretary]

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]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [name], [title] of [name of Company], is lawfully authorized to represent and act on behalf of the [name of company], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [name], [title] of [name of company] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to be done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

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]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

ELIGIBILITY CHECKLIST
PROCUREMENT OF SERVICE PROVIDER FOR THE OF DEPARTMENT OF
HEALTH INTRANET AND WEBSITE MAINTENANCE
SVP No. 2021-020

NAME OF THE COMPANY: _____

BIDDER NO. _____

ITEM NO.	REQUIREMENTS	PASS	FAIL	REMARK
1	Duly accomplished and signed Price Quotation, inclusive of all taxes;			
2	Duly accomplished and signed Technical Specifications			
3	Duly signed Schedule of Requirements			
4	PhilGEPS Registration Number			
5	<p>Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located <i>or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA 9184) <u>together with corresponding copy of receipt of payments of the said permit;</u></i></p> <p><i>In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, <u>Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)</u></i></p>			
6	Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;			
7	Omnibus Sworn Statement			
8	<p>Duly notarized authority of the signatory:</p> <ul style="list-style-type: none"> i. Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); ii. Special Power of Attorney (i.e Sole Proprietorship; Partnership); or 			

ITEM NO.	REQUIREMENTS	PASS	FAIL	REMARK
	<p>iii. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration</p> <p><i>Acceptability of <u>Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution 09-2020)</u></i></p>			